



## **Pelham School Board Meeting Agenda**

**September 11, 2024**

**Meeting - 6:30 pm**

**PES Library**

### **AGENDA**

#### **I. PUBLIC SESSION**

##### **A. Opening/Call to Order**

1. Call to Order
2. Pledge of Allegiance
3. 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.
4. Opening Remarks : Superintendent and Student Representative

##### **B. Presentations**

##### **C. Main Issues**

1. Fiscal Year 2026 Budget Presentation - School Budgets
  - a) Explanation: Superintendent McGee and Business Administrator Deb Mahoney will present the first set of administrator level budgets to the School Board. Director of Technology Keith Lord, Director of Nutrition Services Taryn Temmallo, Director of Facilities Brian Sands, and Director of Student Services Kim Noyes will present their portion of the budget.
  - b) Materials:
    - (1) FY26 Budget Segments:
      - (a) PSD Nutrition Budget
      - (b) Nutrition 5 Year Equipment Plan
      - (c) PSD Facilities Budget
      - (d) Facilities Year Over Year Planning
      - (e) PSD Special Services Budget
      - (f) PSD Technology Budget
      - (g) Technology Plan Budget Forecast
      - (h) SAU
      - (i) School Board

- (j) Curriculum
- (k) Instructional Materials Plan
- (l) Transportation
- (m) Revised Budget Report - Encumbrances
- (n) Capital Improvement Plan 2025-2031
- (o) Capital Improvement Spreadsheet 2025-2031

## 2. Policy Review

- a) Explanation: The Policy Committee is presenting the following policy changes for consideration.
- b) Materials:
  - (1) First Reading
    - (a) BGAA - Policy Development, Adoption and Review
    - (b) FAA - Annual Facility Plan and Unused District Property
    - (c) JICD - Student Discipline and Due Process
  - (2) Second Reading
    - (a) Title IX Regulation: The federal government updated its regulations regarding Title IX, the federal law that prohibits sex-based discrimination in any school or educational program that receives funding from the federal government. The NHSBA recommends the Board make these changes immediately.
      - (i) AC - Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
      - (ii) ACA - Discrimination and Harassment Grievance Procedure (new policy)
      - (iii) ACAC - Title IX Prohibition of Sex Discrimination and Sex-Based Harassment: Policy and Grievance Procedure
        - (a) ACAC (current policy for reference)
      - (iv) ACE - Procedural Safeguards: Nondiscrimination on the Basis of Disability
      - (v) ACN - Accommodation of Lactation Needs
      - (vi) GBAM - Accommodation of Pregnancy and Related Medical Conditions: Personnel (new policy)
      - (vii) IHBCA - Accommodation of Pregnancy and Related Medical Conditions: Students
        - (a) JIE - Pregnant Students (to be rescinded)
      - (viii) JLDDB - Suicide Prevention and Response Plan
      - (ix) KED - Facilities or Services - Grievance Procedure (Section 504) (to be rescinded)

## D. Board Member Reports

#### **E. Consent Agenda**

1. Adoption of Minutes
  - a) 2024.08.14 Draft School Board Minutes
  - b) 2024.08.14 Draft Non Public Minutes
  - c) 2024.09.04 Draft School Board Minutes
2. Vendor and Payroll Manifests
  - a) 556 \$632,810.23
  - b) PAY556P \$ 10,563.22
  - c) DU091124 \$ 240.00
  - d) BFPMS72 \$ 12,256.36
  - e) AP091124 \$218,850.85
3. Correspondence and Information
4. Enrollment Report
5. Staffing Updates
  - a) Leaves
  - b) Resignations
  - c) Retirements
  - d) Nominations

(1) Kelly Lemerise                      PHS      Special Education Teacher

#### **F. Future Agenda Planning**

#### **G. Future Meetings**

- |                       |                      |        |
|-----------------------|----------------------|--------|
| 1. September 25, 2024 | School Board Meeting | 6:30PM |
| 2. October 2, 2024    | School Board Meeting | 6:30PM |

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

1. Emergency Planning  
Personnel Matter

#### 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



To: Pelham School Board  
From: Taryn Capraro, School Nutrition Director  
Re: FY26 Level 1 Budget Presentation  
Date: September 11, 2024  
Cc: Superintendent Chip McGee  
Business Administrator Deb Mahoney  
Assistant Superintendent Sarah Marandos

First off I'd like to thank you for supporting our department and I would like to thank the Pelham families for continuing to support our breakfast and lunch programs.

My goal for this upcoming year and for SY 25-26 is to monitor our budget closely, increase revenue to meet expenses, and to continue having families steadily participate in our programs. We are only budgeting for what we will need to keep the department whole. We have had a few tough years with the ongoing hardships such as staffing and increase food and supply prices, however, with the help from the amazing staff that we do have and from the support of the amazing families in Pelham, I am hopeful of this.

## **Planning**

If you reference the 5 Year Nutrition Equipment Plan, these are the items we are hoping to purchase in the future to better the department. We will be tracking our revenue and making these purchases within our means each year.

The 5 Year Equipment Plan calls for the replacement of the Pelham Elementary School Steamer in FY26. This item is budgeted to cost \$29,000. Last year we did not purchase equipment, so the 5 Year Equipment Plan was pushed forward a year.

## **Key Budget Changes for FY26**

I have shared every line of our Level 1 budget. In my presentation, I will highlight any key budget changes as well as any other significant increases or decreases. Please feel free to ask about any part of the budget.

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>21 - FOOD SERVICE FUND</b>								
<b>3100 - FOOD SERVICE OPERATIONS</b>								
<b><u>DW FOOD SERV. OPERATIONS</u>      <u>00 - DISTRICT-WIDE</u></b>								
<b>2100310000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 166.53</b>	<b>\$ 0.00</b>	<b>\$ 534.34</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>2100310000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 140.00</b>	<b>\$ 2,700.00</b>	<b>\$ 0.00</b>	<b>\$ 2,700.00</b>	<b>\$ 2,700.00</b>	<b>\$ 0.00</b>
		USDA TRAINING, TO MEET REGULATORY REQUIREMENTS	\$ 1,450.00					
		TRISTATE CONFERENCE	\$ 500.00					
		NATIONAL CONFERENCE	\$ 750.00					
<b>2100310000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>2100310000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 4,700.00</b>	<b>\$ 4,750.00</b>	<b>\$ 5,350.00</b>	<b>\$ 4,000.00</b>	<b>\$ 4,500.00</b>	<b>\$ 500.00</b>
		REPAIR SERVICES FOR HOODS, INCREASED	\$ 3,000.00					
		PREVENTATIVE MAINTENANCE -KITCHEN EQUIPMENT	\$ 0.00					
		SERVICE CONTRACT	\$ 1,500.00					
<b>2100310000</b>	<b>446</b>	<b>RENTAL/LEASE SOFTWARE</b>	<b>\$ 9,808.59</b>	<b>\$ 5,695.00</b>	<b>\$ 6,375.00</b>	<b>\$ 6,975.00</b>	<b>\$ 6,375.00</b>	<b>(\$ 600.00)</b>
		TITAN-ANNUAL SERVICE CONTRACT, PER CONTRACT	\$ 6,375.00					
<b>2100310000</b>	<b>531</b>	<b>TELEPHONE</b>	<b>\$ 712.88</b>	<b>\$ 810.68</b>	<b>\$ 722.40</b>	<b>\$ 819.21</b>	<b>\$ 750.00</b>	<b>(\$ 69.21)</b>
		ANNUAL DEPARTMENT CELL PHONE	\$ 750.00					
<b>2100310000</b>	<b>534</b>	<b>POSTAGE/GENERAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 700.00</b>	<b>\$ 109.40</b>	<b>\$ 700.00</b>	<b>\$ 700.00</b>	<b>\$ 0.00</b>
		MAILINGS HOME-ACCOUNT BALANCES, LEVEL FUNDED	\$ 700.00					
<b>2100310000</b>	<b>550</b>	<b>PRINTING</b>	<b>\$ 384.57</b>	<b>\$ 1,900.00</b>	<b>\$ 278.40</b>	<b>\$ 1,400.00</b>	<b>\$ 1,400.00</b>	<b>\$ 0.00</b>
		PRINTING APPLICATIONS -FREE AND REDUCED,	\$ 1,000.00					
		MARKETING, PROMOTIONAL MATERIALS	\$ 400.00					
<b>2100310000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 3,220.00</b>	<b>\$ 0.00</b>	<b>\$ 2,665.00</b>	<b>\$ 2,665.00</b>	<b>\$ 0.00</b>
		TRAVEL AND MILEAGE- OUT OF DISTRICT TRAINING- CONFERENC	\$ 777.00					
		NATIONAL CONFERENCE PER CONTRACT	\$ 1,888.00					
<b>2100310000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 1,027.11</b>	<b>\$ 3,500.00</b>	<b>\$ 604.02</b>	<b>\$ 3,455.00</b>	<b>\$ 3,000.00</b>	<b>(\$ 455.00)</b>
		DISTRICT SUPPLIES, REDUCED	\$ 3,000.00					
<b>2100310000</b>	<b>630</b>	<b>FOOD</b>	<b>\$ 3,311.85</b>	<b>\$ 4,509.00</b>	<b>\$ 2,670.34</b>	<b>\$ 4,829.00</b>	<b>\$ 4,829.00</b>	<b>\$ 0.00</b>
		DISTRICT FOOD- CATERING	\$ 4,829.00					
<b>2100310000</b>	<b>631</b>	<b>USDA COMMODITIES FOOD</b>	<b>\$ 60,679.75</b>	<b>\$ 67,271.00</b>	<b>\$ 61,676.30</b>	<b>\$ 66,808.46</b>	<b>\$ 65,186.00</b>	<b>(\$ 1,622.46)</b>
		ESTIMATED COMMODITIES ALLOCATION BASED ON FY25	\$ 65,186.00					
<b>2100310000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 99,900.03</b>	<b>\$ 4,410.00</b>	<b>\$ 4,410.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>2100310000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 800.00</b>	<b>\$ 1,300.00</b>	<b>\$ 800.00</b>	<b>\$ 1,200.00</b>	<b>\$ 1,200.00</b>	<b>\$ 0.00</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### ***3100 - FOOD SERVICE OPERATIONS***

		MEMBERSHIP FEES- NH BUYING GROUP	\$ 900.00					
		SCHOOL NUTRITION ASSOC. MEMBERSHIPS	\$ 300.00					
<b>2100310000</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 279.11</b>	<b>\$ 750.00</b>	<b>\$ 140.00</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>	<b>\$ 0.00</b>
		STAFF APPRECIATION	\$ 750.00					
<b><u>TOTAL DW FOOD SERV. OPERATIONS</u></b>			<b>\$ 181,910.42</b>	<b>\$ 103,015.68</b>	<b>\$ 83,670.20</b>	<b>\$ 96,301.67</b>	<b>\$ 94,055.00</b>	<b>(\$ 2,246.67)</b>

### ***3100 - FOOD SERVICE OPERATIONS***

#### **PES FOOD SERV. OPERATIONS**      **11 - PELHAM ELEMENTARY SCHOOL**

<b>2111310000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 180.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>2111310000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 4,834.21</b>	<b>\$ 8,000.00</b>	<b>\$ 2,171.20</b>	<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 0.00</b>
		REPAIRS- LABOR AND PARTS- AGING EQUIPMENT, LEVEL	\$ 8,000.00					
<b>2111310000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 13,062.70</b>	<b>\$ 17,281.00</b>	<b>\$ 9,362.98</b>	<b>\$ 16,415.00</b>	<b>\$ 16,415.00</b>	<b>\$ 0.00</b>
		PES SUPPLIES - LEVEL FUNDED	\$ 16,415.00					
<b>2111310000</b>	<b>630</b>	<b>FOOD</b>	<b>\$ 90,842.17</b>	<b>\$ 100,000.00</b>	<b>\$ 88,952.20</b>	<b>\$ 107,100.00</b>	<b>\$ 115,000.00</b>	<b>\$ 7,900.00</b>
		ANTICIPATED FOOD EXPENSE - INCREASE PER ENROLLMENT	\$ 115,000.00					
<b>2111310000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 0.00</b>	<b>\$ 25,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>2111310000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 0.00</b>	<b>\$ 30,000.00</b>	<b>\$ 0.00</b>	<b>\$ 29,000.00</b>	<b>\$ 29,000.00</b>	<b>\$ 0.00</b>
		REPLACE STEAMER, PER REPLACEMENT PLAN	\$ 29,000.00					
<b><u>TOTAL PES FOOD SERV. OPERATIONS</u></b>			<b>\$ 108,919.08</b>	<b>\$ 180,281.00</b>	<b>\$ 100,486.38</b>	<b>\$ 160,515.00</b>	<b>\$ 168,415.00</b>	<b>\$ 7,900.00</b>

### ***3100 - FOOD SERVICE OPERATIONS***

#### **MS FOOD SERV. OPERATIONS**      **22 - PELHAM MEMORIAL SCHOOL**

<b>2122310000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 59.30</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>2122310000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 2,929.01</b>	<b>\$ 5,000.00</b>	<b>\$ 881.32</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 0.00</b>
		LABOR AND REPAIRS FOR EQUIPMENT/BUILDING	\$ 3,000.00					
<b>2122310000</b>	<b>442</b>	<b>RENTAL/LEASE EQUIPMENT</b>	<b>\$ 0.00</b>	<b>\$ 4,000.00</b>	<b>\$ 0.00</b>	<b>\$ 4,000.00</b>	<b>\$ 0.00</b>	<b>(\$ 4,000.00)</b>
		BUDGET NO LONGER NEEDED	\$ 0.00					
<b>2122310000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 9,727.51</b>	<b>\$ 12,364.00</b>	<b>\$ 7,403.90</b>	<b>\$ 11,908.00</b>	<b>\$ 11,000.00</b>	<b>(\$ 908.00)</b>
		PMS SUPPLIES, REDUCED PER ENROLLMENT	\$ 11,000.00					
<b>2122310000</b>	<b>630</b>	<b>FOOD</b>	<b>\$ 77,598.57</b>	<b>\$ 120,000.00</b>	<b>\$ 81,850.40</b>	<b>\$ 100,000.00</b>	<b>\$ 95,000.00</b>	<b>(\$ 5,000.00)</b>
		ANTICIPATED FOOD COSTS, REDUCED	\$ 95,000.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>3100 - FOOD SERVICE OPERATIONS</b>								
2122310000	738	EQUIPMENT-REPLACEMENT	\$ 24,950.00	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b><u>TOTAL MS FOOD SERV. OPERATIONS</u></b>			\$ 115,264.39	\$ 166,364.00	\$ 90,135.62	\$ 118,908.00	\$ 109,000.00	(\$ 9,908.00)
<b>3100 - FOOD SERVICE OPERATIONS</b>								
<b><u>PHS FOOD SERV. OPERATIONS      33 - PELHAM HIGH SCHOOL</u></b>								
2133310000	330	PROFESSIONAL SERVICES	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2133310000	430	REPAIRS & MAINTENANCE	\$ 2,410.78	\$ 3,000.00	\$ 2,705.67	\$ 3,000.00	\$ 3,500.00	\$ 500.00
		REPAIRS AND MAINTENANCE OF PHS KITCHEN EQUIPMENT	\$ 0.00					
		INCREASED DUE TO AGING EQUIPMENT	\$ 3,500.00					
2133310000	442	RENTAL/LEASE EQUIPMENT	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2133310000	610	SUPPLIES	\$ 8,903.09	\$ 16,679.00	\$ 8,335.38	\$ 15,821.00	\$ 14,000.00	(\$ 1,821.00)
		PHS SUPPLIES, REDUCED PER ENROLLMENT	\$ 14,000.00					
2133310000	630	FOOD	\$ 108,268.44	\$ 120,000.00	\$ 111,573.03	\$ 120,000.00	\$ 120,000.00	\$ 0.00
		ANTICIPATED FOOD COSTS, LEVEL FOR INFLATION	\$ 120,000.00					
<b><u>TOTAL PHS FOOD SERV. OPERATIONS</u></b>			\$ 119,762.31	\$ 143,679.00	\$ 122,614.08	\$ 138,821.00	\$ 137,500.00	(\$ 1,321.00)
<b>TOTAL 3100 - FOOD SERVICE OPERATIONS</b>			\$ 525,856.20	\$ 593,339.68	\$ 396,906.28	\$ 514,545.67	\$ 508,970.00	(\$ 5,575.67)
<b>TOTAL 21 - FOOD SERVICE FUND</b>			\$ 525,856.20	\$ 593,339.68	\$ 396,906.28	\$ 514,545.67	\$ 508,970.00	(\$ 5,575.67)



# PELHAM NUTRITION DEPARTMENT 5 YEAR EQUIPMENT PLAN

School	Equipment	24-25	25-26	26-27	27-28	28-29
PES	Replace First Double Deck Oven	Budgeted for \$33,000				
PES	Replace Steamer		Budgeted for \$29,000			
PES	Replace Second Double Deck Oven			Budgeted for \$33,000		
PES	Replace Third Double Deck Oven				Budgeted for \$33,000	
PHS	Replace Dishwasher					Budgeted for \$39,000

**Eric "Chip" McGee, Ed.D.**  
*Superintendent*



**Sarah Marandos, Ed.D.**  
*Assistant Superintendent*

**Deb Mahoney**  
*Business Administrator*

**Toni Barkdoll**  
*Director of Human Resources*

**Keith Lord**  
*Director of Technology*

*59A Marsh Road  
Pelham, NH 03076*

*T: (603)-635-1145  
F: (603)-635-1283*

**Kimberly Noyes**  
*Director of Student Services*

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To: Pelham School Board  
From: Director of Facilities Brian Sands  
Re: FY26 Level 1 Budget Presentation  
Date: 9/11/2024  
Cc: Superintendent Chip McGee  
Business Administrator Deb Mahoney  
Assistant Superintendent Sarah Marandos

First and foremost, thank you to the Pelham School Board and the Pelham Community for their continued support. I am proud of the work we have done this past year in our schools. Our continued work to bring solar into the District, the completion of the Pelham Memorial School (PMS) renovation, and improvements in school safety are just a few of the items I have been happy to be a part of. We are also preparing our submission for Pelham Elementary School (PES) to be officially recognized as an Energy Star Certified Building.

We will be commissioning PMS this year as well as conducting an energy audit of Pelham High School (PHS). Commissioning is a thorough review of all critical HVACR (heating, ventilation, air conditioning, refrigeration) systems and controls for correct operation both in the building management system and in the field. Doing this at industry recommended intervals of five to seven years will keep our building systems functioning at peak efficiency. Commissioning leads to recommendations on planning for future repair/replacement to aid in forecasting. The energy audit of PHS will identify the most efficient means of upgrading our 1998 Buderus cast iron boilers and areas for efficiency improvements on the envelope of the building. This boiler upgrade is a part of the Town's Capital Improvement Plan.

I have included our Facilities Dept. Year over Year Plan. For FY26 we are requesting to conduct a recommissioning of Pelham Elementary School's mechanical systems. This will ensure all HVACR systems are operating as designed and at peak efficiency. We will also receive recommendations on how to proceed with components that are beginning to reach their end of life.

As you will hear during the salaries and benefits presentation, we are requesting the addition of 1 custodial FTE for PMS. With our current staffing, we are asking our staff to exceed the recommended square footage to maintain the standard of cleanliness we expect for our schools. With the full square footage now realized (PMS went from 51,887 sq ft. to 99,740 sq ft.), additional custodial staff is required to maintain a Level 3 of cleanliness. Level 3 cleaning is the norm for most school facilities. It is acceptable to most stakeholders and does not pose any health issues. A custodian can clean

approximately 28,000 to 31,000 square feet in an 8 hour shift. This standard is set in the Pelham School District Facilities and Maintenance Plan. The addition of one custodial FTE would reduce the square footage for each custodian from 32,333 sq ft to 24,250 sq ft. This will keep us aligned closer to a Level 2 in the District. Per the Pelham School District Facilities and Maintenance Plan. Level 2 cleaning is the uppermost standard for most school cleaning, and is generally reserved for restrooms, special education areas, kindergarten areas, or food service areas. A custodian can clean approximately 18,000 to 20,000 square feet in an 8-hour shift.

For the FY26 budget, we are also asking that the custodial supplies budget be increased to align with the projection that is used for PHS and PES. Due to the additional facilities in use we request to increase the budgeted amount to \$0.39 per square foot. This will allow us to supply the proper amount of consumables, cleaning supplies, and floor preparation materials.

### **Key Budget Changes for FY26**

I have shared every line of our Level 1 budget. There are several areas that reflect key budget changes.

- Boiler Repair and Maintenance 1011262000 432- We propose a \$23,490 increase in order to recommission PES. This will ensure we are operating at peak efficiency and provide valuable insight to plan for future repairs and maintenance.
- Contracted Repairs and Maintenance 1033460000 433- We propose a \$532,000 increase to upgrade the boiler system at PHS. Our current boilers are from 1998 and are reaching end of life.
- Salaries and Benefits- We propose to add 1 FTE custodian for the second shift at PMS. This will help us to align with our other two schools and maintain the proper cleaning standard from the Pelham School District Facilities and Maintenance Plan.
- Supplies 1022262000 610- We propose a \$10,765 increase to PMS for custodial supplies. This represents .39 cents per square foot and would align with how we currently budget for supplies in PHS/PES.

In my presentation, I will highlight these key budget changes as well as any other significant increases or decreases. Please feel free to ask about any part of the budget.

Respectfully,  
Brian Sands  
Director of Facilities  
Pelham School District

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **10 - GENERAL FUND**

#### **2610 - SUPERVISION FACILITY OPER**

#### **FACILITY OPERATIONS      00 - DISTRICT-WIDE**

<b>1000261000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 39.65</b>	<b>\$ 0.00</b>	<b>\$ 54.80</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000261000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 895.00</b>	<b>\$ 3,290.00</b>	<b>\$ 1,039.00</b>	<b>\$ 1,500.00</b>	<b>\$ 3,290.00</b>	<b>\$ 1,790.00</b>
		SCHOOLDUDE UNIVERSITY - 2 @ \$895	\$ 0.00					
		RESTORED FROM DEFAULT BUDGET, PLUS 1 ATTENDEE	\$ 1,790.00					
		PROFESSIONAL DEVELOPMENT, INCLUDES TRAINING	\$ 0.00					
		FOR FACILITIES EQUIPMENT FOR FACILITIES PERSONNEL	\$ 1,500.00					
<b>1000261000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 2,039.82</b>	<b>\$ 4,300.00</b>	<b>\$ 889.88</b>	<b>\$ 300.00</b>	<b>\$ 4,333.00</b>	<b>\$ 4,033.00</b>
		TRAVEL & MILEAGE FOR FACILITIES PERSONNEL	\$ 333.00					
		SCHOOLDUDE CONFERENCE, RESTORED FROM DEFAULT BUDGET	\$ 0.00					
		PLUS 1 ATTENDEE	\$ 4,000.00					
<b>1000261000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 53.00</b>	<b>\$ 60.00</b>	<b>\$ 55.00</b>	<b>\$ 60.00</b>	<b>\$ 65.00</b>	<b>\$ 5.00</b>
		AAA MEMBERSHIP FOR DISTRICT VEHICLES	\$ 65.00					
<b>TOTAL FACILITY OPERATIONS</b>			<b>\$ 3,027.47</b>	<b>\$ 7,650.00</b>	<b>\$ 2,038.68</b>	<b>\$ 1,860.00</b>	<b>\$ 7,688.00</b>	<b>\$ 5,828.00</b>
<b>TOTAL 2610 - SUPERVISION FACILITY OPER</b>			<b>\$ 3,027.47</b>	<b>\$ 7,650.00</b>	<b>\$ 2,038.68</b>	<b>\$ 1,860.00</b>	<b>\$ 7,688.00</b>	<b>\$ 5,828.00</b>

#### **2620 - BUILDING SERVICES**

#### **DW BUILDING SERVICES      00 - DISTRICT-WIDE**

<b>1000262000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 2,866.72</b>	<b>\$ 5,000.00</b>	<b>\$ 1,938.58</b>	<b>\$ 4,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 1,000.00</b>
		ANTICIPATED PLOWING OVERTIME FOR ADD'L PARKING LOT AND	\$ 0.00					
		OVERTIME FOR PLOWING AND AFTER SCHOOL BUILDING REPAIRS	\$ 5,000.00					
<b>1000262000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 750.00</b>	<b>\$ 1,800.00</b>	<b>\$ 600.00</b>	<b>\$ 1,800.00</b>	<b>\$ 1,800.00</b>	<b>\$ 0.00</b>
		NHASBO MASTERS FACILITIES CONFERENCE - 5 PEOPLE @ \$75	\$ 0.00					
		AND 2 PEOPLE AT \$150 (LESS 1 PRIMEX SCHOLARSHIP)	\$ 600.00					
		NHASBO FACILITIES CERTIFICATION CLASSES (8X\$150)	\$ 1,200.00					
<b>1000262000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 10,864.80</b>	<b>\$ 5,550.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,310.00</b>	<b>\$ 5,550.00</b>	<b>(\$ 1,760.00)</b>
		ANNUAL FEE FOR ENERGY BUYING GROUP CONSULTANTS	\$ 3,400.00					
		BID DOCUMENT FEES (ELECT., NATURAL GAS)	\$ 2,150.00					
<b>1000262000</b>	<b>446</b>	<b>RENTAL/LEASE SOFTWARE</b>	<b>\$ 9,309.24</b>	<b>\$ 9,800.00</b>	<b>\$ 9,774.71</b>	<b>\$ 10,196.00</b>	<b>\$ 10,645.00</b>	<b>\$ 449.00</b>
		SCHOOLDUDE SOLUTIONS:	\$ 0.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### ***2620 - BUILDING SERVICES***

		MAINTENANCE ESSENTIALS PRO (HELP DESK & PREVENTATIVE MAINTENANCE) (ACTUAL PLUS INFLATION)	\$ 0.00					
		EVENT ESSENTIALS PRO (FACILITY & COMMUNITY USE)	\$ 4,887.00					
		FOR FACILITIES SCHEDULING (ACTUAL PLUS INFLATION)	\$ 0.00					
			\$ 5,758.00					
<b>1000262000</b>	<b>521</b>	<b>INSURANCE PROP/LIABILITY</b>	<b>\$ 64,608.00</b>	<b>\$ 70,423.00</b>	<b>\$ 70,423.00</b>	<b>\$ 76,762.00</b>	<b>\$ 83,691.00</b>	<b>\$ 6,929.00</b>
		PROPERTY & LIABILITY INSURANCE	\$ 0.00					
		FY25 RATE PLUS 9% CAP MAXIMUM INCREASE	\$ 83,691.00					
<b>1000262000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 250.00</b>	<b>\$ 288.84</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>
		TRAVEL & MILEAGE FOR CUSTODIAL PERSONNEL	\$ 250.00					
<b>1000262000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 63.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000262000</b>	<b>626</b>	<b>GASOLINE/DIESEL</b>	<b>\$ 1,355.75</b>	<b>\$ 2,567.62</b>	<b>\$ 1,267.62</b>	<b>\$ 2,184.47</b>	<b>\$ 2,500.00</b>	<b>\$ 315.53</b>
		FUEL FOR DISTRICT EQUIPMENT	\$ 2,500.00					
<b>1000262000</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 366.89</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL DW BUILDING SERVICES</u></b>			<b>\$ 90,184.40</b>	<b>\$ 95,390.62</b>	<b>\$ 91,692.75</b>	<b>\$ 102,502.47</b>	<b>\$ 109,436.00</b>	<b>\$ 6,933.53</b>

### ***2620 - BUILDING SERVICES***

#### **PES BUILDING SERVICES      11 - PELHAM ELEMENTARY SCHOOL**

<b>1011262000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 19,476.87</b>	<b>\$ 8,000.00</b>	<b>\$ 19,825.59</b>	<b>\$ 8,000.00</b>	<b>\$ 8,500.00</b>	<b>\$ 500.00</b>
		OVERTIME FOR PES EMPLOYEES, INCREASE PER ACTUAL	\$ 8,500.00					
<b>1011262000</b>	<b>411</b>	<b>UTILITIES-WATER</b>	<b>\$ 24,910.04</b>	<b>\$ 29,109.54</b>	<b>\$ 25,301.79</b>	<b>\$ 27,832.39</b>	<b>\$ 27,307.00</b>	<b>(\$ 525.39)</b>
		PENNICHUCK WATER -BUDGET BASED ON CURRENT BILLING	\$ 0.00					
		AND FY25 BUDGET, PLUS ESTIMATED INFLATION	\$ 27,307.00					
<b>1011262000</b>	<b>412</b>	<b>UTILITIES-SEPTIC</b>	<b>\$ 7,185.00</b>	<b>\$ 5,900.00</b>	<b>\$ 4,852.50</b>	<b>\$ 6,900.00</b>	<b>\$ 7,204.00</b>	<b>\$ 304.00</b>
		SEPTIC PUMPING, INCREASED	\$ 5,116.00					
		SEMI-ANNUAL GREASE TRAP PUMPING (2X/YR), INCREASED	\$ 2,088.00					
<b>1011262000</b>	<b>421</b>	<b>UTILITIES-DISPOSAL</b>	<b>\$ 21,450.09</b>	<b>\$ 25,188.00</b>	<b>\$ 26,133.00</b>	<b>\$ 26,448.00</b>	<b>\$ 27,768.00</b>	<b>\$ 1,320.00</b>
		RUBBISH AND RECYCLING (\$2314/MONTH),ESTIMATED	\$ 27,768.00					
<b>1011262000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 28,860.21</b>	<b>\$ 24,593.80</b>	<b>\$ 16,724.37</b>	<b>\$ 22,914.00</b>	<b>\$ 23,550.00</b>	<b>\$ 636.00</b>
		GENERAL REPAIRS AND MAINTENANCE:	\$ 0.00					
		ACCT FOR IN-HOUSE REPAIRS - ALLOCATION OF BUDGET IS	\$ 0.00					
		SHARED WITH FUNCTION 2640 - CONTRACTED MAINTENANCE	\$ 0.00					
		AND REPAIRS - 127296 SQFT @ .37 SQFT	\$ 0.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2620 - BUILDING SERVICES</b>								
		(HALF WILL REFLECT ON BUDGET LINE 1011264000-433)	\$ 23,550.00					
<b>1011262000</b>	<b>432</b>	<b>BOILER REPAIR &amp; MAINT</b>	<b>\$ 7,035.39</b>	<b>\$ 7,282.00</b>	<b>\$ 22,533.49</b>	<b>\$ 12,878.21</b>	<b>\$ 34,436.00</b>	<b>\$ 21,557.79</b>
		BOILER/MECHANICAL ROOM PREVENTATIVE MAINTENANCE	\$ 1,950.00					
		BOILER UNEXPECTED REPAIRS, LEVEL	\$ 2,000.00					
		WATER TREATMENT CONTRACT, ANNUAL, ACTUAL PLUS INFLATION	\$ 1,226.00					
		ROOFTOP EQUIPMENT MAINTENANCE, LEVEL	\$ 5,770.00					
		NEW: RECOMMISSIONING OF MECHANICAL SYSTEMS	\$ 23,490.00					
<b>1011262000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 6,777.64</b>	<b>\$ 12,988.00</b>	<b>\$ 7,063.73</b>	<b>\$ 16,428.00</b>	<b>\$ 14,309.00</b>	<b>(\$ 2,119.00)</b>
		ANNUAL GYM FLOOR REFINISH, INCREASED PER ACTUAL	\$ 2,819.00					
		MAINTENANCE CONTRACTS TO INCLUDE ELEVATOR AND LIFT	\$ 0.00					
		INSPECTIONS/CERTIFICATES, INCREASE BY VENDOR CONTRACT	\$ 4,490.00					
		MAINTENANCE AND REPAIRS TO INCLUDE ELECTRICAL, PLUMBING	\$ 0.00					
		AND ANY OTHER CONTRACTED WORK PERTAINING TO	\$ 0.00					
		BUILDING EQUIPMENT, LEVEL FUNDED	\$ 7,000.00					
<b>1011262000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 51,845.22</b>	<b>\$ 49,779.00</b>	<b>\$ 63,432.40</b>	<b>\$ 49,983.40</b>	<b>\$ 51,970.00</b>	<b>\$ 1,986.60</b>
		ANNUAL CUSTODIAL BID SUPPLIES	\$ 0.00					
		BUILDING SUPPLIES, INCLUDES FILTERS	\$ 51,970.00					
<b>1011262000</b>	<b>622</b>	<b>UTILITIES - ELECTRIC</b>	<b>\$ 91,578.90</b>	<b>\$ 137,442.00</b>	<b>\$ 110,611.44</b>	<b>\$ 123,511.86</b>	<b>\$ 113,635.00</b>	<b>(\$ 9,876.86)</b>
		REDUCED TO 743,700 KWH TOTAL, ESTIMATED SOLAR PRODUCED	\$ 0.00					
		ELECTRIC-SOLAR - 488,145 KWH @ \$0.133/KWH	\$ 0.00					
		ELECTRIC-GRID - 255,555 KWH @ \$0.19061/KWH, THIS	\$ 0.00					
		PROJECTED RATE IS PARTIALLY CONTRACTED AND PARTIALLY	\$ 0.00					
		FORWARD MARKET PRICING, BUDGET INCLUDES SUPPLY AND	\$ 0.00					
		DELIVERY	\$ 113,635.00					
<b>1011262000</b>	<b>625</b>	<b>UTILITIES - NATURAL GAS</b>	<b>\$ 43,019.94</b>	<b>\$ 52,521.90</b>	<b>\$ 49,004.05</b>	<b>\$ 48,981.27</b>	<b>\$ 53,694.00</b>	<b>\$ 4,712.73</b>
		30,165 THERMS @ \$1.78/THERM. USAGE BASED ON 3-YR AVG.	\$ 0.00					
		PROJECTED RATE IS PARTIALLY CONTRACTED AND PARTIALLY	\$ 0.00					
		FORWARD MARKET PRICING FOR G45 RATE, BUDGET INCLUDES	\$ 0.00					
		SUPPLY, DELIVERY, AND METER CHARGES.	\$ 53,694.00					
<b>1011262000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 951.30</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1011262000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 26,934.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,223.98</b>	<b>\$ 3,027.00</b>	<b>\$ 2,000.00</b>	<b>(\$ 1,027.00)</b>
		BUDGET TO SUPPORT REPLACING EQUIPMENT AS NEEDED	\$ 0.00					
		I.E. ELECTROSTATIC SPRAYERS, VACUUMS	\$ 2,000.00					
<b><u>TOTAL PES BUILDING SERVICES</u></b>			<b>\$ 330,024.60</b>	<b>\$ 354,804.24</b>	<b>\$ 347,706.34</b>	<b>\$ 346,904.13</b>	<b>\$ 364,373.00</b>	<b>\$ 17,468.87</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2620 - BUILDING SERVICES</b>								
<b><u>MS BUILDING SERVICES</u>      <u>22 - PELHAM MEMORIAL SCHOOL</u></b>								
<b>1022262000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 2,368.45</b>	<b>\$ 4,000.00</b>	<b>\$ 7,749.64</b>	<b>\$ 7,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 500.00</b>
		OVERTIME FOR PMS EMPLOYEES, INCREASED	\$ 7,500.00					
<b>1022262000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 42,327.46</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1022262000</b>	<b>411</b>	<b>UTILITIES-WATER</b>	<b>\$ 6,784.24</b>	<b>\$ 9,398.52</b>	<b>\$ 16,893.95</b>	<b>\$ 9,501.14</b>	<b>\$ 16,236.00</b>	<b>\$ 6,734.86</b>
		PENNICHUCK WATER - BUDGET BASED ON CURRENT BILLING	\$ 0.00					
		AND FY24 ACTUAL EXPENSES, INCREASED	\$ 16,236.00					
<b>1022262000</b>	<b>412</b>	<b>UTILITIES-SEPTIC</b>	<b>\$ 3,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 4,141.25</b>	<b>\$ 6,000.00</b>	<b>\$ 6,264.00</b>	<b>\$ 264.00</b>
		ANNUAL SEPTIC PUMPING	\$ 5,220.00					
		SEMI-ANNUAL GREASE TRAP PUMPING, 2X/YR	\$ 1,044.00					
<b>1022262000</b>	<b>421</b>	<b>UTILITIES-DISPOSAL</b>	<b>\$ 20,000.99</b>	<b>\$ 22,788.00</b>	<b>\$ 22,323.00</b>	<b>\$ 23,928.00</b>	<b>\$ 23,928.00</b>	<b>\$ 0.00</b>
		RUBBISH AND RECYCLING (\$1994/MONTH), ESTIMATED	\$ 23,928.00					
<b>1022262000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 35,890.00</b>	<b>\$ 44,891.00</b>	<b>\$ 35,939.37</b>	<b>\$ 12,967.00</b>	<b>\$ 13,465.00</b>	<b>\$ 498.00</b>
		GENERAL REPAIRS AND MAINTENANCE:	\$ 0.00					
		ACCOUNT FOR IN-HOUSE REPAIRS - ALLOCATION OF BUDGET IS	\$ 0.00					
		SHARED WITH FUNCTION 2640 - CONTRACTED MAINTENANCE	\$ 0.00					
		AND REPAIRS - 99,740 SQFT @ .27	\$ 0.00					
		INCREASE REFLECTS FULL SQFT USAGE, AFTER WARRANTY	\$ 0.00					
		(HALF WILL REFLECT ON BUDGET LINE 1022264000-433)	\$ 13,465.00					
<b>1022262000</b>	<b>432</b>	<b>BOILER REPAIR &amp; MAINT</b>	<b>\$ 0.00</b>	<b>\$ 5,900.00</b>	<b>\$ 3,789.17</b>	<b>\$ 5,900.00</b>	<b>\$ 11,700.00</b>	<b>\$ 5,800.00</b>
		BOILER/MECHANICAL ROOM PREVENTATIVE MAINTENANCE	\$ 3,400.00					
		BOILER UNEXPECTED REPAIRS, LEVEL	\$ 2,500.00					
		NEW REQUEST: ROOFTOP PREVENTATIVE MAINTENANCE	\$ 0.00					
		CONTRACT	\$ 5,800.00					
<b>1022262000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 1,000.79</b>	<b>\$ 6,755.00</b>	<b>\$ 146,726.25</b>	<b>\$ 150,381.00</b>	<b>\$ 8,770.00</b>	<b>(\$ 141,611.00)</b>
		ANNUAL GYM FLOOR REFINISH, PER ACTUAL PLUS INFLATION	\$ 3,550.00					
		MAINTENANCE CONTRACTS TO INCLUDE LIFT INSPECTION AND	\$ 0.00					
		CERTIFICATE	\$ 2,610.00					
		MAINTENANCE AND REPAIRS TO INCLUDE ELECTRICAL AND ANY	\$ 0.00					
		OTHER CONTRACTED WORK PERTAINING TO BUILDING EQUIP.	\$ 2,610.00					
<b>1022262000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 24,688.91</b>	<b>\$ 25,515.00</b>	<b>\$ 43,076.70</b>	<b>\$ 28,134.00</b>	<b>\$ 38,899.00</b>	<b>\$ 10,765.00</b>
		ANNUAL CUSTODIAL BID SUPPLIES	\$ 0.00					
		BUILDING SUPPLIES, 99,740 @ \$.39, INCREASED	\$ 38,899.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2620 - BUILDING SERVICES</b>								
<b>1022262000</b>	<b>622</b>	<b>UTILITIES - ELECTRIC</b>	<b>\$ 57,404.61</b>	<b>\$ 144,700.00</b>	<b>\$ 162,412.92</b>	<b>\$ 121,477.00</b>	<b>\$ 113,038.00</b>	<b>(\$ 8,439.00)</b>
		USAGE ESTIMATED AT 750,200 KWH TOTAL, ESTIMATED SOLAR	\$ 0.00					
		PRODUCTION AS LISTED	\$ 0.00					
		ELECTRIC-SOLAR - 520,003 KWH @ \$0.133/KWH	\$ 0.00					
		ELECTRIC-GRID - 230,197 @ \$0.19061/KWH, THIS	\$ 0.00					
		PROJECTED RATE IS PARTIALLY CONTRACTED AND PARTIALLY	\$ 0.00					
		FORWARD MARKET PRICING, BUDGET INCLUDES SUPPLY AND	\$ 0.00					
		DELIVERY	\$ 113,038.00					
<b>1022262000</b>	<b>623</b>	<b>UTILITIES - PROPANE</b>	<b>\$ 6,708.69</b>	<b>\$ 8,610.00</b>	<b>\$ 6,571.62</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
		BUDGET NO LONGER REQUIRED	\$ 0.00					
<b>1022262000</b>	<b>625</b>	<b>UTILITIES - NATURAL GAS</b>	<b>\$ 57,619.60</b>	<b>\$ 81,501.59</b>	<b>\$ 82,920.77</b>	<b>\$ 68,337.83</b>	<b>\$ 90,423.00</b>	<b>\$ 22,085.17</b>
		51,000 THERMS @ \$1.773/THERM. USAGE BASED ON PMS	\$ 0.00					
		ACTUAL FY24 USAGE. PROJECTED RATE IS PARTIALLY	\$ 0.00					
		CONTRACTED AND PARTIALLY FORWARD MARKET PRICING FOR	\$ 0.00					
		G45 RATE, BUDGET INCLUDES SUPPLY, DELIVERY & METER	\$ 90,423.00					
<b>1022262000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 10,327.70</b>	<b>\$ 0.01</b>	<b>\$ 0.00</b>	<b>\$ 11,000.00</b>	<b>\$ 11,000.00</b>	<b>\$ 0.00</b>
		NEW: BATTERY WALK BEHIND BURNISHER (PRIOR REQUEST)	\$ 11,000.00					
<b>1022262000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 0.00</b>	<b>\$ 2,000.00</b>	<b>\$ 1,482.87</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 0.00</b>
		BUDGET TO SUPPORT REPLACING EQUIPMENT AS NEEDED	\$ 0.00					
		I.E. ELECTROSTATIC SPRAYERS, VACUUMS, LEVEL	\$ 2,000.00					
<b><u>TOTAL MS BUILDING SERVICES</u></b>			<b>\$ 268,121.44</b>	<b>\$ 362,059.12</b>	<b>\$ 534,027.51</b>	<b>\$ 446,625.97</b>	<b>\$ 343,223.00</b>	<b>(\$ 103,402.97)</b>
<b>2620 - BUILDING SERVICES</b>								
<b><u>PHS BUILDING SERVICES</u>      <u>33 - PELHAM HIGH SCHOOL</u></b>								
<b>1033262000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 11,541.68</b>	<b>\$ 12,000.00</b>	<b>\$ 10,489.45</b>	<b>\$ 12,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 0.00</b>
		OVERTIME FOR PHS EMPLOYEES, LEVEL	\$ 12,000.00					
<b>1033262000</b>	<b>411</b>	<b>UTILITIES-WATER</b>	<b>\$ 14,413.40</b>	<b>\$ 13,222.25</b>	<b>\$ 11,905.08</b>	<b>\$ 13,334.69</b>	<b>\$ 12,600.00</b>	<b>(\$ 734.69)</b>
		PENNICHUCK WATER - BUDGET BASED ON CURRENT	\$ 0.00					
		AND FY25 BUDGET, PLUS ESTIMATED INFLATION	\$ 12,600.00					
<b>1033262000</b>	<b>412</b>	<b>UTILITIES-SEPTIC</b>	<b>\$ 7,055.00</b>	<b>\$ 6,750.00</b>	<b>\$ 4,580.00</b>	<b>\$ 7,500.00</b>	<b>\$ 7,308.00</b>	<b>(\$ 192.00)</b>
		ANNUAL SEPTIC PUMPING	\$ 5,220.00					
		REMOVED SEPTIC PUMPING FOR MODULAR	\$ 0.00					
		SEMI-ANNUAL GREASE TRAP PUMPING, 2X/YR, INCREASED	\$ 2,088.00					



# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2620 - BUILDING SERVICES</b>								
<b>1033262000</b>	<b>421</b>	<b>UTILITIES-DISPOSAL</b>	<b>\$ 20,117.96</b>	<b>\$ 25,188.00</b>	<b>\$ 23,643.00</b>	<b>\$ 26,448.00</b>	<b>\$ 26,448.00</b>	<b>\$ 0.00</b>
		RUBBISH AND RECYCLING (\$2204/MONTH), ESTIMATED	\$ 26,448.00					
<b>1033262000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 47,723.08</b>	<b>\$ 52,219.59</b>	<b>\$ 52,300.96</b>	<b>\$ 17,155.00</b>	<b>\$ 17,814.00</b>	<b>\$ 659.00</b>
		GENERAL REPAIRS AND MAINTENANCE	\$ 0.00					
		(ACCT FOR IN-HOUSE REPAIRS - CONTRACTED MAINTENANCE	\$ 0.00					
		AND REPAIRS - 131,956 SQFT @ .27 SQFT -	\$ 0.00					
		HALF WILL GO TO 1033264000-433)	\$ 17,814.00					
<b>1033262000</b>	<b>432</b>	<b>BOILER REPAIR &amp; MAINT</b>	<b>\$ 12,380.05</b>	<b>\$ 21,722.80</b>	<b>\$ 24,873.86</b>	<b>\$ 17,761.00</b>	<b>\$ 17,761.00</b>	<b>\$ 0.00</b>
		BOILERS REPAIRS, LEVEL	\$ 2,100.00					
		BOILER/MECHANICAL ROOM PREVENTATIVE MAINTENANCE	\$ 6,600.00					
		ROOFTOP EQUIPMENT PREVENTATIVE MAINTENANCE	\$ 5,800.00					
		WATER TREATMENT ANNUAL CONTRACT (ACTUAL PLUS INFLATIN)	\$ 3,261.00					
<b>1033262000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 11,498.72</b>	<b>\$ 14,392.00</b>	<b>\$ 23,802.31</b>	<b>\$ 14,392.00</b>	<b>\$ 16,640.00</b>	<b>\$ 2,248.00</b>
		ANNUAL GYM FLOOR REFINISHING, PER ACTUAL PLUS INFLATION	\$ 3,354.00					
		MAINTENANCE CONTRACTS TO INCLUDE ELEVATOR INSP/CERTS	\$ 0.00					
		FOR TWO ELEVATORS.	\$ 6,170.00					
		MAINTENANCE AND REPAIRS TO INCLUDE ELECTRICAL	\$ 0.00					
		AND ANY OTHER CONTRACTED WORK PERTAINING TO	\$ 0.00					
		BUILDING EQUIPMENT	\$ 7,116.00					
<b>1033262000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 38,818.65</b>	<b>\$ 45,972.01</b>	<b>\$ 45,615.55</b>	<b>\$ 46,672.00</b>	<b>\$ 46,116.00</b>	<b>(\$ 556.00)</b>
		ANNUAL CUSTODIAL BID SUPPLIES	\$ 0.00					
		BUILDING SUPPLIES, INCLUDES FILTERS	\$ 46,116.00					
<b>1033262000</b>	<b>622</b>	<b>UTILITIES - ELECTRIC</b>	<b>\$ 171,792.43</b>	<b>\$ 225,234.61</b>	<b>\$ 213,341.38</b>	<b>\$ 229,892.36</b>	<b>\$ 240,232.00</b>	<b>\$ 10,339.64</b>
		REDUCED USAGE TO 1,449,800 KWH @ \$.16570/KWH.	\$ 0.00					
		USAGE BASED ON 2-YR AVG. PROJECTED RATE IS PARTIALLY	\$ 0.00					
		CONTRACTED AND PARTIALLY FORWARD MARKET PRICING,	\$ 0.00					
		BUDGET INCLUDES SUPPLY AND DELIVERY	\$ 240,232.00					
<b>1033262000</b>	<b>623</b>	<b>UTILITIES - PROPANE</b>	<b>\$ 0.00</b>	<b>\$ 725.00</b>	<b>\$ 0.00</b>	<b>\$ 498.00</b>	<b>\$ 374.00</b>	<b>(\$ 124.00)</b>
		250 GALLONS (ESTIMATED FOR PORTABLE) @1.496 PER GAL	\$ 0.00					
		(PROJECTED RATE BASED ON REVIEW OF FORWARD MARKET	\$ 0.00					
		PRICING PROVIDED BY ENERGY CONSULTANT)	\$ 374.00					
<b>1033262000</b>	<b>625</b>	<b>UTILITIES - NATURAL GAS</b>	<b>\$ 60,523.03</b>	<b>\$ 107,952.93</b>	<b>\$ 66,477.82</b>	<b>\$ 81,072.77</b>	<b>\$ 83,531.00</b>	<b>\$ 2,458.23</b>
		REDUCED USAGE TO 47,951 @ \$1.742/THERM. USAGE BASED ON	\$ 0.00					
		3 YR AVERAGE. PROJECTED RATE IS PARTIALLY CONTRACTED	\$ 0.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2620 - BUILDING SERVICES**

		AND PARTIALLY FORWARD MARKET PRICING FOR G45 RATE.	\$ 0.00					
		BUDGET INCLUDES SUPPLY, DELIVERY AND METER CHARGES	\$ 83,531.00					
<b>1033262000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 10,482.58</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1033262000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 0.00</b>	<b>\$ 2,699.99</b>	<b>\$ 2,189.67</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 0.00</b>
		BUDGET TO SUPPORT REPLACING EQUIPMENT AS NEEDED	\$ 0.00					
		I.E. ELECTROSTATIC SPRAYERS, VACUUMS, LEVEL	\$ 2,000.00					
<b><u>TOTAL PHS BUILDING SERVICES</u></b>			<b>\$ 406,346.58</b>	<b>\$ 528,079.18</b>	<b>\$ 479,219.08</b>	<b>\$ 468,725.82</b>	<b>\$ 482,824.00</b>	<b>\$ 14,098.18</b>

### **2620 - BUILDING SERVICES**

#### **SAU BUILDING SERVICES      90 - SAU #28**

<b>1090262000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 100.00</b>	<b>\$ 2,920.00</b>	<b>\$ 3,106.50</b>	<b>\$ 2,267.00</b>	<b>\$ 2,354.00</b>	<b>\$ 87.00</b>
		GENERAL REPAIRS & MAINT (8718 SQFT @ .27/SQFT)	\$ 2,354.00					
<b>1090262000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 195.71</b>	<b>\$ 500.00</b>	<b>\$ 585.99</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
		SAU BUILDING SUPPLIES, LEVEL	\$ 500.00					
<b>1090262000</b>	<b>622</b>	<b>UTILITIES - ELECTRIC</b>	<b>\$ 2,799.13</b>	<b>\$ 3,719.39</b>	<b>\$ 4,134.55</b>	<b>\$ 2,773.86</b>	<b>\$ 2,568.00</b>	<b>(\$ 205.86)</b>
		10,439 KWH @ \$0.24597/KWH. PROJECTED RATE IS PARTIALLY	\$ 0.00					
		CONTRACTED AND PARTIALLY FORWARD MARKET PRICING,	\$ 0.00					
		BUDGET INCLUDES SUPPLY AND DELIVERY	\$ 2,568.00					
<b>1090262000</b>	<b>625</b>	<b>UTILITIES - NATURAL GAS</b>	<b>\$ 5,668.82</b>	<b>\$ 6,753.32</b>	<b>\$ 6,790.27</b>	<b>\$ 6,695.86</b>	<b>\$ 7,128.00</b>	<b>\$ 432.14</b>
		3,532 THERMS @ \$2.018/THERM. USAGE BASED ON 2-YR AVG.	\$ 0.00					
		PROJECTED RATE IS PARTIALLY CONTRACTED AND PARTIALLY	\$ 0.00					
		FORWARD MARKET PRICING FOR G44 RATE, BUDGET	\$ 0.00					
		INCLUDES SUPPLY, DELIVERY AND METER CHARGES	\$ 7,128.00					
<b><u>TOTAL SAU BUILDING SERVICES</u></b>			<b>\$ 8,763.66</b>	<b>\$ 13,892.71</b>	<b>\$ 14,617.31</b>	<b>\$ 12,236.72</b>	<b>\$ 12,550.00</b>	<b>\$ 313.28</b>

<b>TOTAL 2620 - BUILDING SERVICES</b>	<b>\$ 1,103,440.68</b>	<b>\$ 1,354,225.87</b>	<b>\$ 1,467,262.99</b>	<b>\$ 1,376,995.11</b>	<b>\$ 1,312,406.00</b>	<b>(\$ 64,589.11)</b>
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### **2630 - GROUNDS SERVICES**

#### **DW GROUNDS SERVICES      00 - DISTRICT-WIDE**

<b>1000263000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 179,488.00</b>	<b>\$ 200,020.00</b>	<b>\$ 198,108.00</b>	<b>\$ 197,020.00</b>	<b>\$ 197,020.00</b>	<b>\$ 0.00</b>
		ANNUAL DISTRICTWIDE GROUNDS MAINTENANCE, INCLUDES ALL	\$ 0.00					
		MOWING, FIELD MAINTENANCE, GRUB CONTROL APPLICATION	\$ 113,400.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2630 - GROUNDS SERVICES**

		FERTILIZER APPLICATION (4X FOR EACH SCHOOL)	\$ 27,720.00					
		CONTRACTED SNOW PLOWING	\$ 55,900.00					
<b>1000263000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 1,365.08</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000263000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 0.00</b>	<b>\$ 1,800.00</b>	<b>\$ 849.00</b>	<b>\$ 59,800.00</b>	<b>\$ 11,800.00</b>	<b>(\$ 48,000.00)</b>
		BUDGET TO SUPPORT REPLACING EQUIPMENT AS NEEDED FOR	\$ 0.00					
		GROUNDS, I.E. SNOWBLOWERS	\$ 1,800.00					
		NEW: SNOW REMOVAL ATTACHMENT FOR KABOTA, ESTIMATED	\$ 10,000.00					
<b><u>TOTAL DW GROUNDS SERVICES</u></b>			<b>\$ 180,853.08</b>	<b>\$ 201,820.00</b>	<b>\$ 198,957.00</b>	<b>\$ 256,820.00</b>	<b>\$ 208,820.00</b>	<b>(\$ 48,000.00)</b>

### **2630 - GROUNDS SERVICES**

#### **PES GROUNDS SERVICES      11 - PELHAM ELEMENTARY SCHOOL**

<b>1011263000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 3,358.50</b>	<b>\$ 3,500.00</b>	<b>\$ 1,565.00</b>	<b>\$ 3,500.00</b>	<b>\$ 4,000.00</b>	<b>\$ 500.00</b>
		GROUNDS REPAIRS AND MAINTENANCE	\$ 1,000.00					
		PLAYSET REPAIRS	\$ 500.00					
		FENCE REPAIR	\$ 1,000.00					
		INFIELD MIX, INCREASED	\$ 1,500.00					
<b>1011263000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 16,530.00</b>	<b>\$ 25,421.00</b>	<b>\$ 26,476.00</b>	<b>\$ 6,800.00</b>	<b>\$ 6,800.00</b>	<b>\$ 0.00</b>
		ANNUAL SPRINKLER REPAIRS	\$ 1,500.00					
		PLAYGROUND PLAYCHIPS	\$ 3,800.00					
		ADDITIONAL GROUNDS MAINTENANCE	\$ 1,500.00					
<b>1011263000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 3,040.00</b>	<b>\$ 3,750.00</b>	<b>\$ 600.00</b>	<b>\$ 3,750.00</b>	<b>\$ 3,750.00</b>	<b>\$ 0.00</b>
		GROUNDS SUPPLIES	\$ 0.00					
		INCLUDING PLAYSET SUPPLIES	\$ 1,000.00					
		WINTER SALT FOR PARKING LOT	\$ 2,750.00					
<b><u>TOTAL PES GROUNDS SERVICES</u></b>			<b>\$ 22,928.50</b>	<b>\$ 32,671.00</b>	<b>\$ 28,641.00</b>	<b>\$ 14,050.00</b>	<b>\$ 14,550.00</b>	<b>\$ 500.00</b>

### **2630 - GROUNDS SERVICES**

#### **MS GROUNDS SERVICES      22 - PELHAM MEMORIAL SCHOOL**

<b>1022263000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 2,525.00</b>	<b>\$ 3,000.00</b>	<b>\$ 0.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 0.00</b>
		GROUNDS REPAIRS AND MAINTENANCE	\$ 2,000.00					
		FENCE REPAIR	\$ 1,000.00					
<b>1022263000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 224,500.00</b>	<b>\$ 225,500.00</b>	<b>\$ 271,644.69</b>	<b>\$ 197,079.00</b>	<b>\$ 1,000.00</b>	<b>(\$ 196,079.00)</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2630 - GROUNDS SERVICES**

ADDITIONAL GROUND REPAIRS AND MAINTENANCE	\$ 1,000.00
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<b><u>TOTAL MS GROUNDS SERVICES</u></b>	<b>\$ 227,025.00</b>	<b>\$ 228,500.00</b>	<b>\$ 271,644.69</b>	<b>\$ 200,079.00</b>	<b>\$ 4,000.00</b>	<b>(\$ 196,079.00)</b>
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### **2630 - GROUNDS SERVICES**

#### **PHS GROUNDS SERVICES      33 - PELHAM HIGH SCHOOL**

<b>1033263000   430   REPAIRS &amp; MAINTENANCE</b>	<b>\$ 15,190.92</b>	<b>\$ 11,900.00</b>	<b>\$ 17,000.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 0.00</b>
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GROUND MAINTENANCE AND REPAIR	\$ 1,500.00
FENCE REPAIR	\$ 2,000.00

<b>1033263000   433   CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 29,235.00</b>	<b>\$ 12,950.00</b>	<b>\$ 15,210.30</b>	<b>\$ 12,950.00</b>	<b>\$ 13,700.00</b>	<b>\$ 750.00</b>
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ANNUAL SPRINKLER REPAIRS	\$ 3,200.00
PHS PARKING LOT SWEEPING (2X YR )	\$ 1,000.00
AERATION OF HARRIS FIELD, INCREASED	\$ 1,500.00
ADDITIONAL GROUNDS MAINTENANCE & REPAIRS	\$ 2,500.00
STRIPING OF PARKING LOT LINES, BASED ON CURRENT QUOTE	\$ 5,500.00

<b>1033263000   610   SUPPLIES</b>	<b>\$ 858.50</b>	<b>\$ 3,750.00</b>	<b>\$ 0.00</b>	<b>\$ 3,750.00</b>	<b>\$ 3,750.00</b>	<b>\$ 0.00</b>
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GROUND SUPPLIES	\$ 3,750.00
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<b><u>TOTAL PHS GROUNDS SERVICES</u></b>	<b>\$ 45,284.42</b>	<b>\$ 28,600.00</b>	<b>\$ 32,210.30</b>	<b>\$ 20,200.00</b>	<b>\$ 20,950.00</b>	<b>\$ 750.00</b>
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### **2630 - GROUNDS SERVICES**

#### **SAU GROUNDS SERVICES      90 - SAU #28**

<b>1090263000   433   CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 1,025.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
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GROUND REPAIR AND MAINTENANCE	\$ 500.00
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<b><u>TOTAL SAU GROUNDS SERVICES</u></b>	<b>\$ 1,025.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
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<b>TOTAL 2630 - GROUNDS SERVICES</b>	<b>\$ 477,116.00</b>	<b>\$ 492,091.00</b>	<b>\$ 531,452.99</b>	<b>\$ 491,649.00</b>	<b>\$ 248,820.00</b>	<b>(\$ 242,829.00)</b>
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### **2640 - NON-INSTRUCTIONAL EQUIP**

#### **PES NON-INSTRUCTIONAL EQU      11 - PELHAM ELEMENTARY SCHOOL**

<b>1011264000   430   REPAIRS &amp; MAINTENANCE</b>	<b>\$ 981.60</b>	<b>\$ 1,000.00</b>	<b>\$ 1,029.95</b>	<b>\$ 1,000.00</b>	<b>\$ 1,044.00</b>	<b>\$ 44.00</b>
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MAINTENANCE AND REPAIRS (ACCOUNT WILL BE USED FOR	\$ 0.00
IN-HOUSE REPAIRS AND MAINTENANCE ON	\$ 0.00
NON-INSTRUCTIONAL EQUIPMENT	\$ 0.00

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### ***2640 - NON-INSTRUCTIONAL EQUIP***

		REPAIRS FOR REPLACEMENT MOTORS)	\$ 1,044.00					
<b>1011264000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 23,540.69</b>	<b>\$ 37,848.80</b>	<b>\$ 79,666.60</b>	<b>\$ 38,486.00</b>	<b>\$ 39,727.00</b>	<b>\$ 1,241.00</b>
		MAINTENANCE CONTRACTS TO INCLUDE	\$ 0.00					
		FIRE AND BURGLAR ALARM MONITORING AND INSPECTIONS	\$ 0.00					
		WET/DRY SPRINKLERS	\$ 0.00					
		SERVER ROOM	\$ 12,446.00					
		MAINTENANCE AND REPAIRS FOR ALL CONTRACTED WORK TO	\$ 0.00					
		NON-INSRUCT EQUIP (ALLOCATED HALF FROM 1011262000-430	\$ 0.00					
		ACCOUNT)	\$ 23,550.00					
		CONTRACTED HVAC REPAIRS, FOR SERVER ROOM	\$ 2,088.00					
		INTEGRATED PEST MANAGEMENT, ACTUAL PLUS INFLATION	\$ 1,643.00					
<b>1011264000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 4,748.00</b>	<b>\$ 4,748.00</b>	<b>\$ 5,948.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL PES NON-INSTRUCTIONAL EQU</u></b>			<b>\$ 29,270.29</b>	<b>\$ 43,596.80</b>	<b>\$ 86,644.55</b>	<b>\$ 39,486.00</b>	<b>\$ 40,771.00</b>	<b>\$ 1,285.00</b>

### ***2640 - NON-INSTRUCTIONAL EQUIP***

### **MS NON-INSTRUCTIONAL EQUI      22 - PELHAM MEMORIAL SCHOOL**

<b>1022264000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 1,850.00</b>	<b>\$ 2,000.00</b>	<b>\$ 840.91</b>	<b>\$ 2,000.00</b>	<b>\$ 2,088.00</b>	<b>\$ 88.00</b>
		MAINTENANCE AND REPAIRS (ACCOUNT WILL BE USED FOR	\$ 0.00					
		IN-HOUSE REPAIRS AND MAINTENANCE ON	\$ 0.00					
		NON-INSTRUCTIONAL EQUIPMENT	\$ 0.00					
		FOR REPL MOTORS)	\$ 2,088.00					
<b>1022264000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 13,558.68</b>	<b>\$ 24,126.00</b>	<b>\$ 31,037.05</b>	<b>\$ 52,072.12</b>	<b>\$ 28,695.00</b>	<b>(\$ 23,377.12)</b>
		MAINTENANCE CONTRACTS TO INCLUDE:	\$ 0.00					
		FIRE AND BURGLAR ALARM MONITORING AND INSPECTIONS	\$ 0.00					
		WET/DRY SPRINKLERS	\$ 0.00					
		PEST MGMT KITCHEN	\$ 11,499.00					
		MAINTENANCE AND REPAIRS FOR ALL CONTRACTED WORK TO	\$ 0.00					
		NON-INSTRUCT EQUIP (ALLOCATED FROM 1022262000-430)	\$ 13,465.00					
		CONTRACTED HVAC REPAIRS	\$ 2,088.00					
		INTEGRATED PEST MANAGEMENT, ACTUAL PLUS INFLATION	\$ 1,643.00					
<b>1022264000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 11,615.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL MS NON-INSTRUCTIONAL EQUI</u></b>			<b>\$ 27,023.68</b>	<b>\$ 26,126.00</b>	<b>\$ 31,877.96</b>	<b>\$ 54,072.12</b>	<b>\$ 30,783.00</b>	<b>(\$ 23,289.12)</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### ***2640 - NON-INSTRUCTIONAL EQUIP***

#### **PHS NON-INSTRUCTIONAL EQU      33 - PELHAM HIGH SCHOOL**

<b>1033264000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,434.94</b>	<b>\$ 1,500.00</b>	<b>\$ 1,566.00</b>	<b>\$ 66.00</b>
		MAINTENANCE AND REPAIRS (ACCOUNT WILL BE USED FOR	\$ 0.00					
		IN-HOUSE REPAIRS AND MAINTENANCE ON	\$ 0.00					
		NON-INSTRUCTIONAL EQUIPMENT	\$ 0.00					
		FOR REPLACEMENT MOTORS)	\$ 1,566.00					
<b>1033264000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 28,501.00</b>	<b>\$ 30,549.50</b>	<b>\$ 49,709.49</b>	<b>\$ 43,430.00</b>	<b>\$ 34,493.00</b>	<b>(\$ 8,937.00)</b>
		MAINTENANCE CONTRACTS TO INCLUDE	\$ 0.00					
		FIRE AND BURGLAR ALARM MONITORING AND INSPECTIONS	\$ 0.00					
		WET/DRY SPRINKLERS	\$ 0.00					
		SERVER ROOM	\$ 11,083.00					
		MAINTENANCE AND REPAIRS FOR ALL CONTRACTED WORK TO	\$ 0.00					
		NON-INSTRUCTIONAL EQUIPMENT	\$ 0.00					
		(ALLOCATED HALF FROM 1033262000-430 ACCOUNT)	\$ 17,814.00					
		CONTRACTED HVAC REPAIRS	\$ 2,000.00					
		INTEGRATED PEST MANAGEMENT, ACTUAL PLUS INFLATION	\$ 3,596.00					
<b>1033264000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 19,949.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL PHS NON-INSTRUCTIONAL EQU</u></b>			<b>\$ 48,450.00</b>	<b>\$ 32,049.50</b>	<b>\$ 51,144.43</b>	<b>\$ 44,930.00</b>	<b>\$ 36,059.00</b>	<b>(\$ 8,871.00)</b>

### ***2640 - NON-INSTRUCTIONAL EQUIP***

#### **SAU NON-INSTRUCTIONAL EQU      90 - SAU #28**

<b>1090264000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 422.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
		GENERAL REPAIR AND MAINTENANCE	\$ 500.00					
<b><u>TOTAL SAU NON-INSTRUCTIONAL EQU</u></b>			<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 422.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
<b>TOTAL 2640 - NON-INSTRUCTIONAL EQUIP</b>			<b>\$ 104,743.97</b>	<b>\$ 102,272.30</b>	<b>\$ 170,088.94</b>	<b>\$ 138,988.12</b>	<b>\$ 108,113.00</b>	<b>(\$ 30,875.12)</b>

### ***2660 - EMERGENCY MANAGEMENT***

#### **DW EMERGENCY MANAGEMENT      00 - DISTRICT-WIDE**

<b>1000266000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 750.00</b>	<b>\$ 7,320.00</b>	<b>\$ 6,570.00</b>
		REPLACEMENT OF EMERGENCY RESPONSE POSTERS FOR DISTRICT	\$ 7,320.00					
<b><u>TOTAL DW EMERGENCY MANAGEMENT</u></b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 750.00</b>	<b>\$ 7,320.00</b>	<b>\$ 6,570.00</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2660 - EMERGENCY MANAGEMENT**

#### **PES EMERGENCY MANAGEMENT      11 - PELHAM ELEMENTARY SCHOOL**

<b>1011266000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 2,290.00</b>	<b>\$ 0.00</b>	<b>\$ 29,146.32</b>	<b>\$ 29,146.32</b>	<b>\$ 0.00</b>	<b>(\$ 29,146.32)</b>
<b>1011266000</b>	<b>532</b>	<b>DATA COMMUNICATIONS</b>	<b>\$ 0.00</b>	<b>\$ 720.00</b>	<b>\$ 1,580.18</b>	<b>\$ 793.59</b>	<b>\$ 240.00</b>	<b>(\$ 553.59)</b>
		EMERGENCY EQUIPMENT DATA COMMUNICATION SERVICE, ADJ	\$ 240.00					
<b>1011266000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 3,946.52</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 750.00</b>	<b>\$ 1,515.00</b>	<b>\$ 765.00</b>
		SUPPLIES FOR SCHOOL EMERGENCY RESPONSE	\$ 0.00					
		PREPAREDNESS: SIGNAGE, WALKIE TALKIE, ETC.	\$ 1,017.00					
		EMERGENCY BACKPACK SUPPLIES (THERMAL BLANKETS, DUCT	\$ 0.00					
		TAPE, FIRST AID SUPPLIES ETC.)	\$ 254.00					
		REPLACE EMERGENCY BACKPACKS IN THE BUILDING (24 PCS)	\$ 244.00					
<b>1011266000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 7,877.16</b>	<b>\$ 7,877.16</b>	<b>\$ 7,877.14</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL PES EMERGENCY MANAGEMENT</u></b>			<b>\$ 14,113.68</b>	<b>\$ 9,597.16</b>	<b>\$ 39,603.64</b>	<b>\$ 30,689.91</b>	<b>\$ 1,755.00</b>	<b>(\$ 28,934.91)</b>

### **2660 - EMERGENCY MANAGEMENT**

#### **MS EMERGENCY MANAGEMENT      22 - PELHAM MEMORIAL SCHOOL**

<b>1022266000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 25,935.33</b>	<b>\$ 25,935.33</b>	<b>\$ 0.00</b>	<b>(\$ 25,935.33)</b>
		NO BUDGET NEEDED	\$ 0.00					
<b>1022266000</b>	<b>532</b>	<b>DATA COMMUNICATIONS</b>	<b>\$ 0.00</b>	<b>\$ 552.48</b>	<b>\$ 552.48</b>	<b>\$ 801.06</b>	<b>\$ 240.00</b>	<b>(\$ 561.06)</b>
		EMERGENCY EQUIPMENT DATA COMMUNICATION SERVICE, ADJ	\$ 240.00					
<b>1022266000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 1,322.30</b>	<b>\$ 667.52</b>	<b>\$ 576.32</b>	<b>\$ 750.00</b>	<b>\$ 500.00</b>	<b>(\$ 250.00)</b>
		EMERGENCY RESPONSE SUPPLIES, REDUCED	\$ 500.00					
<b><u>TOTAL MS EMERGENCY MANAGEMENT</u></b>			<b>\$ 1,322.30</b>	<b>\$ 1,220.00</b>	<b>\$ 27,064.13</b>	<b>\$ 27,486.39</b>	<b>\$ 740.00</b>	<b>(\$ 26,746.39)</b>

### **2660 - EMERGENCY MANAGEMENT**

#### **PHS EMERGENCY MANAGEMENT      33 - PELHAM HIGH SCHOOL**

<b>1033266000</b>	<b>433</b>	<b>CONTRACTED REPAIR &amp; MAINT</b>	<b>\$ 5,910.00</b>	<b>\$ 3,760.00</b>	<b>\$ 31,628.35</b>	<b>\$ 27,868.35</b>	<b>\$ 0.00</b>	<b>(\$ 27,868.35)</b>
		NO BUDGET REQUIRED	\$ 0.00					
<b>1033266000</b>	<b>532</b>	<b>DATA COMMUNICATIONS</b>	<b>\$ 0.00</b>	<b>\$ 720.00</b>	<b>\$ 552.48</b>	<b>\$ 771.06</b>	<b>\$ 240.00</b>	<b>(\$ 531.06)</b>
		EMERGENCY EQUIPMENT DATA COMMUNICATION SERVICE, ADJ	\$ 240.00					
<b>1033266000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 2,858.00</b>	<b>\$ 2,300.00</b>	<b>\$ 1,096.74</b>	<b>\$ 2,500.00</b>	<b>\$ 3,515.00</b>	<b>\$ 1,015.00</b>
		REPLACE 2 MOBILE RADIOS ANNUALLY, WEAR/TEAR, LEVEL	\$ 1,200.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2660 - EMERGENCY MANAGEMENT**

SUPPLIES FOR SCHOOL EMERGENCY RESPONSE PREPAREDNESS	\$ 0.00
INCLUDES BACKPACKS CONTENTS, SIGNAGE, ETC.	\$ 2,315.00

<b><u>TOTAL PHS EMERGENCY MANAGEMENT</u></b>	<b>\$ 8,768.00</b>	<b>\$ 6,780.00</b>	<b>\$ 33,277.57</b>	<b>\$ 31,139.41</b>	<b>\$ 3,755.00</b>	<b>(\$ 27,384.41)</b>
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### **2660 - EMERGENCY MANAGEMENT**

#### **SAU EMERGENCY MANAGEMENT      90 - SAU #28**

1090266000   610   SUPPLIES	\$ 496.52	\$ 500.00	\$ 273.00	\$ 500.00	\$ 0.00	(\$ 500.00)
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<b><u>TOTAL SAU EMERGENCY MANAGEMENT</u></b>	<b>\$ 496.52</b>	<b>\$ 500.00</b>	<b>\$ 273.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>(\$ 500.00)</b>
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<b>TOTAL 2660 - EMERGENCY MANAGEMENT</b>	<b>\$ 24,700.50</b>	<b>\$ 18,097.16</b>	<b>\$ 100,218.34</b>	<b>\$ 90,565.71</b>	<b>\$ 13,570.00</b>	<b>(\$ 76,995.71)</b>
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### **4200 - SITE IMPROVEMENTS**

#### **PES SITE IMPROVEMENT      11 - PELHAM ELEMENTARY SCHOOL**

1011420000   433   CONTRACTED REPAIR & MAINT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60,000.00	\$ 0.00	(\$ 60,000.00)
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<b><u>TOTAL PES SITE IMPROVEMENT</u></b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 60,000.00</b>	<b>\$ 0.00</b>	<b>(\$ 60,000.00)</b>
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### **4200 - SITE IMPROVEMENTS**

#### **MS SITE IMPROVEMENTS      22 - PELHAM MEMORIAL SCHOOL**

1022420000   433   CONTRACTED REPAIR & MAINT	\$ 0.00	\$ 1.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 0.00
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PLACEHOLDER FOR FUNCTION ONLY	\$ 1.00
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<b><u>TOTAL MS SITE IMPROVEMENTS</u></b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>
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<b>TOTAL 4200 - SITE IMPROVEMENTS</b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>	<b>\$ 60,001.00</b>	<b>\$ 1.00</b>	<b>(\$ 60,000.00)</b>
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### **4300 - ARCHITECT & ENGR SERVICES**

#### **PES ARCHTCT AND ENGINEER      11 - PELHAM ELEMENTARY SCHOOL**

1011430000   330   PROFESSIONAL SERVICES	\$ 4,812.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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<b><u>TOTAL PES ARCHTCT AND ENGINEER</u></b>	<b>\$ 4,812.50</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
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### **4300 - ARCHITECT & ENGR SERVICES**



# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### ***4300 - ARCHITECT & ENGR SERVICES***

#### **MS ARCHITECT & ENGINEER      22 - PELHAM MEMORIAL SCHOOL**

1022430000	330	PROFESSIONAL SERVICES	\$ 0.00	\$ 1.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 0.00
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PLACEHOLDER FOR FUNCTION ONLY	\$ 1.00
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<b><u>TOTAL MS ARCHITECT &amp; ENGINEER</u></b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>
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<b>TOTAL 4300 - ARCHITECT &amp; ENGR SERVICES</b>	<b>\$ 4,812.50</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>
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### ***4500 - BUILDING ACQUISITION***

#### **BUILDING ACQUISITION      00 - DISTRICT-WIDE**

1000450000	450	CONSTRUCTION SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1.00	\$ 0.00	(\$ 1.00)
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<b><u>TOTAL BUILDING ACQUISITION</u></b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>	<b>(\$ 1.00)</b>
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### ***4500 - BUILDING ACQUISITION***

#### **MS BLDG ACQUISITION      22 - PELHAM MEMORIAL SCHOOL**

1022450000	441	RENTAL/LEASE BUILDINGS	\$ 44,838.04	\$ 44,838.00	\$ 44,838.04	\$ 0.00	\$ 1.00	\$ 1.00
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PLACEHOLDER FOR FUNCTION ONLY	\$ 1.00
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<b><u>TOTAL MS BLDG ACQUISITION</u></b>	<b>\$ 44,838.04</b>	<b>\$ 44,838.00</b>	<b>\$ 44,838.04</b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 1.00</b>
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<b>TOTAL 4500 - BUILDING ACQUISITION</b>	<b>\$ 44,838.04</b>	<b>\$ 44,838.00</b>	<b>\$ 44,838.04</b>	<b>\$ 1.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>
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### ***4600 - BUILDING IMPROVEMENT***

#### **BUILDING IMPROVEMENTS      00 - DISTRICT-WIDE**

1000460000	442	RENTAL/LEASE EQUIPMENT	\$ 133,767.20	\$ 133,768.00	\$ 133,767.20	\$ 133,768.00	\$ 133,768.00	\$ 0.00
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PERFORMANCE LEASE FOR ENERGY EFFICIENCY	\$ 0.00
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ANNUAL PAYMENT (5 OF 12 AFTER REFINANCE), COST OFFSET	\$ 0.00
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BY ENERGY SAVINGS	\$ 133,768.00
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<b><u>TOTAL BUILDING IMPROVEMENTS</u></b>	<b>\$ 133,767.20</b>	<b>\$ 133,768.00</b>	<b>\$ 133,767.20</b>	<b>\$ 133,768.00</b>	<b>\$ 133,768.00</b>	<b>\$ 0.00</b>
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### ***4600 - BUILDING IMPROVEMENT***

#### **PES BLDG IMPROVEMENT      11 - PELHAM ELEMENTARY SCHOOL**

1011460000	450	CONSTRUCTION SERVICES	\$ 0.00	\$ 0.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>4600 - BUILDING IMPROVEMENT</b>								
<b><u>TOTAL PES BLDG IMPROVEMENT</u></b>			<b>\$ 0.00</b>	<b>\$ 0.01</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>4600 - BUILDING IMPROVEMENT</b>								
<b><u>MS BLDG IMPROVEMENT      22 - PELHAM MEMORIAL SCHOOL</u></b>								
1022460000	450	CONSTRUCTION SERVICES	\$ 0.00	\$ 1.00	\$ 0.00	\$ 1.00	\$ 0.00	(\$ 1.00)
<b><u>TOTAL MS BLDG IMPROVEMENT</u></b>			<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>	<b>\$ 1.00</b>	<b>\$ 0.00</b>	<b>(\$ 1.00)</b>
<b>4600 - BUILDING IMPROVEMENT</b>								
<b><u>PHS BLDG IMPROVEMENT      33 - PELHAM HIGH SCHOOL</u></b>								
1033460000	433	CONTRACTED REPAIR & MAINT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 532,000.00	\$ 532,000.00
REPLACE THE PHS BOILERS AND VENTING, PER THE CAPITAL			\$ 0.00					
IMPROVEMENT PLAN (CIP) SUBMITTED			\$ 532,000.00					
<b><u>TOTAL PHS BLDG IMPROVEMENT</u></b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 532,000.00</b>	<b>\$ 532,000.00</b>
<b>TOTAL 4600 - BUILDING IMPROVEMENT</b>			<b>\$ 133,767.20</b>	<b>\$ 133,769.01</b>	<b>\$ 133,767.20</b>	<b>\$ 133,769.00</b>	<b>\$ 665,768.00</b>	<b>\$ 531,999.00</b>
<b>5110 - DEBT SERVICES - PRINCIPAL</b>								
<b><u>PRINCIPAL DEBT      00 - DISTRICT-WIDE</u></b>								
1000511000	910	PRINCIPAL REDEMPTION	\$ 2,442,975.00	\$ 2,415,000.00	\$ 2,415,000.00	\$ 2,410,000.00	\$ 2,410,000.00	\$ 0.00
PRINCIPAL PAYMENT FOR PHS BOND, YEAR 11 OF 20			\$ 1,035,000.00					
PRINCIPAL PAYMENT FOR PMS BOND, YEAR 4 OF 20			\$ 1,375,000.00					
<b><u>TOTAL PRINCIPAL DEBT</u></b>			<b>\$ 2,442,975.00</b>	<b>\$ 2,415,000.00</b>	<b>\$ 2,415,000.00</b>	<b>\$ 2,410,000.00</b>	<b>\$ 2,410,000.00</b>	<b>\$ 0.00</b>
<b>TOTAL 5110 - DEBT SERVICES - PRINCIPAL</b>			<b>\$ 2,442,975.00</b>	<b>\$ 2,415,000.00</b>	<b>\$ 2,415,000.00</b>	<b>\$ 2,410,000.00</b>	<b>\$ 2,410,000.00</b>	<b>\$ 0.00</b>
<b>5120 - DEBT SERVICES - INTEREST</b>								
<b><u>INTEREST DEBT      00 - DISTRICT-WIDE</u></b>								
1000512000	830	INTEREST EXPENSE	\$ 1,615,185.86	\$ 1,491,307.50	\$ 1,491,307.50	\$ 1,368,270.00	\$ 1,255,710.00	(\$ 112,560.00)
INTEREST PAYMENTS FOR PHS BOND, YEAR 11 OF 20			\$ 387,607.50					
INTEREST PAYMENTS FOR PMS BOND, YEAR 6 OF 20			\$ 868,102.50					
<b><u>TOTAL INTEREST DEBT</u></b>			<b>\$ 1,615,185.86</b>	<b>\$ 1,491,307.50</b>	<b>\$ 1,491,307.50</b>	<b>\$ 1,368,270.00</b>	<b>\$ 1,255,710.00</b>	<b>(\$ 112,560.00)</b>

**PELHAM SCHOOL DISTRICT**  
**FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>TOTAL 5120 - DEBT SERVICES - INTEREST</b>			<b>\$ 1,615,185.86</b>	<b>\$ 1,491,307.50</b>	<b>\$ 1,491,307.50</b>	<b>\$ 1,368,270.00</b>	<b>\$ 1,255,710.00</b>	<b>(\$ 112,560.00)</b>
<b>TOTAL 10 - GENERAL FUND</b>			<b>\$ 5,954,607.22</b>	<b>\$ 6,059,252.84</b>	<b>\$ 6,355,974.68</b>	<b>\$ 6,072,099.94</b>	<b>\$ 6,022,078.00</b>	<b>(\$ 50,021.94)</b>

## DRAFT Pelham Facilities Department Year Over Year Planning

Updated: September 11, 2024

Item	Location	FY26	FY27	FY28	FY29	Future
Recommission	PES	30,000				
Replace/upgrade Boiler(in Town CIP)	PHS	532,000				
Replace HVAC Equipment at PHS	PHS		TBD			
Phase 2 Air Conditioning (in Town CIP)	PES		584,790			
Replace HVAC Equipment	PES			TBD		
Phase 3 Air Conditioning (in Town CIP).	PES			600,132		
Parking Lot and Roadways (in town CIP)	PES			304,266		
Replace HVAC Equipment	PMS				TBD	
Running 6 year cycle of recommissioning	District					30,000
Replace Student Parking Lot (in Town CIP)	PHS					342,461

### Notes:

1. "In Town CIP" indicates items incorporated into the Town Capital Improvement Plan.
2. All items are based on most recent estimates or quotes. Items in the future do not include inflation.

**Eric "Chip" McGee, Ed.D.**  
*Superintendent*

**Deb Mahoney**  
*Business Administrator*

**Keith Lord**  
*Director of Technology*



59A Marsh Road T:(603)-635-1145  
Pelham, NH 03076 F:(603)-635-1283

**Sarah Marandos, Ed.D.**  
*Assistant Superintendent*

**Toni Barkdoll**  
*Director of Human Resources*

**Kimberly Noyes**  
*Director of Student Services*

To: Pelham School Board  
From: Kim Noyes, Director of Student Services  
Re: FY26 Level 1 Budget Presentation  
Date: September 11, 2024  
Cc: Superintendent Chip McGee  
Business Administrator Deb Mahoney  
Assistant Superintendent Sarah Marandos

First and foremost, thank you to the Pelham School Board and the community of Pelham for the opportunity to serve as the Director of Student Services. Your continued support as a School Board and from the greater community is appreciated as I present the budget for special education programs and services.

Throughout the budget presentation you will notice the importance placed on individualized supports for our most vulnerable and complex learners. There is a strong focus on building foundational programming, particularly for social emotional and behavioral supports in the consultative work, New England Center for Children (NECC) partner classroom, and community based supports to promote a successful transition to adult services.

### Enrollment Projections

	PreK	PES	PMS	PHS	OOD	Charter	Total
2022-2023	35	111	57	88	12	21	324
2023-2024	36	110	57	75	15	16	309
2024-2025	35	127	69	62	16	17	326
2025-2026 *	35	134	63	69	16	17	334

\*Projected

Enrollment in out of district schools has increased since 2022-23. The programming and supports in the district have been selected for the primary purpose of developing and implementing robust instruction that supports the needs of all learners, especially those with

*Inspiring success one mind at a time.*

unique learning profiles. Any staffing changes to support the increase in identified students will be addressed in the Salaries and Benefits presentation.

### **Key Budget Changes for FY26**

I have shared every line of our Level 1 budget. There are several areas that reflect key budget changes.

#### *Specialized Programming and Consultation*

The New England Center for Children (NECC) partner classroom has been fully implemented at Pelham Elementary School for grades 1-5 this year (2024-25). This program has replaced the PALS intensive needs program. Through this partnership program, students who require intensive programming based on the principles of Applied Behavior Analysis (ABA) receive it with quality, efficacy, and validity. The program consists of a supervising BCBA, a Master's level special educator, and extensive training for the instructional assistants. The cost of the educator, consultation, and training are all included in the package. This program supports students here in Pelham in their home school community, rather than utilizing the support of an out of district placement.

#### *Out of District Placements*

Out of District placements are costly and are determinant at the IEP team meeting in collaboration with the family and school team members. These placements are determined when a student's needs are better met by a specialized school with specific services, resources, and methodologies. A decision to have a student placed out of the district, which is highly restrictive, is made only after all placements and supports in the less restrictive environments have found to not be in the best interest of the student's achievement. This is a fluid process. While students may be placed in out of district schools, the goal is always focused on developing skills at those schools that support their transition back to their neighborhood school. One student transitioned back to a district school and one student transitioned from residential placement to day school placement. Both were significant cost reductions.

#### *Transportation*

Transportation remains a significant budget driver largely due to the transportation needs for students who are attending a placement outside of the district. In addition, transportation for students who are developing vocational and community independence skills as a post secondary transition plan is a critical component to the STEPSP program at Pelham High School.

In my presentation, I will highlight these key budget changes as well as any other significant increases or decreases. Please feel free to ask about any part of the budget.

Respectfully submitted,

Kimberly Noyes

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>10 - GENERAL FUND</b>								
<b>1210 - SPECIAL EDUCATION PRGMS</b>								
<b><u>DW SPECIAL EDUCATION</u>      <u>00 - DISTRICT-WIDE</u></b>								
<b>1000121000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 72.00</b>	<b>\$ 0.00</b>	<b>\$ 1,231.63</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000121000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 6,608.40</b>	<b>\$ 8,250.00</b>	<b>\$ 4,253.45</b>	<b>\$ 6,600.00</b>	<b>\$ 10,847.00</b>	<b>\$ 4,247.00</b>
		RBT TRAINING PER CONTRACT (1 X \$300.00), ADJUSTED	\$ 300.00					
		CPI PREVENTION AND INTERVENTION TO MAINTAIN	\$ 0.00					
		RECERTIFICATION FOR TRAINERS (2 X \$200.00), REDUCED	\$ 400.00					
		MANDATORY RE-TRAINING FOR TRAINERS (2 X \$1949), INCR	\$ 3,898.00					
		NEW INSTRUCTOR CERTIFICATION, RATE INCREASED	\$ 4,499.00					
		NEW: ADD-ON COMPONENT FOR TRAUMA OR MENTAL HEALTH	\$ 1,750.00					
<b>1000121000</b>	<b>320</b>	<b>IN-DIST PROF DEVELOPMENT</b>	<b>\$ 850.00</b>	<b>\$ 5,500.00</b>	<b>\$ 2,600.00</b>	<b>\$ 5,500.00</b>	<b>\$ 9,800.00</b>	<b>\$ 4,300.00</b>
		PROFESSIONAL TO COME IN AN SHARE THEIR EXPERTISE WITH	\$ 0.00					
		SPECIAL EDUCATION STAFF. OUTSIDE CONSULTANT	\$ 0.00					
		BEHAVIORAL SPECIALIST, AND SCHOOL PSYCHOLOGISTS, LEVEL	\$ 5,500.00					
		NEW: CONTRACT BOOTHBY MEDICAID CONSULTING/TRAINING	\$ 4,300.00					
<b>1000121000</b>	<b>321</b>	<b>PROFESSIONAL EDU SERVICES</b>	<b>\$ 0.00</b>	<b>\$ 2,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000121000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 50,757.71</b>	<b>\$ 33,175.00</b>	<b>\$ 244,598.07</b>	<b>\$ 206,261.83</b>	<b>\$ 300,115.00</b>	<b>\$ 93,853.17</b>
		ITEMIZED SERVICES IN FY25:	\$ 0.00					
		CONTRACTED TEACHER OF THE VISUAL IMPAIRED SERVICES	\$ 5,000.00					
		CONTRACTED TEACHER OF THE DEAF SERVICES	\$ 10,000.00					
		CONTRACTED ORIENTATION AND MOBILITY SERVICES	\$ 3,000.00					
		CONTRACTED FEEDING & SWALLOWING	\$ 3,000.00					
		PROJECTED VOCATIONAL EVALUATIONS	\$ 6,000.00					
		PROJECTED TRANSLATION SERVICES	\$ 3,000.00					
		CONTRACTED MUSIC THERAPIST HOME SERV OOD STUDENT	\$ 4,500.00					
		NECC BCBA CONSULTATION SERVICES DISTRICT-WIDE	\$ 0.00					
		(UP TO 6.5 HRS/D X 5 D/MNTH @ \$135 P/HR, PLUS 50HRS)	\$ 50,625.00					
		NECC CONTRACT PARTNERSHIP CLASSROOM, NEW PROGRAM IN	\$ 0.00					
		FY25, REPLACED PALS INTENSIVE NEEDS PROGRAM TO BETTER	\$ 0.00					
		ALIGN WITH STUDENT NEEDS.	\$ 214,990.00					
<b>1000121000</b>	<b>332</b>	<b>TUTOR SERVICES</b>	<b>\$ 144,563.46</b>	<b>\$ 125,650.00</b>	<b>\$ 119,180.90</b>	<b>\$ 100,650.00</b>	<b>\$ 125,130.00</b>	<b>\$ 24,480.00</b>
		SPECIALIZED TUTORING REQUIRED FOR STUDENTS WITH IEP'S	\$ 0.00					
		HOMEBOUND STUDENTS, HOSPITAL TUTORING, AND	\$ 0.00					
		SPECIALIZED INSTRUCTION, AND FOR	\$ 0.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>1210 - SPECIAL EDUCATION PRGMS</b>								
		STUDENTS (19) ATTENDING CHARTER SCHOOL	\$ 125,130.00					
<b>1000121000</b>	<b>335</b>	<b>LEGAL SERVICES</b>	<b>\$ 50,922.50</b>	<b>\$ 46,043.50</b>	<b>\$ 40,299.10</b>	<b>\$ 49,000.00</b>	<b>\$ 49,000.00</b>	<b>\$ 0.00</b>
		REQUIRED LEGAL SERVICES	\$ 49,000.00					
<b>1000121000</b>	<b>421</b>	<b>UTILITIES-DISPOSAL</b>	<b>\$ 382.00</b>	<b>\$ 980.00</b>	<b>\$ 837.20</b>	<b>\$ 600.00</b>	<b>\$ 400.00</b>	<b>(\$ 200.00)</b>
		SHREDDING/DISPOSAL OF CONFIDENTIAL INFORMATION, REDUCED	\$ 400.00					
<b>1000121000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 488.93</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
		REPAIRS FOR CLASSROOM AMPLIFICATION SYSTEMS	\$ 0.00					
		THAT IS OUT OF WARRANTY;REQUIRED IN STUDENTS IEP	\$ 500.00					
<b>1000121000</b>	<b>534</b>	<b>POSTAGE/GENERAL EXPENSES</b>	<b>\$ 224.49</b>	<b>\$ 1,000.00</b>	<b>\$ 99.81</b>	<b>\$ 500.00</b>	<b>\$ 300.00</b>	<b>(\$ 200.00)</b>
		POSTAGE AND GENERAL MAILINGS SUCH AS CERTIFIED MAIL	\$ 0.00					
		TO DOCUMENT RECIEPT OF SERVICES PER IEP AND CHILD	\$ 0.00					
		FIND LETTERS, POST OUTCOMES SURVEY, REDUCED	\$ 300.00					
<b>1000121000</b>	<b>540</b>	<b>ADVERTISING</b>	<b>\$ 717.02</b>	<b>\$ 0.00</b>	<b>\$ 1,183.35</b>	<b>\$ 900.00</b>	<b>\$ 1,220.00</b>	<b>\$ 320.00</b>
		ADVERTISING - LEGAL NOTICES	\$ 0.00					
		CHILD FIND, RECORD DESTRUCTION	\$ 1,220.00					
<b>1000121000</b>	<b>561</b>	<b>TUITION TO OTHER LEAS</b>	<b>\$ 55,522.98</b>	<b>\$ 55,621.49</b>	<b>\$ 84,680.39</b>	<b>\$ 58,295.00</b>	<b>\$ 59,824.00</b>	<b>\$ 1,529.00</b>
		NEW SEARLES TUITION (104.00 P/D X 180)	\$ 18,720.00					
		INTERPRETATION (121.34 P/D X 180 DAYS)	\$ 21,841.00					
		1:1AIDE (44.20 P/DAY X 180 DAYS)	\$ 7,957.00					
		TOD (51.53 P/D X 180 DAYS)	\$ 9,276.00					
		SLP GROUP (26.46 P/ MNTH X 10 MNTHS)	\$ 265.00					
		SLP CONSULT (88.51 P/MNTH X 10 MNTHS)	\$ 886.00					
		OT CONSULT (87.93 P/MNTH X 10 MNTHS)	\$ 879.00					
<b>1000121000</b>	<b>564</b>	<b>TUITION TO PRIVATE SCHOOL</b>	<b>\$ 730,414.56</b>	<b>\$ 783,765.00</b>	<b>\$ 1,278,849.28</b>	<b>\$ 1,364,324.08</b>	<b>\$ 1,786,742.00</b>	<b>\$ 422,417.92</b>
		VALLEY COLLABORATIVE (409.50 P/D X 180 DAYS)	\$ 73,710.00					
		VC 1:1 AID (333.90 P/D X 180 DAYS)	\$ 60,102.00					
		VALLEY COLLABORATIVE (271.95 P/D X 180 DAYS)	\$ 48,951.00					
		OT (141.75 P/HR 1.25 SESSIONS PER WK)	\$ 6,379.00					
		PT (141.75 P/HR 1 SESSIONS PER WK)	\$ 3,827.00					
		SLP (141.75 P/HR 1.25 SESSIONS PER WK)	\$ 6,379.00					
		VALLEY COLLABORATIVE (409.5 P/D X 180 DAYS)	\$ 73,710.00					
		VC 1:1 AID (333.90 P/D X 180 DAYS)	\$ 60,102.00					
		CREST COLLABORATIVE (637.35 P/DAY X 180 DAYS)	\$ 0.00					
		RATE INCLUDES IA	\$ 114,723.00					



# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **1210 - SPECIAL EDUCATION PRGMS**

ST.ANNS HOME (436.14 P/D X 180 DAYS)	\$ 78,506.00
RSEC (415.90 P/D X180 DAYS)	\$ 74,862.00
SLP INDV (75.28 P/SESSION X 36 SESSIONS)	\$ 2,710.00
SLP GRP (25.09 P/SESSION X 36 SESSIONS)	\$ 903.00
SLP CONSULT (75.28 P/SESSION X 10 SESSIONS)	\$ 753.00
COUNSELING (89.25 P/SESSION X 10 SESSIONS)	\$ 893.00
OT (65.00 P/30 MIN WK X 36	\$ 2,340.00
OT CONSULT (32.5 P/SESSION X 10 SESSIONS)	\$ 325.00
RSEC (415.90 P/D X180 DAYS)	\$ 74,862.00
SLP INDV (75.28 P/SESSION X 36 SESSIONS)	\$ 2,710.00
SLP CONSULT (75.28 P/SESSION X 10 SESSIONS)	\$ 753.00
COUNSELING INDV (89.25 P/SESSION X 36 SESSIONS)	\$ 3,213.00
COUNSELING GROUP (89.25 P/SESSION X 36 SESSIONS)	\$ 3,213.00
HOPEFUL JOURNEYS (752.52 P/D X216 DAYS)	\$ 0.00
RATE INCLUDES 1:1 IA	\$ 135,454.00
LIGHTHOUSE (794.03 P/D X 180 DAYS)	\$ 142,926.00
LIGHTHOUSE (794.03 P/D X 180 DAYS)	\$ 142,926.00
PARKER ACADEMY (411.64 P/D X 180 DAYS)	\$ 74,096.00
GRP. COUNSELING (99.68 P/SESSION X 36 SESSION)	\$ 3,588.00
SLP GRP (24.64 P/SESSION X 36 SESSIONS)	\$ 887.00
OT INDV (90.25 P/SESSION X 30 SESSIONS)	\$ 2,707.00
SEACOAST LEARNING COLLAB. (380.17 P/D X 180 DAYS)	\$ 68,431.00
MONARCH (464.57 P/D X 180 DAYS)	\$ 83,623.00
1:1 PARA (184.80 P/D X 180 DAYS)	\$ 33,264.00
BEHAVIOR CONSULT (165.20 SESSION 30MIN/MNTH X 10 MNTH)	\$ 1,652.00
OT INDV (131.47 P/SESSION X 72 SESSIONS)	\$ 9,466.00
OT CONSULT (131.47 P/SESSION X 10 SESSIONS)	\$ 1,315.00
PT INDV (111.13 P/SESSION X 72 SESSIONS)	\$ 8,002.00
PT CONSULT (111.13 P/SESSION X 10 SESSIONS)	\$ 1,111.00
SLP INDV (106.09 P/SESSION X 72 SESSIONS)	\$ 7,638.00
SLP CONSULT (106.09 P/SESSION X 10 SESSIONS)	\$ 1,061.00
SEEM COLLABORATIVE (438.90 P/D X 180 DAYS)	\$ 79,002.00
1:1 PARA AID (271.95 P/D X 180 DAYS)	\$ 48,951.00
SLP GROUP (191.10 P/HR X 36 SESSIONS)	\$ 6,880.00
SLP INDV. (191.10 P/HR X 54 SESSIONS)	\$ 10,319.00
OT GROUP (191.10 P/HR X 54 SESSIONS)	\$ 10,319.00

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

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<b>1210 - SPECIAL EDUCATION PRGMS</b>								
		PT INDV. (191.10 P/HR X 18 SESSIONS)	\$ 3,440.00					
		COUNSELING GRP. (191.10 P/HR X 18 SESSIONS)	\$ 3,440.00					
		ANTICIPATED VALLEY COLLABORATIVE (409.50 P/D X 180 DAYS)	\$ 73,710.00					
		VC 1:1 AID (333.90 P/D X 180 DAYS)	\$ 60,102.00					
		ANTICIPATED ST.ANNS HOME (436.14 P/D X 180 DAYS)	\$ 78,506.00					
<b>1000121000</b>	<b>569</b>	<b>TUITION RESIDENTIAL</b>	<b>\$ 300,146.03</b>	<b>\$ 610,747.00</b>	<b>\$ 224,996.48</b>	<b>\$ 504,473.00</b>	<b>\$ 258,964.00</b>	<b>(\$ 245,509.00)</b>
		ANTICIPATED MT.PROSPECT R&B (638.00 P/D X 303 DAYS)	\$ 193,314.00					
		INSTRUCTIONAL DAYS (325.00 P/D X 202 DAYS)	\$ 65,650.00					
<b>1000121000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 1,470.37</b>	<b>\$ 3,000.00</b>	<b>\$ 2,320.96</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 0.00</b>
		TRAVEL AND MILEAGE FOR OOD COORDINATOR AND REG.	\$ 0.00					
		BEHAVIOR TECHNICIAN, TO TRAVEL FOR JOB RESPONSIBILITY	\$ 0.00					
		INCLUDING COURT, OUT OF DISTRICT PLACEMENTS, ETC.	\$ 2,400.00					
		SERVICE PROVIDERS SERVICING CHARTER STUDENTS	\$ 600.00					
<b>1000121000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 1,175.64</b>	<b>\$ 2,800.00</b>	<b>\$ 1,711.30</b>	<b>\$ 800.00</b>	<b>\$ 1,700.00</b>	<b>\$ 900.00</b>
		SUPPLIES TO SUPPORT SPECIAL EDUCATION STUDENTS IEP'S	\$ 0.00					
		PRIMARILY USED FOR OOD STUDENTS AND OOD COORDINATOR	\$ 0.00					
		SUPPLIES TO SUPPORT SPECIAL EDUCATION STUDENTS IEP'S	\$ 1,700.00					
<b>1000121000</b>	<b>643</b>	<b>INFORMATION ACCESS FEES</b>	<b>\$ 9,417.20</b>	<b>\$ 7,794.00</b>	<b>\$ 8,885.49</b>	<b>\$ 8,394.00</b>	<b>\$ 9,054.00</b>	<b>\$ 660.00</b>
		ACE ABA CURRICULUM (13 STUDENTS AT 41.95/MO)	\$ 5,454.00					
		Q-INTERACTIVE LICENSE (12 USERS X 300), LEVEL	\$ 3,600.00					
<b>1000121000</b>	<b>650</b>	<b>SOFTWARE</b>	<b>\$ 0.00</b>	<b>\$ 437.18</b>	<b>\$ 137.18</b>	<b>\$ 0.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
		SPECIALIZED SOFTWARE PROGRAMS,APPS ACCORDING TO	\$ 0.00					
		STUDENTS IEP (MATH, READING, WRITING)	\$ 100.00					
<b>1000121000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 686.98</b>	<b>\$ 2,500.00</b>	<b>\$ 1,678.99</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000121000</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 189.99</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>
		COMMUNICATION DEVICES OR FM SYSTEMS REPLACEMENT	\$ 0.00					
		OR REPAIR FOR EQUIPMENT OUT OF WARRANTY; FOR OUT OF	\$ 0.00					
		DISTRICT STUDENTS, AS REQUIRED BY IEP	\$ 1,000.00					
<b>1000121000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 128.83</b>	<b>\$ 15,005.59</b>	<b>\$ 188.81</b>	<b>\$ 5,050.00</b>	<b>\$ 15,000.00</b>	<b>\$ 9,950.00</b>
		MEDICAID REIMBURSEMENT SERVICES, NEW SERVICE PROVIDER	\$ 15,000.00					
<b>1000121000</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 1,710.45</b>	<b>\$ 3,400.00</b>	<b>\$ 403.81</b>	<b>\$ 3,400.00</b>	<b>\$ 3,400.00</b>	<b>\$ 0.00</b>
		8TH GRADE DC TRIP, ADULT PROGRAM FEE FOR CHAPERONE X 1	\$ 2,400.00					
		CATERING FOR WORKSHOPS AND PARENT FOCUS GROUP	\$ 1,000.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>1210 - SPECIAL EDUCATION PRGMS</b>								
<b><u>TOTAL DW SPECIAL EDUCATION</u></b>			<b>\$ 1,356,449.54</b>	<b>\$ 1,708,668.76</b>	<b>\$ 2,018,136.20</b>	<b>\$ 2,319,247.91</b>	<b>\$ 2,636,096.00</b>	<b>\$ 316,848.09</b>
<b>TOTAL 1210 - SPECIAL EDUCATION PRGMS</b>			<b>\$ 1,356,449.54</b>	<b>\$ 1,708,668.76</b>	<b>\$ 2,018,136.20</b>	<b>\$ 2,319,247.91</b>	<b>\$ 2,636,096.00</b>	<b>\$ 316,848.09</b>
<b>1280 - EXTENDED SCHOOL YEAR</b>								
<b><u>DW EXTENDED SCHOOL YEAR</u>      <u>00 - DISTRICT-WIDE</u></b>								
<b>1000128000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 22,944.16</b>	<b>\$ 32,000.00</b>	<b>\$ 30,353.75</b>	<b>\$ 41,000.00</b>	<b>\$ 38,000.00</b>	<b>(\$ 3,000.00)</b>
		ITEMIZED SERVICES STARTING IN FY25	\$ 0.00					
		CONTRACTED SPEECH AND LANGUAGE FOR ESY	\$ 10,000.00					
		CONTRACTED OT FOR ESY	\$ 4,000.00					
		CONTRACTED 1:1 NURSE PROVIDER FOR ESY	\$ 10,000.00					
		CONTRACTED BCBA FOR ESY	\$ 6,000.00					
		CONTRACTED SCHOOL PSYCH	\$ 8,000.00					
<b>1000128000</b>	<b>332</b>	<b>TUTOR SERVICES</b>	<b>\$ 7,565.00</b>	<b>\$ 4,000.00</b>	<b>\$ 1,500.00</b>	<b>\$ 4,000.00</b>	<b>\$ 1,500.00</b>	<b>(\$ 2,500.00)</b>
		SPECIALIZED TUTORING FOR STUDENTS WITH IEP, REDUCED	\$ 1,500.00					
<b>1000128000</b>	<b>561</b>	<b>TUITION TO OTHER LEAS</b>	<b>\$ 2,639.75</b>	<b>\$ 2,448.00</b>	<b>\$ 2,805.90</b>	<b>\$ 3,576.00</b>	<b>\$ 4,869.00</b>	<b>\$ 1,293.00</b>
		NEW SEARLES TUITION (104.00 P/D X 15)	\$ 1,560.00					
		INTERPRETATION (121.34 P/D X 15 DAYS)	\$ 1,820.00					
		1:1AIDE (44.20 P/DAY X 15 DAYS)	\$ 663.00					
		TOD (51.53 P/D X 15 DAYS)	\$ 773.00					
		SLP GROUP (26.46 P/ MNTH X 10 MNTHS)	\$ 53.00					
<b>1000128000</b>	<b>564</b>	<b>TUITION TO PRIVATE SCHOOL</b>	<b>\$ 93,718.86</b>	<b>\$ 127,391.25</b>	<b>\$ 100,924.07</b>	<b>\$ 218,098.00</b>	<b>\$ 215,974.57</b>	<b>(\$ 2,123.43)</b>
		VALLEY COLLABORATIVE (354.90 P/D X 30 DAYS)	\$ 10,647.00					
		VC 1:1 AID (333.90 P/D X 30 DAYS)	\$ 10,017.00					
		OT (141.75 P/HR 1.20 SESSIONS PER WK X 6WK)	\$ 1,276.00					
		VALLEY COLLABORATIVE (339.15 P/D X 30 DAYS)	\$ 10,175.00					
		OT (141.75 P/HR 1.25 SESSIONS PER WK X 6WKS)	\$ 1,063.00					
		PT (141.75 P/HR 1 SESSIONS PER WK X 6WKS)	\$ 851.00					
		SLP (141.75 P/HR 1.25 SESSIONS PER WK X 6WKS)	\$ 1,063.00					
		VALLEY COLLABORATIVE (474.60 P/D X 30 DAYS)	\$ 14,238.00					
		VC 1:1 AID (333.90 P/D X 180 DAYS)	\$ 10,017.00					
		CREST COLLABORATIVE (637.35 P/DAY X 30 DAYS)	\$ 0.00					
		INCLUDES IA	\$ 15,296.00					
		ST.ANNS HOME (349.17 P/D X 30 DAYS)	\$ 12,570.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **1280 - EXTENDED SCHOOL YEAR**

RSEC (262.55 P/D X 15 DAYS)	\$ 3,938.00
SLP INDV (75.28 P/SESSION X 3 SESSIONS)	\$ 256.00
SLP GRP (25.09 P/SESSION X 3 SESSIONS)	\$ 75.00
SLP CONSULT (75.28 P/SESSION X 2 SESSIONS)	\$ 75.00
COUNSELING (89.25 P/SESSION X 1 SESSIONS)	\$ 268.00
OT (65.00 P/30 MIN WK X 3)	\$ 195.00
RSEC (262.55 P/D X 15 DAYS)	\$ 3,938.00
SLP INDV (75.28 P/SESSION X 3 SESSIONS)	\$ 256.00
SLP CONSULT (75.28 P/SESSION X 2 SESSIONS)	\$ 75.00
COUNSELING INDV (89.25 P/SESSION X 3 SESSIONS)	\$ 268.00
COUNSELING GROUP (89.25 P/SESSION X 3SESSIONS)	\$ 268.00
HOPEFUL JOURNEYS (752.52 P/D X 36 DAYS)	\$ 0.00
INCLUDES 1:1 IA	\$ 27,091.00
EASTER SEALS (232.00 P/D X 20DAYS) 2 STUDENTS	\$ 9,280.00
PARKER ACADEMY (230.45 P/D X 20 DAYS)	\$ 4,609.00
COUNSELING (99.68 P/SESSION X 4 SESSION)	\$ 399.00
SLP GRP (24.64 P/SESSION X 4 SESSIONS)	\$ 98.57
OT INDV (90.25 P/SESSION X 4 SESSIONS)	\$ 361.00
SEACOAST LEARNING COLLAB. (255.62 P/D X 38 DAYS)	\$ 8,278.00
MONARCH (464.57 P/D X 20 DAYS)	\$ 9,291.00
1:1 PARA (184.80 P/D X 20 DAYS)	\$ 3,696.00
BEHAVIOR CONSULT (165.20 SESSION 30MIN/MNTH X 2 MNTH)	\$ 330.00
OT INDV (131.47 P/SESSION X 8 SESSIONS)	\$ 1,052.00
OT CONSULT (131.47 P/SESSION X 2 SESSIONS)	\$ 263.00
PT INDV (111.13 P/SESSION X 8 SESSIONS)	\$ 889.00
PT CONSULT (111.13 P/SESSION X 2 SESSIONS)	\$ 222.00
SLP INDV (106.09 P/SESSION X 8 SESSIONS)	\$ 849.00
SLP CONSULT (106.09 P/SESSION X 2 SESSIONS)	\$ 212.00
SEEM COLLABORATIVE (438.90 P/D X 20 DAYS)	\$ 8,778.00
1:1 PARA AID (271.95 P/D X 20 DAYS)	\$ 5,439.00
SLP GROUP (191.10 P/HR X 5 SESSIONS)	\$ 956.00
SLP INDV. (191.10 P/HR X 7.5 SESSIONS)	\$ 1,433.00
OT GROUP (191.10 P/HR X 7.5 SESSIONS)	\$ 1,433.00
PT INDV. (191.10 P/HR X 2.5 SESSIONS)	\$ 478.00
COUNSELING GRP. (191.10 P/HR X 2.5 SESSIONS)	\$ 478.00
ANTICIPATED VALLEY COLLABORATIVE (354.90 P/D X 30 DAYS)	\$ 10,647.00

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### ***1280 - EXTENDED SCHOOL YEAR***

		VC 1:1 AID (333.90 P/D X 30 DAYS)	\$ 10,017.00					
		ANTICIPATED ST. ANN'S HOME (349.17 P/D X 30 DAYS)	\$ 12,570.00					
<b>1000128000</b>	<b>569</b>	<b>TUITION RESIDENTIAL</b>	<b>\$ 72,345.80</b>	<b>\$ 110,458.00</b>	<b>\$ 45,887.44</b>	<b>\$ 103,478.00</b>	<b>\$ 53,856.00</b>	<b>(\$ 49,622.00)</b>
		ANTICIPATED MT.PROSPECT R&B (638.00 P/D X 62 DAYS)	\$ 39,556.00					
		INSTRUCTIONAL DAYS (325.00 P/D X 44 DAYS)	\$ 14,300.00					
<b>1000128000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 924.06</b>	<b>\$ 1,041.92</b>	<b>\$ 845.61</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>
		CONSUMABLE SUPPLIES PRE-K	\$ 100.00					
		CONSUMABLE SUPPLIES ELEMENTARY PROGRAM	\$ 0.00					
		(\$100 X 3 PROGRAMS) SPECIALIZED INSTRUCTION IN	\$ 0.00					
		READING, MATH, AND SOCIAL SKILLS	\$ 300.00					
		CONSUMABLE SUPPLIES INCLUDING COOKING SUPPLIES A WEEK	\$ 0.00					
		FOR 5 WEEKS, MACS, HS PROGRAM, STEPPS	\$ 0.00					
		PER IEPS FOR MACS AND HS PROGRAM	\$ 500.00					
		NURSE SUPPLIES	\$ 100.00					
<b>1000128000</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 314.57</b>	<b>\$ 658.08</b>	<b>\$ 658.08</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
		FIELD TRIPS PER CLASS AT \$50.00 PER TRIP	\$ 0.00					
		PER IEPS FOR SOCIAL- EMOTIONAL DEVELOPMENT FIELD TRIP	\$ 500.00					
<b><u>TOTAL DW EXTENDED SCHOOL YEAR</u></b>			<b>\$ 200,452.20</b>	<b>\$ 277,997.25</b>	<b>\$ 182,974.85</b>	<b>\$ 371,652.00</b>	<b>\$ 315,699.57</b>	<b>(\$ 55,952.43)</b>
<b>TOTAL 1280 - EXTENDED SCHOOL YEAR</b>			<b>\$ 200,452.20</b>	<b>\$ 277,997.25</b>	<b>\$ 182,974.85</b>	<b>\$ 371,652.00</b>	<b>\$ 315,699.57</b>	<b>(\$ 55,952.43)</b>

### ***2140 - PSYCHOLOGICAL SERVICES***

#### **DW PSYCH SERVICES      00 - DISTRICT-WIDE**

<b>1000214000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 0.00</b>	<b>\$ 1,950.00</b>	<b>\$ 624.97</b>	<b>\$ 750.00</b>	<b>\$ 900.00</b>	<b>\$ 150.00</b>
		PROFESSIONAL DEVELOPMENT 3 @ \$300, ADJUSTED	\$ 900.00					
<b>1000214000</b>	<b>321</b>	<b>PROFESSIONAL EDU SERVICES</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000214000</b>	<b>325</b>	<b>TESTING PROTOCOLS</b>	<b>\$ 2,064.46</b>	<b>\$ 500.00</b>	<b>\$ 1,156.75</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 0.00</b>
		PROTOCOLS FOR PSYCH. ASSESSMENT (IQ, COG, SOCIAL	\$ 0.00					
		EMOTIONAL, AND BEHAVIORAL OOD, ETC.)	\$ 2,000.00					
<b>1000214000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 416,906.15</b>	<b>\$ 233,609.37</b>	<b>\$ 560,181.09</b>	<b>\$ 129,972.52</b>	<b>\$ 352,400.00</b>	<b>\$ 222,427.48</b>
		STUDENTS (5) ATTENDING CHARTER SCHOOL, REQUIRE	\$ 0.00					
		COUNSELING SERVICES PER IEP'S, REDUCED	\$ 10,000.00					
		INDEPENDENT EDUCATION EVALS PER PARENT REQUEST, LEVEL	\$ 6,000.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2140 - PSYCHOLOGICAL SERVICES**

		CONTRACTED SCHOOL PSYCHOLOGIST PK & PES, BUDGETED	\$ 0.00					
		DUE DIFFICULTY HIRING, \$145/HR UP TO 10HR/WK X 40WKS	\$ 58,000.00					
		CONTRACTED SCHOOL PSYCHOLOGIST PMS & PHS, BUDGETED	\$ 0.00					
		DUE DIFFICULTY HIRING, \$145/HR 48 HR/WK X 40 WKS	\$ 278,400.00					
<b>1000214000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 0.00</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>
		ASSESSMENT EQUIPMENT REPAIR AND MAINTENANCE	\$ 250.00					
<b>1000214000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
		TRAVEL AND MILEAGE AT IRS RATE FOR TRAVEL	\$ 0.00					
		TO/FROM OOD PLACEMETNS TO PARTICIPATE IN MEETINGS	\$ 500.00					
<b>1000214000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 2,569.92</b>	<b>\$ 2,630.00</b>	<b>\$ 0.00</b>	<b>\$ 2,630.00</b>	<b>\$ 2,300.00</b>	<b>(\$ 330.00)</b>
		TO ACCESS STUDENT SKILL ACQUISITION	\$ 300.00					
		EDUCATIONAL TESTING SUPPLIES FOR SPECIAL ED STUDENTS	\$ 0.00					
		OR THOSE IN THE REFERRAL PROCESS-OOD STUDENTS	\$ 2,000.00					
<b>1000214000</b>	<b>643</b>	<b>INFORMATION ACCESS FEES</b>	<b>\$ 0.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,249.25</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 0.00</b>
		CPI TRAINING MATERIALS	\$ 2,500.00					
<b>1000214000</b>	<b>644</b>	<b>PUBLICATIONS</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>
		PROFESSIONAL BOOKS/JOURNALS FOR SCHOOL PSYCHOLOGISTS	\$ 200.00					
<b>1000214000</b>	<b>650</b>	<b>SOFTWARE</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
		SCORING AND SURVEY SOFTWARE	\$ 0.00					
<b>1000214000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 0.00</b>	<b>\$ 210.00</b>	<b>\$ 0.00</b>	<b>\$ 690.00</b>	<b>\$ 690.00</b>	<b>\$ 0.00</b>
		NHASP 3X230	\$ 690.00					
<b><u>TOTAL DW PSYCH SERVICES</u></b>			<b>\$ 421,540.53</b>	<b>\$ 244,349.37</b>	<b>\$ 564,212.06</b>	<b>\$ 139,292.52</b>	<b>\$ 361,740.00</b>	<b>\$ 222,447.48</b>
<b>TOTAL 2140 - PSYCHOLOGICAL SERVICES</b>			<b>\$ 421,540.53</b>	<b>\$ 244,349.37</b>	<b>\$ 564,212.06</b>	<b>\$ 139,292.52</b>	<b>\$ 361,740.00</b>	<b>\$ 222,447.48</b>

### **2150 - SPEECH SERVICES**

#### **DW SPEECH SERVICES      00 - DISTRICT-WIDE**

<b>1000215000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 207.00</b>	<b>\$ 828.00</b>	<b>\$ 445.65</b>	<b>\$ 1,000.00</b>	<b>\$ 1,200.00</b>	<b>\$ 200.00</b>
		WORKSHOPS, NON-UNION (4 @ \$300), ADJUSTED	\$ 1,200.00					
<b>1000215000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 457,654.97</b>	<b>\$ 92,700.24</b>	<b>\$ 453,178.14</b>	<b>\$ 173,855.60</b>	<b>\$ 359,972.00</b>	<b>\$ 186,116.40</b>
		CONTRACTED AUDIOLOGIST (FM SYSTEMS CONSULTS,	\$ 0.00					
		EVALUATIONS, ETC.), INCREASED	\$ 10,000.00					
		CONTRACTED SPL EVALUATIONS FOR INDEPENDENT EVALS	\$ 0.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2150 - SPEECH SERVICES**

		REQUESTED BY PARENTS, LEVEL	\$ 5,000.00					
		CONTRACTED SLP SERVICES PROVIDED TO 6 STUDENTS AT	\$ 0.00					
		CHARTER SCHOOLS, REDUCED	\$ 23,120.00					
		CONTRACTED ASSISTIVE TECHNOLOGY/AAC SERVICES, REDUCED	\$ 18,000.00					
		CONTRACTED SLP FOR SERVICES PES -GRADES 3-5	\$ 0.00					
		BUDGETED DUE TO DIFFICULTY HIRING,	\$ 0.00					
		(\$115/HR, 40 HR/WK X 40 WKS)	\$ 184,000.00					
		CONTRACTED SLA FOR SERVICES PES-GRADES K-5	\$ 0.00					
		BUDGETED DUE DIFFICULTY HIRING,	\$ 0.00					
		(\$83 P/HR 38 HR/WK X 36WKS)	\$ 119,852.00					
<b>1000215000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
		REPAIRS TO EQUIPMENT NOT COVERED BY WARRANTY	\$ 1,000.00					
<b>1000215000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>\$ 187.84</b>	<b>\$ 200.00</b>	<b>\$ 350.00</b>	<b>\$ 150.00</b>
		MILEAGE AT IRS RATE FOR DISTRICT EMPLOYEES	\$ 350.00					
<b>1000215000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 15.92</b>	<b>\$ 200.00</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>\$ 0.00</b>
		SUPPLIES NEED FOR OOD OR CHARTER SCHOOL STUDENTS	\$ 200.00					
<b>1000215000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 0.00</b>	<b>\$ 1,862.82</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
		EQUIPMENT-FM SYSTEM, OOD OR CHARTER SCHOOLS	\$ 1,000.00					
<b>1000215000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 0.00</b>	<b>\$ 172.00</b>	<b>\$ 143.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL DW SPEECH SERVICES</u></b>			<b>\$ 457,877.89</b>	<b>\$ 96,163.06</b>	<b>\$ 453,954.63</b>	<b>\$ 175,255.60</b>	<b>\$ 363,722.00</b>	<b>\$ 188,466.40</b>
<b>TOTAL 2150 - SPEECH SERVICES</b>			<b>\$ 457,877.89</b>	<b>\$ 96,163.06</b>	<b>\$ 453,954.63</b>	<b>\$ 175,255.60</b>	<b>\$ 363,722.00</b>	<b>\$ 188,466.40</b>

### **2162 - PT SERVICES**

#### **DW PT SERVICES      00 - DISTRICT-WIDE**

<b>1000216200</b>	<b>321</b>	<b>PROFESSIONAL EDU SERVICES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 100.00</b>	<b>\$ 0.00</b>	<b>(\$ 100.00)</b>
<b>1000216200</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 29,601.52</b>	<b>\$ 66,000.00</b>	<b>\$ 30,490.03</b>	<b>\$ 49,000.00</b>	<b>\$ 49,000.00</b>	<b>\$ 0.00</b>
		CONTRACTED PHYSICAL THERAPY EVALUATION PER IEP	\$ 1,000.00					
		CONTRACTED PHYSICAL THERAPY	\$ 48,000.00					
<b>1000216200</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>\$ 44.97</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>\$ 0.00</b>
		SUPPLIES FOR IMPLEMENTING IEP GOALS	\$ 200.00					
<b>1000216200</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>
		EQUIPMENT FOR PT SERVICES	\$ 200.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2162 - PT SERVICES</b>								
<b><u>TOTAL DW PT SERVICES</u></b>			<b>\$ 29,601.52</b>	<b>\$ 67,200.00</b>	<b>\$ 30,535.00</b>	<b>\$ 49,300.00</b>	<b>\$ 49,400.00</b>	<b>\$ 100.00</b>
<b>TOTAL 2162 - PT SERVICES</b>			<b>\$ 29,601.52</b>	<b>\$ 67,200.00</b>	<b>\$ 30,535.00</b>	<b>\$ 49,300.00</b>	<b>\$ 49,400.00</b>	<b>\$ 100.00</b>
<b>2163 - OT SERVICES</b>								
<b><u>DW OT SERVICES</u></b>			<b><u>00 - DISTRICT-WIDE</u></b>					
<b>1000216300</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 1,237.97</b>	<b>\$ 1,239.00</b>	<b>\$ 1,031.98</b>	<b>\$ 1,000.00</b>	<b>\$ 1,200.00</b>	<b>\$ 200.00</b>
		NON-UNION WORKSHOPS 4 @ \$300	\$ 1,200.00					
<b>1000216300</b>	<b>325</b>	<b>TESTING PROTOCOLS</b>	<b>\$ 144.10</b>	<b>\$ 250.00</b>	<b>\$ 19.84</b>	<b>\$ 250.00</b>	<b>\$ 300.00</b>	<b>\$ 50.00</b>
		EVALUATIONS, RE-EVALAUTIONS AS REQUIRED BY LAW	\$ 300.00					
<b>1000216300</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 4,311.75</b>	<b>\$ 0.00</b>	<b>\$ 9,646.28</b>	<b>\$ 3,808.26</b>	<b>\$ 6,260.00</b>	<b>\$ 2,451.74</b>
		CONTRACTED OT SERVICES FOR CHARTER SCHOOL	\$ 0.00					
		AND OOD STUDENTS	\$ 6,260.00					
<b>1000216300</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 945.00</b>	<b>\$ 450.58</b>	<b>\$ 945.00</b>	<b>\$ 650.00</b>	<b>(\$ 295.00)</b>
		MILEAGE AT IRS RATE FOR DISTRICT EMPLOYEES	\$ 0.00					
		TRAVEL TO CHARTER & OOD SCHOOLS FOR SERVICES	\$ 650.00					
<b>1000216300</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 124.43</b>	<b>\$ 300.00</b>	<b>\$ 367.15</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 0.00</b>
		SUPPLIES FOR OOD STUDENTS	\$ 300.00					
<b>1000216300</b>	<b>738</b>	<b>EQUIPMENT-REPLACEMENT</b>	<b>\$ 0.00</b>	<b>\$ 100.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
		OT REPLACEMENT EQUIPMENT	\$ 0.00					
<b><u>TOTAL DW OT SERVICES</u></b>			<b>\$ 5,818.25</b>	<b>\$ 2,834.00</b>	<b>\$ 11,515.83</b>	<b>\$ 6,303.26</b>	<b>\$ 8,710.00</b>	<b>\$ 2,406.74</b>
<b>TOTAL 2163 - OT SERVICES</b>			<b>\$ 5,818.25</b>	<b>\$ 2,834.00</b>	<b>\$ 11,515.83</b>	<b>\$ 6,303.26</b>	<b>\$ 8,710.00</b>	<b>\$ 2,406.74</b>
<b>2332 - SPECIAL SERVICES ADMIN</b>								
<b><u>DW SPEC SERVICES ADMIN</u></b>			<b><u>00 - DISTRICT-WIDE</u></b>					
<b>1000233200</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 3,608.00</b>	<b>\$ 5,500.00</b>	<b>\$ 4,701.00</b>	<b>\$ 0.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
		NATIONAL CONFERENCE REGISTION FEE PER CONTRACT X 2	\$ 2,000.00					
		NHASEA CONFERENCES (SUMMER ACADEMY, LAW CONFERENCE,	\$ 0.00					
		ANNUAL EDUCATION CONFERENCE) X2	\$ 3,500.00					
		RESTORED BUDGET TO PRE-DEFAULT LEVEL	\$ 0.00					
<b>1000233200</b>	<b>320</b>	<b>IN-DIST PROF DEVELOPMENT</b>	<b>\$ 0.00</b>	<b>\$ 750.00</b>	<b>\$ 0.00</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>	<b>\$ 0.00</b>



# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2332 - SPECIAL SERVICES ADMIN**

		IN DISTRICT PD OPPORTUNITES, MATERIALS PREPARATION	\$ 0.00					
		AS NECESSARY	\$ 750.00					
<b>1000233200</b>	<b>534</b>	<b>POSTAGE/GENERAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 50.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
		POSTAGE AND GENERAL MAILINGS SUCH AS CERTIFIED MAIL	\$ 0.00					
<b>1000233200</b>	<b>550</b>	<b>PRINTING</b>	<b>\$ 695.00</b>	<b>\$ 800.00</b>	<b>\$ 404.70</b>	<b>\$ 800.00</b>	<b>\$ 0.00</b>	<b>(\$ 800.00)</b>
		STUDENT SPECIAL EDUCATION FILE FOLDERS	\$ 0.00					
<b>1000233200</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 2,573.32</b>	<b>\$ 5,000.00</b>	<b>\$ 3,257.92</b>	<b>\$ 0.00</b>	<b>\$ 5,200.00</b>	<b>\$ 5,200.00</b>
		MILEAGE AT IRS RATE FOR DISTRICT EMPLOYEES OOD	\$ 1,200.00					
		TRAVEL TO OOD AND NATIONAL CONFERENCE PER CONTRACT X 2	\$ 4,000.00					
		RESTORED BUDGET TO PRE-DEFAULT LEVEL	\$ 0.00					
<b>1000233200</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 251.04</b>	<b>\$ 300.00</b>	<b>\$ 293.87</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 0.00</b>
		SUPPLIES REQUIRED	\$ 300.00					
<b>1000233200</b>	<b>650</b>	<b>SOFTWARE</b>	<b>\$ 588.00</b>	<b>\$ 600.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000233200</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 1,410.00</b>	<b>\$ 2,430.00</b>	<b>\$ 1,890.00</b>	<b>\$ 2,670.00</b>	<b>\$ 2,570.00</b>	<b>(\$ 100.00)</b>
		DUES FOR FOR NH SPECIAL EDUCATION ADMINISTRATOR ASSOC	\$ 0.00					
		FOR DIRECTOR AND ASSISTANT DIRECTOR (2 @\$555)	\$ 1,110.00					
		CEC MEMBERSHIP DIRECTOR AND	\$ 0.00					
		ASSIST. DIRECTOR (2 @\$230)	\$ 460.00					
		SOUTH-CENTRAL SPECIAL EDUCATION DIRECTORS MEETING FEE	\$ 0.00					
		DIRECTOR AND ASSISTANT DIRECTOR (2 @\$250)	\$ 500.00					
		NHSSA SPECIAL ED ADMIN SUPPORT FEE	\$ 500.00					
<b>TOTAL DW SPEC SERVICES ADMIN</b>			<b>\$ 9,125.36</b>	<b>\$ 15,430.00</b>	<b>\$ 10,547.49</b>	<b>\$ 4,520.00</b>	<b>\$ 14,320.00</b>	<b>\$ 9,800.00</b>
<b>TOTAL 2332 - SPECIAL SERVICES ADMIN</b>			<b>\$ 9,125.36</b>	<b>\$ 15,430.00</b>	<b>\$ 10,547.49</b>	<b>\$ 4,520.00</b>	<b>\$ 14,320.00</b>	<b>\$ 9,800.00</b>

### **2722 - TRANSPORTATION(SPECIAL)**

#### **SPECIAL ED TRANSPORTATION      00 - DISTRICT-WIDE**

<b>1000272200</b>	<b>519</b>	<b>TRANSPORTATION</b>	<b>\$ 524,601.10</b>	<b>\$ 644,250.00</b>	<b>\$ 922,093.02</b>	<b>\$ 931,081.23</b>	<b>\$ 1,130,430.00</b>	<b>\$ 199,348.77</b>
		SPECIALIZED TRANSPORTATION REQUIRED BY IEP'S, RATE PER	\$ 0.00					
		CONTRACT, IN DISTRICT 3 BUSES (317.73/BUS X 180 DAYS)	\$ 171,574.00					
		BUS MONITOR PER STUDENTS IEP'S (25.30 PER HOUR)	\$ 10,120.00					
		IN DISTRICT 3 ESY BUSES (317.73 P/BUS X 20 DAYS)	\$ 19,064.00					
		PRESCHOOL 2 BUSES (AM RATE 108.03 P/D X 108 DAYS,	\$ 0.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2722 - TRANSPORTATION(SPECIAL)**

PM RATE 117.45 P/D X 180 DAYS)	\$ 32,808.00
SPECIALIZED TRANSPORTATION REQUIRED BY IEP'S	\$ 0.00
IN DISTRICT VAN (75.33 P/D X 180 DAYS)	\$ 13,559.00
VAN MONITOR (25.30 P/HR X 2HRS/PD X 180 DAYS)	\$ 9,108.00
OOD PLACEMENT 8 STUDENTS INDV RATE (295.62 P/DAY)	\$ 0.00
INCLUDES ESY DAYS AS SCHEDULED PER OOD PROGRAM	\$ 502,738.00
OOD PLACEMENT 7 STUDENTS SHARED RATE (8 @147.81 P/DAY)	\$ 0.00
INCLUDES ESY DAYS AS SCHEDULED PER OOD PROGRAM	\$ 240,339.00
COMMUNITY-BASED SPECIAL TRIPS PHS STEPPS PROGRAM	\$ 0.00
TRANSITION-BASED WORK TRIP, 2 STUDENTS AGE 22	\$ 36,000.00
DISTRICT-WIDE STUDENT FIELD TRIPS	\$ 2,000.00
ANTICIPATED SPECIALIZED TRANSPORTATION REQUIRED	\$ 0.00
FOR IEPs FOR 2 OOD PLACEMENTS (1 INDV, 1 SHARED)	\$ 93,120.00

<b><u>TOTAL SPECIAL ED TRANSPORTATION</u></b>	<b>\$ 524,601.10</b>	<b>\$ 644,250.00</b>	<b>\$ 922,093.02</b>	<b>\$ 931,081.23</b>	<b>\$ 1,130,430.00</b>	<b>\$ 199,348.77</b>
<b>TOTAL 2722 - TRANSPORTATION(SPECIAL)</b>	<b>\$ 524,601.10</b>	<b>\$ 644,250.00</b>	<b>\$ 922,093.02</b>	<b>\$ 931,081.23</b>	<b>\$ 1,130,430.00</b>	<b>\$ 199,348.77</b>
<b>TOTAL 10 - GENERAL FUND</b>	<b>\$ 3,005,466.39</b>	<b>\$ 3,056,892.44</b>	<b>\$ 4,193,969.08</b>	<b>\$ 3,996,652.52</b>	<b>\$ 4,880,117.57</b>	<b>\$ 883,465.05</b>

**Eric "Chip" McGee, Ed.D.**  
*Superintendent*

**Deb Mahoney**  
*Business Administrator*

**Keith Lord**  
*Director of Technology*



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**Sarah Marandos, Ed.D.**  
*Assistant Superintendent*

**Toni Barkdoll**  
*Director of Human Resources*

**Kimberly Noyes**  
*Director of Student Services*

To: Pelham School Board  
From: Keith Lord, Director of Technology  
Re: FY26 Level 1 Budget Presentation  
Date: September 11, 2024  
Cc: Superintendent Chip McGee  
Business Administrator Deb Mahoney  
Assistant Superintendent Sarah Marandos

I want to first start by thanking the Pelham School Board and the community for their continued support. This year we are working to replace all of our network switches across the district as approved in the FY25 budget, while also keeping up with our 1:1 chromebook deployment, updating labs, and making other enhancements to our district's cybersecurity following the biennial audit in the fall of last year.

With that support, we aim to continue to provide a safe, technology-rich learning environment for our students and teachers. In FY26 you will see these priorities continue through the upkeep and replacement of end user devices, classroom interactive equipment, and various pieces of network infrastructure.

#### **Enrollment Projections for Chromebook Purchase Plan**

<b>October 1 Enrollments</b>	<b>Actual</b>		<b>Projected</b>	
<b>Grade Level</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
1	128	104	129	126
5	126	122	108	107
9	140	120	103	109

This limited selection of the enrollment projection represents the grade levels slated to receive new chromebooks in FY26 per the "Student Chromebook Procurement Schedule," found in the "District Future Ready Plan." According to the future ready plan, we replace chromebooks every 4 years. These figures correspond to the chromebook leases found within the budget proposal to follow. As seen in the Student Chromebook Procurement Schedule, there is a rotation from year to year as for the replacement of devices in grades K-4, where students leave the devices in the classroom when not in use. Students are then assigned a new device when they enter the 5th grade, which is when they are first permitted to bring the device home with them. Then

again in 9th grade, a new device is issued which lasts the student through the remainder of the Pelham School District career.

## **Planning**

Attached within this packet is a copy of both the “Technology Budget Forecast Schedule,” and the “Student Chromebook Procurement Schedule,” as found in the district Future Ready Plan. In these pages you will see the projections for most of the larger expenses found in the technology budget. These predictions are based on the determined life expectancies of various pieces of equipment. Those life expectancies are as follows:

- Network Switches - 8 years
- Wireless Access Points - 6 years
- Classroom Interactive Panels - 6 years
- Security cameras - 6-8 years
- Network backup system - 5 years
- Network Servers - 5 years
- Firewall - 5 years
- Specialty Lab Computers - 4 years
- Staff Laptops - 4 years
- Student Chromebooks - 4 years
- Internet Content Filter - 3 years

## **Key Budget Changes for FY26**

I have shared every line of our Level 1 budget. There are several areas that reflect key budget changes.

- Equipment Replacement 1011222500 738 - As you saw in the school presentation last week, we propose \$95,200 for the purchase of 28 interactive panels to replace half of the classrooms at Pelham Elementary School. Per the District Future Ready plan, such panels are given a 6 year life expectancy. Pelham Elementary School was the first of our three buildings to receive and begin using our current Promethean Boards. This marks the beginning of the projected replacement cycle for these pieces of equipment.
- Equipment Replacement 1022222500 738 - Also as seen in the school presentation last week, we propose \$44,000 be budgeted for the replacement of Pelham Memorial School staff laptops, per the District Future Ready Plan. This follows the replacement of the Pelham High School staff laptops in FY25. This replacement is anticipated to replace 55 devices at \$800 each.
- Equipment Replacement 1000284000 738 - We are proposing budget figures for the replacement of our network backup device, firewall, and internet content filter per the District Future Ready Plan. These three major pieces of equipment account for the majority of the district wide equipment replacement budget.
- Miscellaneous 1000284000 890 - This section references the “Auditorium Coordinator,” stipend, budgeted under 10033249000 110, and increasing it from \$4,500 in FY25 to \$5,500 plus benefits, in FY26. This proposed budget would increase the scope of this stipend to include the newly built gymnasium at PMS in addition to the auditorium at PHS. This increased scope would ensure that the equipment in this new space will be well maintained and overseen by an individual with experience in a complicated space of this kind.
- Miscellaneous 1000284000 890- We are proposing an additional fund be added to the budget to pay the hourly staffing of our two auditorium spaces for events. These funds

would address the hours worked in the space as well as hours spent conducting training of staffers capable of running the technical equipment available.

In my presentation, I will highlight these key budget changes as well as any other significant increases or decreases. Please feel free to ask about any part of the budget.

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **10 - GENERAL FUND**

### **2225 - COMPUTER TECHNOLOGY**

#### **DW COMPUTER INSTRUCTION      00 - DISTRICT-WIDE**

<b>1000222500</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 1,865.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,889.50</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 0.00</b>
		COURSES AND TRAINING FOR TECH INTEGRATOR STAFF	\$ 0.00					
		TRAINING FOR TECH INTEGRATORS TO LEARN ABOUT NEW	\$ 0.00					
		TECHNIQUES AND MAXIMIZE THE USE OF UP-COMING	\$ 0.00					
		TECHNOLOGIES IN THE CLASSROOM, LEVEL FUNDED	\$ 2,500.00					
<b>1000222500</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 1,200.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000222500</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 264.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1000222500</b>	<b>442</b>	<b>RENTAL/LEASE EQUIPMENT</b>	<b>\$ 98,836.31</b>	<b>\$ 121,957.24</b>	<b>\$ 117,108.51</b>	<b>\$ 119,985.00</b>	<b>\$ 117,331.00</b>	<b>(\$ 2,654.00)</b>
		STUDENT DEVICES PER TECHNOLOGY PLAN	\$ 0.00					
		NEW: YEAR 1 CHROMEBOOK LEASE- 3 GRADES 380 PCS	\$ 38,000.00					
		YEAR 2 CHROMEBOOK LEASE PAYMENT - 3 GRADES	\$ 36,179.00					
		YEAR 3 CHROMEBOOK LEASE PAYMENT - 4 GRADES	\$ 43,152.00					
<b>1000222500</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>\$ 600.00</b>	<b>\$ 1,100.00</b>	<b>\$ 500.00</b>	<b>(\$ 600.00)</b>
		TRAVEL AND MILEAGE EXPENSES FOR TECHNOLOGY COACHES	\$ 0.00					
		TO ATTEND CONFERENCES, LEVEL FUNDED	\$ 500.00					
<b>1000222500</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 5,806.42</b>	<b>\$ 11,100.00</b>	<b>\$ 3,574.26</b>	<b>\$ 15,800.00</b>	<b>\$ 15,800.00</b>	<b>\$ 0.00</b>
		STUDENT CHROMEBOOK/CHARGER SUPPLIES, LEVEL FUNDED	\$ 7,100.00					
		SUPPLIES FOR TECHNOLOGY COACHES TO TRY NEW TECHNOLOGIES	\$ 0.00					
		AND TEST ACROSS THE DISTRICT, LEVEL FUNDED	\$ 1,500.00					
		CASES FOR 1:1 TO PROTECT DEVICES AND ENABLE STUDENTS TO	\$ 0.00					
		TAKE HOME DEVICES FOR GRADES 5 AND 9 (\$30 X 240), LEVEL	\$ 7,200.00					
<b>1000222500</b>	<b>650</b>	<b>SOFTWARE</b>	<b>\$ 221.95</b>	<b>\$ 1,500.00</b>	<b>\$ 793.73</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
		SOFTWARE FOR TECHNOLOGY COACHES AND STAFF	\$ 0.00					
		TO BE TESTED FOR USE IN THE CLASSROOM, LEVEL FUNDED	\$ 500.00					
<b>1000222500</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 4,985.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL DW COMPUTER INSTRUCTION</u></b>			<b>\$ 112,914.68</b>	<b>\$ 138,057.24</b>	<b>\$ 125,230.00</b>	<b>\$ 139,885.00</b>	<b>\$ 136,631.00</b>	<b>(\$ 3,254.00)</b>
<b>TOTAL 2225 - COMPUTER TECHNOLOGY</b>			<b>\$ 112,914.68</b>	<b>\$ 138,057.24</b>	<b>\$ 125,230.00</b>	<b>\$ 139,885.00</b>	<b>\$ 136,631.00</b>	<b>(\$ 3,254.00)</b>

### **2840 - TECHNOLOGY SERVICES**

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2840 - TECHNOLOGY SERVICES</b>								
<b><u>DW TECHNOLOGY SERVICES</u>      <u>00 - DISTRICT-WIDE</u></b>								
<b>1000284000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 881.28</b>	<b>\$ 2,500.00</b>	<b>\$ 2,238.99</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 0.00</b>
		FOR EMERGENCY REPSONSE DISTRICT-WIDE, LEVEL FUNDED	\$ 2,500.00					
<b>1000284000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 512.20</b>	<b>\$ 8,500.00</b>	<b>\$ 4,028.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,033.00</b>	<b>\$ 33.00</b>
		NATIONAL CONFERENCE PER CONTRACT, ADJUSTED	\$ 783.00					
		COURSE AND TRAINING FOR IT STAFF, INCLUDES POWERSCHOOL	\$ 0.00					
		UNIVERSITY, AND TECHNICAL TRANING NEEDED	\$ 4,250.00					
<b>1000284000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 15,673.08</b>	<b>\$ 34,500.00</b>	<b>\$ 14,992.50</b>	<b>\$ 30,000.00</b>	<b>\$ 30,150.00</b>	<b>\$ 150.00</b>
		ENGINEERING CONSULTING SUPPORT FOR ADVANCED	\$ 0.00					
		NETWORK ISSUES/REDESIGN/UPDATES, LEVEL FUNDED	\$ 10,000.00					
		DOCUMENT MANAGEMENT ARCHIVED SCANNING, LEVEL FUNDED	\$ 10,000.00					
		ERATE CONSULTANT	\$ 3,500.00					
		DOCUMENT MANAGEMENT CONSULTING SUPPORT	\$ 1,000.00					
		POWERSCHOOL SIS/SYSTEMS CONSULTANT, LEVEL FUNDED	\$ 5,000.00					
		AUDITORIUM: ANNUAL TRAINING (PORT LIGHTING), INCREASE	\$ 650.00					
<b>1000284000</b>	<b>430</b>	<b>REPAIRS &amp; MAINTENANCE</b>	<b>\$ 49,548.80</b>	<b>\$ 52,591.12</b>	<b>\$ 46,221.92</b>	<b>\$ 49,737.66</b>	<b>\$ 46,097.00</b>	<b>(\$ 3,640.66)</b>
		ANNUAL SUPPORT FOR FORTIGATE FIREWALL, ADJUSTED	\$ 16,057.00					
		ANNUAL TONER AND SERVICE REPAIR CONTRACT FOR	\$ 0.00					
		SERVICING ALL HP PRINTERS DISTRICT WIDE, LEVEL FUNDED	\$ 15,700.00					
		TECHNOLOGY REPAIRS FOR DISTRICT WIDE TECHNOLOGY	\$ 0.00					
		NON-CISCO SWITCHES AND NETWORK EQUIPMENT, LEVEL	\$ 10,000.00					
		SURVEILLANCE SUPPORT FOR SERVER, INCREASED	\$ 3,340.00					
		AUDITORIUM: REPAIRS AND MAINTENANCE, LEVEL FUNDED	\$ 1,000.00					
<b>1000284000</b>	<b>446</b>	<b>RENTAL/LEASE SOFTWARE</b>	<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>	<b>\$ 3,445.00</b>	<b>\$ 145.00</b>
		DOCUMENT MANAGEMENT HOSTING, LEVEL + INFLATION	\$ 3,445.00					
<b>1000284000</b>	<b>531</b>	<b>TELEPHONE</b>	<b>\$ 40,658.99</b>	<b>\$ 42,550.61</b>	<b>\$ 38,769.26</b>	<b>\$ 44,590.04</b>	<b>\$ 44,452.00</b>	<b>(\$ 138.04)</b>
		CELL PHONE SERVICE FOR ALL DISTRICT OWNED CELL PHONES	\$ 0.00					
		(ACTUAL PLUS ESTIMATED INCREASE)	\$ 6,682.00					
		STRAIGHT TALK HOTSPOTS (1G) FOR 4, LEVEL FUNDED	\$ 1,660.00					
		DISTRICT TELEPHONE SERVICE, BASED ON ACTUAL PLUS INFL.	\$ 34,350.00					
		TELEPHONE SUPPORT	\$ 1,500.00					
		NENA (911 EMERGENCY), LEVEL FUNDED	\$ 260.00					
<b>1000284000</b>	<b>532</b>	<b>DATA COMMUNICATIONS</b>	<b>\$ 17,988.08</b>	<b>\$ 26,800.00</b>	<b>\$ 26,116.59</b>	<b>\$ 27,524.57</b>	<b>\$ 27,400.00</b>	<b>(\$ 124.57)</b>
		FIRSTLIGHT FIBER 2 GIGABYTES /SEC EDIA INTERNET SERVICE	\$ 18,000.00					

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2840 - TECHNOLOGY SERVICES**

CONSOLIDATED BACKUP/SPILLOVER SERVICE FOR INTERNET	\$ 8,800.00
NEW: SERVICE FOR EMERGENCY CELLULAR ROUTER	\$ 600.00

<b>1000284000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>\$ 1,908.26</b>	<b>\$ 675.00</b>	<b>\$ 3,472.00</b>	<b>\$ 2,797.00</b>
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NATIONAL CONFERENCE PER CONTRACT, ADJUSTED	\$ 1,972.00
REGIONAL CONFERENCES, COSN, MCAULIFFE, ETC., LEVEL FUND	\$ 500.00
MILEAGE EXPENSE, LEVEL FUND	\$ 500.00
FUNDING TO COVER COST OF TRAVEL TO/FROM WORKSHOPS	\$ 0.00
AND COURSES FOR IT STAFF, LEVEL FUND	\$ 500.00
RESTORED TO PRE-DEFAULT BUDGET LEVEL	\$ 0.00

<b>1000284000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 11,752.68</b>	<b>\$ 16,000.00</b>	<b>\$ 14,196.77</b>	<b>\$ 12,800.00</b>	<b>\$ 12,800.00</b>	<b>\$ 0.00</b>
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VARIOUS SUPPLIES INCLUDING KEYBOARDS, CHARGERS,	\$ 0.00
MONITORS, ETC., USED ACROSS THE DISTRICT, LEVEL FUNDED	\$ 12,000.00
AUDITORIUM: SUPPLIES, BATTERIES, TAPE, CASES, ETC.	\$ 800.00

<b>1000284000</b>	<b>650</b>	<b>SOFTWARE</b>	<b>\$ 83,597.79</b>	<b>\$ 96,009.00</b>	<b>\$ 80,729.77</b>	<b>\$ 108,431.00</b>	<b>\$ 112,052.00</b>	<b>\$ 3,621.00</b>
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G-SUITE ENTERPRISE SUBSCRIPTION, EDUCATION+, AMPLIFIED	\$ 0.00
MOVED FROM DW CURRICULUM FY24, ACTUAL + INFLATION	\$ 8,718.00
GOOGLE CHROME LICENSES FOR NEW CHROMEBOOKS (\$36 X 380)	\$ 13,680.00
DATA PRIVACY SOFTWARE/TRAINING FOR THE DISTRICT	\$ 0.00
EMPLOYEES (320 @ 20PP), RATE INCREASED	\$ 6,400.00
ANNUAL SUPPORT AGREEMENT FOR TECHNICAL SUPPORT AND	\$ 0.00
UPDATES FOR THE STUDENT INFORMATION SYSTEM (PS) USED	\$ 0.00
THROUGHOUT THE DISTRICT, ACTUAL + INFLATION	\$ 12,800.00
POWERSCHOOL HOSTING FEE, SSL CERTIFICATE RENEWAL, LEVEL	\$ 11,350.00
POWERSCHOOL REPORT CARDS PLUGIN SUPPORT, INCREASED	\$ 1,100.00
NEW: POWERSCHOOL TEST SERVER	\$ 2,356.00
ANNUAL LICENSING FOR THE VSPHERE SOFTWARE FOR	\$ 0.00
VIRTUALIZED SERVERS IN THE DISTRICT, LEVEL	\$ 3,100.00
ANNUAL SUBSCRIPTION FOR ADOBE CREATIVE CLOUD SOFTWARE	\$ 0.00
SUITE USED THROUGHOUT THE DISTRICT, LEVEL FUNDED	\$ 3,000.00
DISTRICT WEBSITE HOSTING FEE, LEVEL FUNDED	\$ 1,000.00
MICROSOFT EES NHSTE S/W LICENSING- ANNUAL MICROSOFT	\$ 0.00
LICENSING FOR MS WINDOWS, LEVEL FUNDED	\$ 12,175.00
MOBILE DEVICE MANAGEMENT FOR IPADS LICENSE FOR	\$ 0.00
UP TO 300 USERS, LEVEL FUNDED	\$ 1,800.00
YEARLY PAPER CUT LICENSING TO ASSIST WITH PRINTER	\$ 0.00



# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2840 - TECHNOLOGY SERVICES**

MANAGEMENT POLICIES TO MONITOR AND REDUCE PRINTING	\$ 0.00
COSTS (COPIERS AND RENEWAL)	\$ 1,600.00
POWERSCHOOL REGISTRATION, INFOSNAP, ACTUAL + INFLATION	\$ 11,190.00
CUSTOM ALERTS - MARCIA BRENNER, INCREASED	\$ 800.00
STUDENT DATA PRIVACY ALLIANCE RENEWAL, LEVEL FUNDED	\$ 2,000.00
CLEAR PASS FOR GUEST ACCESS TO NETWORK MGT, ACTUAL +INF	\$ 3,120.00
INCIDENT IQ, HELP DESK, ACTUAL + INFLATION	\$ 4,066.00
CROWDSTRIKE, ANTI-VIRUS, ACTUAL + INFLATION	\$ 6,620.00
THESE SOFTWARE BUDGETS MOVED FROM 1000251000-446 :	\$ 0.00
SCHOOL MESSENGER -NOTIFICATION SYS INTRADO	\$ 4,000.00
SCHOOL MESSENGER -SECURE FILE SYSTEM	\$ 1,177.00

<b>1000284000 734 EQUIPMENT-ADDITIONAL</b>	<b>\$ 0.00</b>	<b>\$ 28,500.00</b>	<b>\$ 28,500.00</b>	<b>\$ 3,200.00</b>	<b>\$ 13,000.00</b>	<b>\$ 9,800.00</b>
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SPARE LAPTOPS, LEVEL FUNDED	\$ 2,000.00
NEW: AUDITORIUM: PORTABLE 4 CHANNEL WIRELESS MIC KIT	\$ 7,000.00
NEW: AUDITORIUM: PORTABLE SPOTLIGHTS	\$ 4,000.00

<b>1000284000 738 EQUIPMENT-REPLACEMENT</b>	<b>\$ 108,555.90</b>	<b>\$ 182,918.90</b>	<b>\$ 176,892.83</b>	<b>\$ 224,188.00</b>	<b>\$ 146,000.00</b>	<b>(\$ 78,188.00)</b>
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ADMIN COMPUTER REPLACEMENTS PER TECH PLAN (4 X \$1000)	\$ 4,000.00
OFFICE PC REPLACEMENT FOR SAU-REPLACE 2 PER YEAR	\$ 2,000.00
UPS REPLACEMENTS PER TECH PLAN, INCREASE	\$ 10,000.00
NETWORK BACKUPS REPLACEMENT PER TECH PLAN (5 YEAR LIFE)	\$ 50,000.00
FIREWALL REPLACEMENT PER TECH PLAN (5 YEAR LIFE)	\$ 50,000.00
INTERNET CONTENT FILTER PER TECH PLAN (3 YEAR LIFE)	\$ 30,000.00

<b>1000284000 810 DUES AND FEES</b>	<b>\$ 340.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
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TECH DIRECTOR DUES FOR NHSTE MEMBERSHIP, ISTE,	\$ 0.00
COSN DISTRICT MEMBERSHIP	\$ 500.00

<b>1000284000 890 MISCELLANEOUS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,329.00</b>	<b>\$ 4,329.00</b>
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NEW: EXPAND PHS AUDITORIUM COORDINATOR TO DISTRICT	\$ 0.00
(BUDGETED 1033249000 - 110 AT \$4500) INCREASE STIPEND	\$ 0.00
BY \$1000 PLUS BENEFITS, TO COVER PMS GYMNASIUM USE.	\$ 1,273.00
NEW REQUEST: AUDITORIUM STAFFING, ESTIMATE INCLUDES	\$ 0.00
TRAINING HOURS, @ \$30/HR (80 HOURS), PLUS BENEFITS	\$ 3,056.00
NOTE: IF SUPPORTED, THESE REQUESTS WILL BE MOVED TO	\$ 0.00
SALARIES AND BENEFITS LINES, AS APPROPRIATE.	\$ 0.00

<b><u>TOTAL DW TECHNOLOGY SERVICES</u></b>	<b>\$ 332,808.80</b>	<b>\$ 499,669.63</b>	<b>\$ 437,894.89</b>	<b>\$ 512,446.27</b>	<b>\$ 451,230.00</b>	<b>(\$ 61,216.27)</b>
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**PELHAM SCHOOL DISTRICT**  
**FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>TOTAL 2840 - TECHNOLOGY SERVICES</b>			<b>\$ 332,808.80</b>	<b>\$ 499,669.63</b>	<b>\$ 437,894.89</b>	<b>\$ 512,446.27</b>	<b>\$ 451,230.00</b>	<b>(\$ 61,216.27)</b>
<b>TOTAL 10 - GENERAL FUND</b>			<b>\$ 445,723.48</b>	<b>\$ 637,726.87</b>	<b>\$ 563,124.89</b>	<b>\$ 652,331.27</b>	<b>\$ 587,861.00</b>	<b>(\$ 64,470.27)</b>

Technology Budget Forecasted Schedule								
Revised	9/11/24							
	FY24	FY25	FY26	FY27	FY28	FY29	FY30	Notes
Storage/Backup Devices			\$50,000		\$63,000			FY26 Backup (5 Year Life) FY28 Servers (5 Year Life)
Networking	\$150,000	\$200,000	\$50,000	\$35,000			\$160,000	FY24 Wireless Access Points (6 Year Life) FY25 Network Switches (8 Year Life) FY26 Firewall (5 Year Life) FY27 Additional 3 Years Aruba Central for district wide APs (Remainder of life)
Teacher/Admin Laptops	\$17,100	\$64,000	\$46,000	\$72,000	\$42,000	\$64,000	\$46,000	FY24 SAU Staff (4 Year Life) FY25 PHS Professional Staff and Admin (4 Year Life) FY26 PMS Professional Staff and Admin (4 Year Life) FY27 PES Professional Staff and Admin (4 Year Life) FY28 SAU Staff Laptops and PESPA (IAs) Chromebooks (4 Year Life)
Student Devices	\$127,000	\$120,000	\$126,000	\$128,000	\$132,000	\$132,000	\$120,000	3 Year Lease started annually (4 Year Life) *See Student Chromebook Procurement Schedule*
Specialty Labs	\$44,000	\$22,000		\$22,000	\$22,000	\$22,000	\$22,000	FY25 PHS Digital Art Lab (4 Year Life) FY26 PHS CAD Lab (4 Year Life) (Cut in FY25) FY27 PHS Music Lab (4 Year Life) FY28 PHS Business Lab 1 of 2 (4 Year Life) FY29 PHS Business Lab 2 of 2 (4 Year Life)
Classroom AV	\$28,000		\$95,200	\$94,000	\$75,000	\$75,000	\$85,000	FY24 PHS Piloting Promethean Boards upgrading to 75" (6 Year Life) FY25 PHS Continued Deployment (6 Year Life) (Cut in Default) FY26 PES Half of School 1 of 2 upgrade to 75" Panels (6 Year Life) FY27 PES Half of School 2 of 2 upgrade to 75" Panels (6 Year Life) FY28 PMS Half of School 1 of 2 upgrade to 75" Panels (6 Year Life) FY29 PMS Half of School 2 of 2 upgrade to 75" Panels (6 Year Life) FY30 PHS Half of School 1 of 2 (6 Year Life) FY31 PHS Half of School 2 of 2 (6 Year Life)
Filter			\$30,000			\$30,000		FY26 Internet Content Filter (3 Year Life)
Surveillance Cameras						\$24,000	\$24,000	FY29 PHS Int. & Ext. Security Cameras (6-8 Year Life)(Last done: FY23) FY30 PES Int. & Ext. Security Cameras (6-8 Year Life)(Last done: FY23) FY31 PMS Int. & Ext. Security Cameras (6-8 Year Life)(Last done: FY24)
Total:	\$366,100	\$406,000	\$397,200	\$351,000	\$334,000	\$347,000	\$457,000	<b>Note: Technology Budget Forecasted Schedule omits intercoms, telephone systems, radios, etc. as devices with an undetermined life expectancy.</b>

Student Chromebook Procurement Schedule							
Grades	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
K	2	3	4 - OL	1	2	3	4-OL
1	3	4 - OL	1	2	3	4 - OL	1
2	4 - OL	1	2	3	4 - OL	1	2
3	1	2	3	4 - OL	1	2	3
4	2	3	4 - OL	1	2	3	4 - OL
5	1	1	1	1	1	1	1
6	2	2	2	2	2	2	2
7	3	3	3	3	3	3	3
8	3	4 - OL	4 - OL	4 - OL	4 - OL	4 - OL	4 - OL
9	1	1	1	1	1	1	1
10	2	2	2	2	2	2	2
11	3	3	3	3	3	3	3
12	2	4 - OL	4 - OL	4 - OL	4 - OL	4 - OL	4 - OL
Year 1 Lease							
Year 2 Lease	\$43,000.00						
Year 3 Lease	\$32,000.00	\$32,000.00					
Year 4 - Off Lease	\$52,000.00	\$52,000.00	\$52,000.00				
*No Lease - Continued		\$36,000.00	\$36,000.00	\$36,000.00			
			\$38,000.00	\$38,000.00	\$38,000.00		
				\$52,000.00	\$52,000.00	\$52,000.00	
					\$40,000.00	\$40,000.00	\$40,000.00
						\$40,000.00	\$40,000.00
							\$40,000.00
	\$127,000.00	\$120,000.00	\$126,000.00	\$126,000.00	\$130,000.00	\$132,000.00	\$120,000.00

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>10 - GENERAL FUND</b>								
<b>2321 - SUPERINTENDENT SERVICES</b>								
<b><u>SUPERINTENDENT SERVICES</u>      <u>90 - SAU #28</u></b>								
1090232100	130	OVERTIME SALARIES	\$ 60.64	\$ 0.00	\$ 10.87	\$ 0.00	\$ 0.00	\$ 0.00
1090232100	275	WORKSHOPS NON-UNION	\$ 2,280.00	\$ 3,360.00	\$ 2,860.00	\$ 2,985.00	\$ 3,550.00	\$ 565.00
		STATE CONFERENCE	\$ 800.00					
		NHSAA SEASON PASS+	\$ 0.00					
		SECOND TICKET BUDGETED IN 1090251000-275	\$ 2,750.00					
1090232100	330	PROFESSIONAL SERVICES	\$ 18,342.14	\$ 8,500.00	\$ 9,760.53	\$ 8,770.00	\$ 11,000.00	\$ 2,230.00
		OUTSIDE SPEAKERS (REDUCED DUE TO IN HOUSE TRAINING)	\$ 0.00					
		MEDIA AND COMMUNICATIONS SUPPORT, EXPANDED	\$ 5,000.00					
		WEBSITE AND DESIGN MAINTENANCE SERVICES	\$ 6,000.00					
1090232100	421	UTILITIES-DISPOSAL	\$ 44.00	\$ 250.00	\$ 260.00	\$ 250.00	\$ 250.00	\$ 0.00
		DOCUMENT DESTRUCTION - SHREDDING	\$ 250.00					
1090232100	433	CONTRACTED REPAIR & MAINT	\$ 5,874.00	\$ 5,820.90	\$ 3,201.05	\$ 4,470.00	\$ 4,260.00	(\$ 210.00)
		ANNUAL COPIER SERVICE AGREEMENT FOR SAU	\$ 0.00					
		INCLUDES SERVICE AND TONER, LEVEL	\$ 4,260.00					
1090232100	442	RENTAL/LEASE EQUIPMENT	\$ 3,316.94	\$ 4,700.00	\$ 2,952.34	\$ 2,940.00	\$ 3,120.00	\$ 180.00
		CANON DX C5680I -COPIER ANNUAL LEASE PAYMENT	\$ 3,120.00					
1090232100	534	POSTAGE/GENERAL EXPENSES	\$ 2,455.81	\$ 3,850.00	\$ 3,368.93	\$ 3,000.00	\$ 2,500.00	(\$ 500.00)
		POSTAGE/GENERAL EXPENSES - REDUCED	\$ 2,500.00					
1090232100	550	PRINTING	\$ 640.15	\$ 1,200.00	\$ 429.25	\$ 1,200.00	\$ 1,200.00	\$ 0.00
		PRINTING, LEVEL	\$ 1,200.00					
1090232100	580	TRAVEL & MILEAGE	\$ 184.49	\$ 1,200.00	\$ 693.57	\$ 345.04	\$ 500.00	\$ 154.96
		TRAVEL & MILEAGE - RESTORED FROM DEFAULT AT LOWER AMT	\$ 500.00					
1090232100	610	SUPPLIES	\$ 704.49	\$ 1,000.00	\$ 479.33	\$ 987.00	\$ 1,000.00	\$ 13.00
		SUPERINTENDENT OFFICE SUPPLIES	\$ 1,000.00					
1090232100	644	PUBLICATIONS	\$ 731.00	\$ 428.00	\$ 358.20	\$ 696.00	\$ 710.00	\$ 14.00
		EAGLE TRIBUNE	\$ 350.00					
		MARSHALL MEMO	\$ 300.00					
		MAIN IDEA	\$ 60.00					
		*NO LONGER USING EDUCATION WEEK	\$ 0.00					
1090232100	810	DUES AND FEES	\$ 2,075.00	\$ 3,060.00	\$ 2,661.52	\$ 3,060.00	\$ 2,147.00	(\$ 913.00)

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2321 - SUPERINTENDENT SERVICES**

NHSAA MEMBERSHIP DUES	\$ 2,097.00
SOUTH CENTRAL NHSAA	\$ 50.00
AASA MEMBERSHIP - ELIMINATED	\$ 0.00
ASCD - ELIMINATED	\$ 0.00

<b>1090232100</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 12,617.45</b>	<b>\$ 10,450.00</b>	<b>\$ 10,486.47</b>	<b>\$ 13,450.00</b>	<b>\$ 17,500.00</b>	<b>\$ 4,050.00</b>
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INCREASES DUE TO HIGHER FOOD COSTS	\$ 0.00
OPENING DAY BREAKFAST EXPENSE	\$ 1,700.00
OPENING DAY LUNCH EXPENSE	\$ 3,300.00
LEADERSHIP MEETING EXPENSES	\$ 1,300.00
LEADERSHIP RETREAT	\$ 4,500.00
END OF YEAR, ANNUAL DISTRICT EVENT	\$ 3,200.00
20 YEAR STAFF RECOGNITION, LEVEL	\$ 500.00
NEW: DISTRICT-WIDE STAFF APPRECIATION/ ACKNOWLEDGEMENTS	\$ 3,000.00

<b><u>TOTAL SUPERINTENDENT SERVICES</u></b>	<b>\$ 49,326.11</b>	<b>\$ 43,818.90</b>	<b>\$ 37,522.06</b>	<b>\$ 42,153.04</b>	<b>\$ 47,737.00</b>	<b>\$ 5,583.96</b>
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<b>TOTAL 2321 - SUPERINTENDENT SERVICES</b>	<b>\$ 49,326.11</b>	<b>\$ 43,818.90</b>	<b>\$ 37,522.06</b>	<b>\$ 42,153.04</b>	<b>\$ 47,737.00</b>	<b>\$ 5,583.96</b>
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### **2510 - BUSINESS/FINANCE SERVICES**

#### **DW BUSINESS & FINANCE      00 - DISTRICT-WIDE**

<b>1000251000</b>	<b>446</b>	<b>RENTAL/LEASE SOFTWARE</b>	<b>\$ 9,669.38</b>	<b>\$ 10,167.00</b>	<b>\$ 10,046.24</b>	<b>\$ 10,167.00</b>	<b>\$ 7,787.00</b>	<b>(\$ 2,380.00)</b>
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SCHOOL MESSENGER BUDGETS MOVED TO 1000284000-650	\$ 0.00
TO BETTER ALIGN COSTS. NOTIF (\$4000), SECURE (\$1177)	\$ 0.00
ZOOM SERVICE -UP TO 10 USERS	\$ 2,400.00
PANDADOC, 6 LICENSES, 1 BUSINESS PLAN WITH BULK FEATURE	\$ 2,720.00
STUDENT ACTIVITIES SOFTWARE, ANNUAL SUBSCRIPTION	\$ 0.00
WITH EFINANCE PLUS, MOVED FROM 1000251000-650, INFL	\$ 2,667.00

<b>1000251000</b>	<b>550</b>	<b>PRINTING</b>	<b>\$ 0.00</b>	<b>\$ 0.01</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
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<b>1000251000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 0.00</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>
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SAFETY COMMITTEE -JLMC, LEVEL FUNDED	\$ 250.00
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<b>1000251000</b>	<b>650</b>	<b>SOFTWARE</b>	<b>\$ 4,948.00</b>	<b>\$ 4,948.00</b>	<b>\$ 10,683.76</b>	<b>\$ 2,445.00</b>	<b>\$ 0.00</b>	<b>(\$ 2,445.00)</b>
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<b>1000251000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 1,290.65</b>	<b>\$ 1,284.00</b>	<b>\$ 1,336.99</b>	<b>\$ 1,291.00</b>	<b>\$ 1,340.00</b>	<b>\$ 49.00</b>
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FRAUD MITIGATION SERVICES, INCREASED PER ACTUAL	\$ 1,340.00
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<b>1000251000</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 1,770.60</b>	<b>\$ 3,644.00</b>	<b>\$ 3,456.51</b>	<b>\$ 3,394.00</b>	<b>\$ 3,654.00</b>	<b>\$ 260.00</b>
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# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **2510 - BUSINESS/FINANCE SERVICES**

ANNUAL PUBLIC PERFORMANCE LICENSE, ACTUAL PLUS INFL.	\$ 1,904.00
STAFF IMMUNIZATION HEP A/B, LEVEL	\$ 250.00
NUTRITION MEALS, UNCOLLECTIBLE FUNDS, LEVEL	\$ 1,500.00

<b><u>TOTAL DW BUSINESS &amp; FINANCE</u></b>	<b>\$ 17,678.63</b>	<b>\$ 20,293.01</b>	<b>\$ 25,523.50</b>	<b>\$ 17,547.00</b>	<b>\$ 13,031.00</b>	<b>(\$ 4,516.00)</b>
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### **2510 - BUSINESS/FINANCE SERVICES**

#### **BUSINESS/FINANCE SERVICES      90 - SAU #28**

<b>1090251000    130      OVERTIME SALARIES</b>	<b>\$ 705.57</b>	<b>\$ 1,000.00</b>	<b>\$ 648.03</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>
FINANCE STAFF OVERTIME (MAY BE PAID AS EXTRA HOURS)	\$ 1,000.00					
<b>1090251000    275      WORKSHOPS NON-UNION</b>	<b>\$ 5,894.99</b>	<b>\$ 7,885.00</b>	<b>\$ 3,197.99</b>	<b>\$ 2,662.00</b>	<b>\$ 6,808.00</b>	<b>\$ 4,146.00</b>
NHSAA SEASON PASS+, SECOND TICKET 1090232100, INCREASED	\$ 2,750.00					
TRI-STATE ASBO & NNE FACILITY MASTERS CONFERENCES	\$ 375.00					
ASBO INTL CONFERENCE REQUIRED BY CONTRACT, ADJUSTED	\$ 793.00					
EFINANCEPLUS TRAINING, END OF CAL YEAR & FISCAL YEAR	\$ 1,240.00					
EFINANCE SUNGARD USER CONFERENCE FEE	\$ 900.00					
MISC BUSINESS/FINANCE STAFF WORKSHOPS	\$ 750.00					
RESTORED FROM DEFAULT BUDGET	\$ 0.00					
<b>1090251000    330      PROFESSIONAL SERVICES</b>	<b>\$ 2,650.00</b>	<b>\$ 5,700.00</b>	<b>\$ 7,900.00</b>	<b>\$ 8,100.00</b>	<b>\$ 2,400.00</b>	<b>(\$ 5,700.00)</b>
INTERIM GASB 75 VALUATION FOR AUDIT, PER QUOTE	\$ 2,400.00					
<b>1090251000    421      UTILITIES-DISPOSAL</b>	<b>\$ 72.50</b>	<b>\$ 72.50</b>	<b>\$ 85.15</b>	<b>\$ 75.00</b>	<b>\$ 90.00</b>	<b>\$ 15.00</b>
SHREDDING SERVICES, INCREASED	\$ 90.00					
<b>1090251000    446      RENTAL/LEASE SOFTWARE</b>	<b>\$ 49,518.44</b>	<b>\$ 50,779.00</b>	<b>\$ 53,612.35</b>	<b>\$ 52,873.00</b>	<b>\$ 59,911.00</b>	<b>\$ 7,038.00</b>
E-FINANCEPLUS ANNUAL ASP SERVICES PER CONTRACT	\$ 0.00					
(CURRENT RATE PLUS ESTIMATED PRICE INCREASE)	\$ 54,321.00					
EFP CUSTOMIZATION SUPPORT SERVICES	\$ 2,590.00					
EFP CUSTOMIZATION/CONSULTING SUPPORT	\$ 3,000.00					
<b>1090251000    580      TRAVEL &amp; MILEAGE</b>	<b>\$ 4,670.87</b>	<b>\$ 4,787.00</b>	<b>\$ 2,364.02</b>	<b>\$ 0.00</b>	<b>\$ 4,771.00</b>	<b>\$ 4,771.00</b>
TRI-STATE ASBO AND FACILITIES CONFERENCES	\$ 700.00					
ASBO INTL CONFERENCE REQUIRED BY CONTRACT, ADJUSTED	\$ 1,971.00					
EFINANCE SUNGARD USER CONFERENCE	\$ 1,200.00					
MILEAGE REIMBURSEMENT, REDUCED	\$ 900.00					
RESTORED FROM DEFAULT BUDGET	\$ 0.00					
<b>1090251000    610      SUPPLIES</b>	<b>\$ 6,725.70</b>	<b>\$ 6,300.00</b>	<b>\$ 5,200.28</b>	<b>\$ 6,218.00</b>	<b>\$ 6,300.00</b>	<b>\$ 82.00</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2510 - BUSINESS/FINANCE SERVICES</b>								
		BUSINESS/FINANCE AND ALL SAU GENERAL SUPPLIES	\$ 6,300.00					
<b>1090251000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 2,577.07</b>	<b>\$ 2,491.00</b>	<b>\$ 2,701.15</b>	<b>\$ 2,614.00</b>	<b>\$ 2,754.00</b>	<b>\$ 140.00</b>
		NHASBO/ASBO INTL MEMBERSHIP, (200/275) LEVEL	\$ 475.00					
		NHSAA MEMBERSHIP, INCREASED	\$ 1,780.00					
		AMERICAN PAYROLL ASSOCIATION, INC PER ACTUAL	\$ 299.00					
		SUNGARD NATIONAL USER GROUP MEMBERSHIP	\$ 200.00					
<b>1090251000</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 196.30</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL BUSINESS/FINANCE SERVICES</u></b>			<b>\$ 73,011.44</b>	<b>\$ 79,014.50</b>	<b>\$ 75,708.97</b>	<b>\$ 73,542.00</b>	<b>\$ 84,034.00</b>	<b>\$ 10,492.00</b>
<b>TOTAL 2510 - BUSINESS/FINANCE SERVICES</b>			<b>\$ 90,690.07</b>	<b>\$ 99,307.51</b>	<b>\$ 101,232.47</b>	<b>\$ 91,089.00</b>	<b>\$ 97,065.00</b>	<b>\$ 5,976.00</b>
<b>2830 - HR STAFF SERVICES</b>								
<b><u>HR STAFF SERVICES</u></b>								
<b><u>90 - SAU #28</u></b>								
<b>1090283000</b>	<b>130</b>	<b>OVERTIME SALARIES</b>	<b>\$ 1,008.85</b>	<b>\$ 750.00</b>	<b>\$ 432.02</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>	<b>\$ 0.00</b>
		NEEDED FOR PEAK PERIODS, LEVEL FUNDED	\$ 750.00					
<b>1090283000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 1,274.00</b>	<b>\$ 1,825.00</b>	<b>\$ 2,584.00</b>	<b>\$ 2,020.00</b>	<b>\$ 3,795.00</b>	<b>\$ 1,775.00</b>
		NATIONAL CONFERENCE REQUIRED BY CONTRACT, INCREASED	\$ 2,295.00					
		EFINANCE PLUS SUNGARD USER CONFERENCE	\$ 900.00					
		LEGAL SEMINAR AND MISC. WORKSHOPS	\$ 600.00					
		RESTORED FROM DEFAULT BUDGET	\$ 0.00					
<b>1090283000</b>	<b>280</b>	<b>NEW HIRE EXPENSES</b>	<b>\$ 7,590.84</b>	<b>\$ 14,949.00</b>	<b>\$ 18,371.50</b>	<b>\$ 10,594.00</b>	<b>\$ 11,950.00</b>	<b>\$ 1,356.00</b>
		NEW HIRE EXPENSES, BASED ON ACTUALS	\$ 0.00					
		PRE-EMPLOYMENT PHYSICALS, REDUCED	\$ 1,000.00					
		CRIMINAL RECORDS CHECK FEES, INCREASED	\$ 10,000.00					
		FINGERPRINTING, LIVESCAN, MAINTENANCE/SERVICE FEE	\$ 950.00					
<b>1090283000</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 456.00</b>	<b>\$ 748.50</b>	<b>\$ 2,761.85</b>	<b>\$ 5,198.10</b>	<b>\$ 5,143.00</b>	<b>(\$ 55.10)</b>
		CONTRACTED HR SERVICES, LEVEL FUNDED	\$ 0.00					
		403B ADMINISTRATION FEES	\$ 1,700.00					
		FSA ADMINISTRATION, UPDATED TO HEALTHTRUST	\$ 3,443.00					
<b>1090283000</b>	<b>446</b>	<b>RENTAL/LEASE SOFTWARE</b>	<b>\$ 15,448.27</b>	<b>\$ 30,030.00</b>	<b>\$ 34,842.66</b>	<b>\$ 24,253.00</b>	<b>\$ 28,504.00</b>	<b>\$ 4,251.00</b>
		ABSENCE MANAGEMENT, SUBSTITUTE MANAGEMENT SOFTWARE	\$ 0.00					
		SUBSCRIPTION	\$ 13,548.00					
		POWERSCHOOL UNIFIED TALENT ANNUAL SUBSCRIPTION FEES	\$ 0.00					



# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2830 - HR STAFF SERVICES</b>								
		APPLICATIONS/RECRUITING AND EMPLOYEE RECORDS MODULES	\$ 14,680.00					
		NEW: ONLINE SURVEY TOOL RENEWAL, USED FOR EXIT	\$ 0.00					
		INTERVIEWS AND 360 DEGREE SURVEYS	\$ 276.00					
<b>1090283000</b>	<b>540</b>	<b>ADVERTISING</b>	<b>\$ 2,000.00</b>	<b>\$ 2,100.00</b>	<b>\$ 542.96</b>	<b>\$ 4,550.00</b>	<b>\$ 4,100.00</b>	<b>(\$ 450.00)</b>
		VARIOUS RECRUITING PLATFORMS	\$ 600.00					
		RECRUITING, SCHOOLSPRING SUBSCRIPTION	\$ 1,000.00					
		EXTERNAL ADVERTISING, NON-BARGAINING POSITIONS	\$ 500.00					
		ED JOBS RECRUITING SUBSCRIPTION	\$ 1,000.00					
		CAMPUS RECRUITING FAIRS	\$ 1,000.00					
<b>1090283000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 2,217.27</b>	<b>\$ 3,000.00</b>	<b>\$ 1,324.57</b>	<b>\$ 2,600.00</b>	<b>\$ 4,497.00</b>	<b>\$ 1,897.00</b>
		NATIONAL CONFERENCE REQUIRED BY CONTRACT, ADJUSTED	\$ 2,297.00					
		EFINANCE PS SUNGARD USER CONFERENCE	\$ 1,200.00					
		MILEAGE REIMBURSEMENT, INCREASED	\$ 1,000.00					
		RESTORED PS SUNGARD CONFERENCE FROM DEFAULT	\$ 0.00					
<b>1090283000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 1,121.94</b>	<b>\$ 1,224.00</b>	<b>\$ 1,652.74</b>	<b>\$ 1,775.00</b>	<b>\$ 2,850.00</b>	<b>\$ 1,075.00</b>
		SUPPLIES FOR HUMAN RESOURCES:	\$ 0.00					
		ENHANCING PROFESSIONAL PRACTICE, NEW TEACH STAFF	\$ 0.00					
		BOOKS - 25 @ \$38, INCREASED UNIT COST	\$ 950.00					
		GENERAL SUPPLIES, INCLUDES LIVSCAN SUPPLIES, INCREASED	\$ 900.00					
		CAMPUS RECRUITING FAIR SUPPLIES, INCREASED	\$ 1,000.00					
<b>1090283000</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 1,561.96</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1090283000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 229.00</b>	<b>\$ 300.00</b>	<b>\$ 823.00</b>	<b>\$ 525.00</b>	<b>\$ 975.00</b>	<b>\$ 450.00</b>
		SHRM MEMBERSHIP	\$ 225.00					
		INSIGHTS RENEWAL REQUIRED BY CONTRACT	\$ 600.00					
		SHRM CERTIFICATION RENEWAL PER CONTRACT	\$ 150.00					
<b><u>TOTAL HR STAFF SERVICES</u></b>			<b>\$ 32,908.13</b>	<b>\$ 54,926.50</b>	<b>\$ 63,335.30</b>	<b>\$ 52,265.10</b>	<b>\$ 62,564.00</b>	<b>\$ 10,298.90</b>
<b>TOTAL 2830 - HR STAFF SERVICES</b>			<b>\$ 32,908.13</b>	<b>\$ 54,926.50</b>	<b>\$ 63,335.30</b>	<b>\$ 52,265.10</b>	<b>\$ 62,564.00</b>	<b>\$ 10,298.90</b>
<b>TOTAL 10 - GENERAL FUND</b>			<b>\$ 172,924.31</b>	<b>\$ 198,052.91</b>	<b>\$ 202,089.83</b>	<b>\$ 185,507.14</b>	<b>\$ 207,366.00</b>	<b>\$ 21,858.86</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **10 - GENERAL FUND**

#### **2311 - SCHOOL BOARD SERVICES**

#### **SCHOOL BOARD SERVICES      01 - SCHOOL BOARD**

<b>1001231100</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>
		SCHOOL BOARD MEMBER WORKSHOPS	\$ 250.00					
<b>1001231100</b>	<b>540</b>	<b>ADVERTISING</b>	<b>\$ 1,590.40</b>	<b>\$ 2,000.00</b>	<b>\$ 1,993.45</b>	<b>\$ 2,000.00</b>	<b>\$ 2,250.00</b>	<b>\$ 250.00</b>
		ADVERTISEMENTS FOR SCHOOL BOARD NOTICES	\$ 500.00					
		MAILERS -VOTING, INCREASED	\$ 1,750.00					
<b>1001231100</b>	<b>550</b>	<b>PRINTING</b>	<b>\$ 1,750.00</b>	<b>\$ 2,000.00</b>	<b>\$ 1,963.27</b>	<b>\$ 1,350.00</b>	<b>\$ 1,500.00</b>	<b>\$ 150.00</b>
		MAILERS -VOTING, INCREASED	\$ 1,250.00					
		INFORMATION BROCHURES	\$ 250.00					
		PRINT CBA, BUDGET NOT REQUIRED	\$ 0.00					
<b>1001231100</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 255.75</b>	<b>\$ 300.00</b>	<b>\$ 223.76</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 0.00</b>
		SUPPLIES	\$ 300.00					
<b>1001231100</b>	<b>734</b>	<b>EQUIPMENT-ADDITIONAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,784.80</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>1001231100</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 6,619.85</b>	<b>\$ 5,350.00</b>	<b>\$ 5,319.85</b>	<b>\$ 5,350.00</b>	<b>\$ 5,350.00</b>	<b>\$ 0.00</b>
		NHSBA MEMBERSHIP	\$ 4,900.00					
		NHSBA POLICY SUBSCRIPTION	\$ 450.00					
<b>1001231100</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 328.17</b>	<b>\$ 1,000.00</b>	<b>\$ 516.96</b>	<b>\$ 4,200.00</b>	<b>\$ 1,000.00</b>	<b>(\$ 3,200.00)</b>
		COMMITTEE EXPENSES	\$ 500.00					
		DISTRICT MEETING COSTS	\$ 500.00					
<b><u>TOTAL SCHOOL BOARD SERVICES</u></b>			<b>\$ 10,794.17</b>	<b>\$ 10,900.00</b>	<b>\$ 13,052.09</b>	<b>\$ 13,450.00</b>	<b>\$ 10,650.00</b>	<b>(\$ 2,800.00)</b>
<b>TOTAL 2311 - SCHOOL BOARD SERVICES</b>			<b>\$ 10,794.17</b>	<b>\$ 10,900.00</b>	<b>\$ 13,052.09</b>	<b>\$ 13,450.00</b>	<b>\$ 10,650.00</b>	<b>(\$ 2,800.00)</b>

#### **2312 - DISTRICT CLERK SERVICES**

#### **DISTRICT CLERK SERVICES      01 - SCHOOL BOARD**

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

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2313 - DIST TREASURER SERVICES</b>								
<b><u>DISTRICT TREASURER SERVIC      01 - SCHOOL BOARD</u></b>								
1001231300	580	TRAVEL & MILEAGE	\$ 222.64	\$ 220.00	\$ 585.65	\$ 516.14	\$ 220.00	(\$ 296.14)
		TREASURER MILEAGE REIMBURSEMENT	\$ 220.00					
1001231300	610	SUPPLIES	\$ 125.78	\$ 400.00	\$ 193.16	\$ 400.00	\$ 400.00	\$ 0.00
		TREASURER SUPPLIES	\$ 400.00					
<b><u>TOTAL DISTRICT TREASURER SERVIC</u></b>			<b>\$ 348.42</b>	<b>\$ 620.00</b>	<b>\$ 778.81</b>	<b>\$ 916.14</b>	<b>\$ 620.00</b>	<b>(\$ 296.14)</b>
<b>TOTAL 2313 - DIST TREASURER SERVICES</b>			<b>\$ 348.42</b>	<b>\$ 620.00</b>	<b>\$ 778.81</b>	<b>\$ 916.14</b>	<b>\$ 620.00</b>	<b>(\$ 296.14)</b>
<b>2314 - ELECTION SERVICES</b>								
<b><u>ELECTION SERVICES              01 - SCHOOL BOARD</u></b>								
1001231400	275	WORKSHOPS NON-UNION	\$ 0.00	\$ 0.00	\$ 70.00	\$ 0.00	\$ 0.00	\$ 0.00
1001231400	442	RENTAL/LEASE EQUIPMENT	\$ 325.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 0.00
		ELECTION BALLOT BOXES	\$ 350.00					
1001231400	610	SUPPLIES	\$ 0.00	\$ 1,700.00	\$ 2,036.00	\$ 1,700.00	\$ 2,126.00	\$ 426.00
		ELECTION SUPPLIES -BALLOTS AND MACHINE CALIBRATION	\$ 0.00					
		ADJUSTED TO ACTUALS	\$ 2,126.00					
<b><u>TOTAL ELECTION SERVICES</u></b>			<b>\$ 325.00</b>	<b>\$ 2,050.00</b>	<b>\$ 2,456.00</b>	<b>\$ 2,050.00</b>	<b>\$ 2,476.00</b>	<b>\$ 426.00</b>
<b>TOTAL 2314 - ELECTION SERVICES</b>			<b>\$ 325.00</b>	<b>\$ 2,050.00</b>	<b>\$ 2,456.00</b>	<b>\$ 2,050.00</b>	<b>\$ 2,476.00</b>	<b>\$ 426.00</b>
<b>2317 - AUDIT SERVICES</b>								
<b><u>AUDIT SERVICES              01 - SCHOOL BOARD</u></b>								
1001231700	331	AUDIT SERVICES	\$ 19,750.00	\$ 22,000.00	\$ 21,900.00	\$ 22,000.00	\$ 23,100.00	\$ 1,100.00
		AUDIT SERVICES	\$ 23,100.00					
<b><u>TOTAL AUDIT SERVICES</u></b>			<b>\$ 19,750.00</b>	<b>\$ 22,000.00</b>	<b>\$ 21,900.00</b>	<b>\$ 22,000.00</b>	<b>\$ 23,100.00</b>	<b>\$ 1,100.00</b>
<b>TOTAL 2317 - AUDIT SERVICES</b>			<b>\$ 19,750.00</b>	<b>\$ 22,000.00</b>	<b>\$ 21,900.00</b>	<b>\$ 22,000.00</b>	<b>\$ 23,100.00</b>	<b>\$ 1,100.00</b>
<b>2318 - LEGAL SERVICES</b>								
<b><u>LEGAL SERVICES              01 - SCHOOL BOARD</u></b>								

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2318 - LEGAL SERVICES</b>								
<b>1001231800</b>	<b>335</b>	<b>LEGAL SERVICES</b>	<b>\$ 41,451.36</b>	<b>\$ 42,569.30</b>	<b>\$ 55,330.28</b>	<b>\$ 39,479.50</b>	<b>\$ 42,000.00</b>	<b>\$ 2,520.50</b>
		NON-SPEC ED LEGAL FEES, INCREASED	\$ 42,000.00					
<b><u>TOTAL LEGAL SERVICES</u></b>			<b>\$ 41,451.36</b>	<b>\$ 42,569.30</b>	<b>\$ 55,330.28</b>	<b>\$ 39,479.50</b>	<b>\$ 42,000.00</b>	<b>\$ 2,520.50</b>
<b>TOTAL 2318 - LEGAL SERVICES</b>			<b>\$ 41,451.36</b>	<b>\$ 42,569.30</b>	<b>\$ 55,330.28</b>	<b>\$ 39,479.50</b>	<b>\$ 42,000.00</b>	<b>\$ 2,520.50</b>
<b>TOTAL 10 - GENERAL FUND</b>			<b>\$ 74,765.38</b>	<b>\$ 78,339.30</b>	<b>\$ 93,517.18</b>	<b>\$ 78,095.64</b>	<b>\$ 79,046.00</b>	<b>\$ 950.36</b>

**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  
F: (603)-635-1283*

**Kimberly Noyes**  
*Director of Student Services*

To: Pelham School Board  
From: Sarah Marandos, Assistant Superintendent  
Re: FY26 Level 1 Budget Presentation  
Date: September 11, 2024  
Cc: Superintendent Chip McGee  
Business Administrator Deb Mahoney

I would like to start by thanking the School Board and the Pelham Community for their continued support. Despite being a default budget, we were still able to offer the summer institute which included rich professional development and curriculum work. Teachers worked in grade level and department teams to develop materials for the upcoming school year.

Several factors have influenced the development of the FY26 budget. I have prioritized efforts in literacy and making Pelham the best place to work in the FY26 budget. This includes maintaining the summer institute (literacy) and improvements to the mentoring program. The budget is also impacted by the end of the grant period for ESSER III. Those funds were allocated to support learning loss, and now we will need to move some items into the district budget. These changes are noted within each budget line including, for example, funding for our ELL program. In addition, Title funds have been reduced, impacting our ability to provide as much professional development as we have in the past.

[Instructional materials plan.](#) The Plan allows the district to replace and update textbooks and information access fees to support student learning while reducing unnecessary spikes in expenses in any given year.

Here are some FY26 budget highlights:

- Under Rental/Lease Software, we have added Book Creator for PES and PMS which is used with students in library and computer technology. This is a tool that supports literacy. This is an additional expense of \$520.
- There is an increase of \$500 in supplies for ELL students; due to a change in grant funding, small districts are no longer eligible for Title III funds. In FY24 the district received \$0.
- There is an increase in Rental/Lease software of \$1070 for training in the updated edition of the rubric that we use to evaluate teacher effectiveness, created by Charlotte Danielson.

I look forward to discussing the budget for curriculum for the coming year. Please feel free to ask questions about any part of this budget.

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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### **10 - GENERAL FUND**

#### **1100 - REGULAR EDUCATION PRGMS**

#### **DW REGULAR EDUCATION      00 - DISTRICT-WIDE**

<b>1000110000</b>	<b>446</b>	<b>RENTAL/LEASE SOFTWARE</b>	<b>\$ 31,727.55</b>	<b>\$ 40,865.00</b>	<b>\$ 41,309.67</b>	<b>\$ 42,207.00</b>	<b>\$ 48,813.00</b>	<b>\$ 6,606.00</b>
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BIMAS 2 SCREENER K-8: UNIVERSAL ASSESSMENT TOOL EDUMETR	\$ 2,631.00
READ AND WRITE GOOGLE BY TEXT HELP TECHNOLOGY	\$ 0.00
FOR SUPPORT IN READING, WRITING, AND RESEARCH	\$ 0.00
SKILLS. SUPPORTS WEB PAGES, PDF, EPUB & GOOGLE	\$ 3,491.00
GRADES 3-12. WE VIDEO (\$3098) SCREENCASTIFY (\$3298)	\$ 6,396.00
FORMATIVE ASSESSMENT/PRESENTATION TOOL FOR K-12 PEARDEC	\$ 8,366.00
NEARPOD K-8 (PREVIOUSLY FLOCABULARY) K-8	\$ 5,951.00
NEWSELA 5-8	\$ 6,421.00
SEE SAW SUBSCRIPTION, NHSTE	\$ 1,007.00
NEW: BOOK CREATOR (4 LICENSES PES&PMS)	\$ 520.00
NEW: IXL MATH SUBSCRIPTION GR 1-9, PREV. GRANT FUNDED	\$ 14,030.00

<b>1000110000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 0.00</b>	<b>\$ 0.01</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
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<b><u>TOTAL DW REGULAR EDUCATION</u></b>	<b>\$ 31,727.55</b>	<b>\$ 40,865.01</b>	<b>\$ 41,309.67</b>	<b>\$ 42,207.00</b>	<b>\$ 48,813.00</b>	<b>\$ 6,606.00</b>
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<b>TOTAL 1100 - REGULAR EDUCATION PRGMS</b>	<b>\$ 31,727.55</b>	<b>\$ 40,865.01</b>	<b>\$ 41,309.67</b>	<b>\$ 42,207.00</b>	<b>\$ 48,813.00</b>	<b>\$ 6,606.00</b>
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#### **1260 - BILINGUAL PROGRAMS**

#### **DW BILINGUAL PROGRAMS      00 - DISTRICT-WIDE**

<b>1000126000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 0.00</b>	<b>\$ 400.00</b>	<b>\$ 0.00</b>	<b>\$ 400.00</b>	<b>\$ 0.00</b>	<b>(\$ 400.00)</b>
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BUDGET NO LONGER REQUIRED	\$ 0.00
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<b>1000126000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 237.09</b>	<b>\$ 250.00</b>	<b>\$ 244.76</b>	<b>\$ 250.00</b>	<b>\$ 750.00</b>	<b>\$ 500.00</b>
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MATERIALS FOR ESOL PROGRAM, INCREASED	\$ 0.00
PREVIOUSLY GRANT SUPPORTED	\$ 750.00

<b>1000126000</b>	<b>640</b>	<b>TEXTBOOKS - REPLACEMENT</b>	<b>\$ 0.00</b>	<b>\$ 250.00</b>	<b>\$ 240.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>
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NEWCOMER BOOKS	\$ 250.00
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<b><u>TOTAL DW BILINGUAL PROGRAMS</u></b>	<b>\$ 237.09</b>	<b>\$ 900.00</b>	<b>\$ 484.76</b>	<b>\$ 900.00</b>	<b>\$ 1,000.00</b>	<b>\$ 100.00</b>
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<b>TOTAL 1260 - BILINGUAL PROGRAMS</b>	<b>\$ 237.09</b>	<b>\$ 900.00</b>	<b>\$ 484.76</b>	<b>\$ 900.00</b>	<b>\$ 1,000.00</b>	<b>\$ 100.00</b>
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#### **2210 - IMPROVEMENT- INSTRUCTION**

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2210 - IMPROVEMENT- INSTRUCTION</b>								
<b><u>DW IMPROVEMENT INSTRUC</u>      <u>00 - DISTRICT-WIDE</u></b>								
<b>1000221000</b>	<b>275</b>	<b>WORKSHOPS NON-UNION</b>	<b>\$ 653.30</b>	<b>\$ 1,250.00</b>	<b>\$ 755.00</b>	<b>\$ 1,250.00</b>	<b>\$ 1,283.00</b>	<b>\$ 33.00</b>
		NATIONAL CONFERENCE PER CONTRACT, ADJUSTED	\$ 783.00					
		WORKSHOPS PER CONTRACT	\$ 500.00					
<b>1000221000</b>	<b>446</b>	<b>RENTAL/LEASE SOFTWARE</b>	<b>\$ 7,956.40</b>	<b>\$ 7,920.00</b>	<b>\$ 6,474.40</b>	<b>\$ 7,270.00</b>	<b>\$ 8,632.00</b>	<b>\$ 1,362.00</b>
		DANIELSON (EVALUATION OF STAFF TOOL), INCREASED	\$ 1,670.00					
		TEACHPOINT-SUPERVISION/PD (SCENARIO/VECTOR), INCREASED	\$ 6,962.00					
<b>1000221000</b>	<b>580</b>	<b>TRAVEL &amp; MILEAGE</b>	<b>\$ 2,620.79</b>	<b>\$ 2,800.00</b>	<b>\$ 2,366.87</b>	<b>\$ 2,800.00</b>	<b>\$ 3,082.00</b>	<b>\$ 282.00</b>
		NATIONAL CONFERENCE, ASST. SUPT PER CONTRACT, ADJUSTED	\$ 1,972.00					
		TRAVEL OUT OF DISTRICT RELATED TO JOB DUTIES, ADJUSTED	\$ 1,110.00					
<b>1000221000</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 1,119.50</b>	<b>\$ 1,500.00</b>	<b>\$ 1,771.91</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>
		SUPPLIES FOR ASSISTANT SUPERINTENDENT	\$ 1,500.00					
<b>1000221000</b>	<b>810</b>	<b>DUES AND FEES</b>	<b>\$ 2,084.37</b>	<b>\$ 2,217.00</b>	<b>\$ 1,827.86</b>	<b>\$ 2,450.00</b>	<b>\$ 2,990.00</b>	<b>\$ 540.00</b>
		DUES AND FEES FOR ASST. SUPT -NHSAA	\$ 1,755.00					
		DUES AND FEES FOR ASST. SUPT -ASCD	\$ 750.00					
		NEW: DUES AND FEES FOR ASST. SUPT -AASA	\$ 485.00					
<b>1000221000</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 1,000.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,262.50</b>	<b>\$ 1,500.00</b>	<b>\$ 3,250.00</b>	<b>\$ 1,750.00</b>
		REFRESHMENTS FOR PROFESSIONAL DEVELOPMENT WKSHPS	\$ 1,500.00					
		STAFF RECOGNITION AND INCENTIVES, MOVED LEVEL BUDGET	\$ 0.00					
		FROM 1022222100-890 TO THIS DISTRICT-WIDE LINE	\$ 1,750.00					
<b><u>TOTAL DW IMPROVEMENT INSTRUC</u></b>			<b>\$ 15,434.36</b>	<b>\$ 17,187.00</b>	<b>\$ 14,458.54</b>	<b>\$ 16,770.00</b>	<b>\$ 20,737.00</b>	<b>\$ 3,967.00</b>
<b>TOTAL 2210 - IMPROVEMENT- INSTRUCTION</b>			<b>\$ 15,434.36</b>	<b>\$ 17,187.00</b>	<b>\$ 14,458.54</b>	<b>\$ 16,770.00</b>	<b>\$ 20,737.00</b>	<b>\$ 3,967.00</b>
<b>2212 - INSTR/CURRIC DEVELOPMENT</b>								
<b><u>INSTR &amp; CURRICULUM DEVEL</u>      <u>00 - DISTRICT-WIDE</u></b>								
<b>1000221200</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>	<b>\$ 396.64</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>
		SUPPLIES (SUMMER INSTITUTE)	\$ 500.00					
<b>1000221200</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 171.76</b>	<b>\$ 1,500.00</b>	<b>\$ 1,454.15</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 0.00</b>
		MISCELLANEOUS (SUMMER INSTITUTE)	\$ 1,500.00					
<b><u>TOTAL INSTR &amp; CURRICULUM DEVEL</u></b>			<b>\$ 171.76</b>	<b>\$ 2,000.00</b>	<b>\$ 1,850.79</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 0.00</b>
<b>TOTAL 2212 - INSTR/CURRIC DEVELOPMENT</b>			<b>\$ 171.76</b>	<b>\$ 2,000.00</b>	<b>\$ 1,850.79</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 0.00</b>

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>2213 - INSTRUCTION STAFF TRAIN'G</b>								
<b><u>DW INSTRUC STAFF TRAINING      00 - DISTRICT-WIDE</u></b>								
<b>1000221300</b>	<b>276</b>	<b>COURSE REIMBURS NON-UNION</b>	<b>\$ 13,894.97</b>	<b>\$ 31,160.00</b>	<b>\$ 27,854.50</b>	<b>\$ 32,530.00</b>	<b>\$ 31,160.00</b>	<b>(\$ 1,370.00)</b>
		COURSES FOR NON-UNION ADMIN AND PROFFESIONAL	\$ 0.00					
		STAFF PER CONTRACT, LEVEL FUNDED	\$ 31,160.00					
<b>1000221300</b>	<b>330</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$ 13,951.92</b>	<b>\$ 8,500.00</b>	<b>\$ 8,025.00</b>	<b>\$ 8,500.00</b>	<b>\$ 7,000.00</b>	<b>(\$ 1,500.00)</b>
		OUTSIDE SPEAKER, INCREASED	\$ 3,000.00					
		OUT OF DISTRICT MENTORS, REDUCED	\$ 4,000.00					
<b>1000221300</b>	<b>610</b>	<b>SUPPLIES</b>	<b>\$ 533.32</b>	<b>\$ 550.00</b>	<b>\$ 592.76</b>	<b>\$ 550.00</b>	<b>\$ 550.00</b>	<b>\$ 0.00</b>
		MATERIALS TO SUPPORT NEW TEACHER ORIENTATION	\$ 550.00					
<b>1000221300</b>	<b>890</b>	<b>MISCELLANEOUS</b>	<b>\$ 1,300.00</b>	<b>\$ 1,800.00</b>	<b>\$ 1,586.02</b>	<b>\$ 1,800.00</b>	<b>\$ 1,800.00</b>	<b>\$ 0.00</b>
		REFRESHMENTS FOR NEW TEACHER ORIENTATION	\$ 0.00					
		INCREASE FOR ADMINISTRATOR PARTICIPATION	\$ 1,800.00					
<b><u>TOTAL DW INSTRUC STAFF TRAINING</u></b>			<b>\$ 29,680.21</b>	<b>\$ 42,010.00</b>	<b>\$ 38,058.28</b>	<b>\$ 43,380.00</b>	<b>\$ 40,510.00</b>	<b>(\$ 2,870.00)</b>
<b>TOTAL 2213 - INSTRUCTION STAFF TRAIN'G</b>			<b>\$ 29,680.21</b>	<b>\$ 42,010.00</b>	<b>\$ 38,058.28</b>	<b>\$ 43,380.00</b>	<b>\$ 40,510.00</b>	<b>(\$ 2,870.00)</b>
<b>TOTAL 10 - GENERAL FUND</b>			<b>\$ 77,250.97</b>	<b>\$ 102,962.01</b>	<b>\$ 96,162.04</b>	<b>\$ 105,257.00</b>	<b>\$ 113,060.00</b>	<b>\$ 7,803.00</b>



**Pelham School District**  
**Instructional Materials Plan**

Updated 9/10/2024

School	Subject	Current Program	FY23	FY24	FY25	FY26	FY27	FY28	FY29
PES	Reading	Wonders	130,957					130, 957	
	Math	Reveal		96, 651					96, 651
	Science	Generation Genius*	1,359	1,359	1,359	1,359	1,359	1,359	1,359
PMS	English	Common Lit*	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	Math	Reveal				\$82,000			
	Science	Saavas		38,497					\$38,497
	Social Studies	McGraw Hill			31, 802				
PHS	English	Annual Replacement, New Courses and Common Lit*		Course: Intro to Writing	Course: World Lit (new)	20,500	20,500	20,500	20,500
	Math	Course Material		PreCalculus Statistics	Geometry & Algebra II^		Algebra 1	Calculus	
		IXL Grade 9	IXL-Grade 9	IXL-Grade 9	IXL-Grade 9	IXL-Grade 9	IXL-Grade 9	IXL-Grade 9	
	Science			AP Environmental Science Biology Chemistry (Unleveled)		Physical Science (Unleveled) Physics			AP Environmental Science Biology Chemistry (Unleveled)
	Social Studies			CC Am. History Sociology AP Psychology (new)	Psychology AP Government (new)	Economics Choices* - 2,208	Civics Choices* - 2,208	American History (Unleveled) Choices* -	World Studies

								2,208	
	Business			CC Comp. Apps CC Excel Comp. Apps				CC Comp. Apps CC Excel Computer Apps	
	World Language	IXL* Practice Software	IXL	IXL	IXL	IXL	IXL	IXL	IXL
	Other								

Notes:

All projections are based on current costs and do not account for inflation. PHS costs identified only by description not dollar amount.

\* These are Information Access Fees (online subscription for each student) rather than physical textbooks.

^ These were Teachers Editions.

# **PELHAM SCHOOL DISTRICT**

## **FY 2026 BUDGET DETAIL REPORT BY FUNCTION**

Budget Unit	Account	Account Title	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	FY 2024 EXPENDITURES	FY 2025 ADJUSTED BUDGET	2026 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
<b>10 - GENERAL FUND</b>								
<b>2721 - TRANSPORTATION (REGULAR)</b>								
<b><u>REGULAR TRANSPORTATION</u>      <u>00 - DISTRICT-WIDE</u></b>								
<b>1000272100</b>	<b>519</b>	<b>TRANSPORTATION</b>	<b>\$ 1,133,574.46</b>	<b>\$ 1,161,403.00</b>	<b>\$ 1,136,403.00</b>	<b>\$ 1,247,940.50</b>	<b>\$ 1,213,913.00</b>	<b>(\$ 34,027.50)</b>
		15 BUS X180 DAYS X \$442.19/BUS, PER CONTRACT	\$ 1,193,913.00					
		HOMELESS TRANSPORTATION, LEVEL FUNDED	\$ 20,000.00					
<b>1000272100</b>	<b>626</b>	<b>GASOLINE/DIESEL</b>	<b>\$ 0.00</b>	<b>\$ 0.01</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b><u>TOTAL REGULAR TRANSPORTATION</u></b>			<b>\$ 1,133,574.46</b>	<b>\$ 1,161,403.01</b>	<b>\$ 1,136,403.00</b>	<b>\$ 1,247,940.50</b>	<b>\$ 1,213,913.00</b>	<b>(\$ 34,027.50)</b>
<b>TOTAL 2721 - TRANSPORTATION (REGULAR)</b>			<b>\$ 1,133,574.46</b>	<b>\$ 1,161,403.01</b>	<b>\$ 1,136,403.00</b>	<b>\$ 1,247,940.50</b>	<b>\$ 1,213,913.00</b>	<b>(\$ 34,027.50)</b>
<b>TOTAL 10 - GENERAL FUND</b>			<b>\$ 1,133,574.46</b>	<b>\$ 1,161,403.01</b>	<b>\$ 1,136,403.00</b>	<b>\$ 1,247,940.50</b>	<b>\$ 1,213,913.00</b>	<b>(\$ 34,027.50)</b>

## FY25 ENCUMBRANCE REPORT - FUND 10 GENERAL FUND

Account Detail by Function Through Sep 10, 2024 (REFLECTS BUDGET ADJUSTMENTS CARRIED FROM FY24)

Please NOTE: Not all budget lines are reflected in this report - only those that were adjusted

Budget Unit	Account	Account Title	Original Appropriation - FY2025 APPROVED BUDGET	Budget Amendments - Encumbrances	Budget Transfers	FY2025 ADJUSTED BUDGET	Explanation for Encumbrance
<b>10 - GENERAL FUND</b>							
<b>1100 - REGULAR EDUCATION PRGMS</b>							
<b>PES REGULAR EDUCATION</b>							
1011110000	737	FURNITURE-REPLACEMENT	27,101	4,824.73	0.00	31,925.73	Conference Rm Furniture
<b>PES READING EDUCATION</b>							
1011110023	640	TEXTBOOKS - REPLACEMENT	11,500	0.00	(70.00)	11,430.00	
1011110023	643	INFORMATION ACCESS FEES	715	0.00	70.00	785.00	
<b>MS REGULAR EDUCATION</b>							
1022110000	734	EQUIPMENT-ADDITIONAL	0	13,073.00	0.00	13,073.00	Cell Phone Pouches
1022110000	737	FURNITURE-REPLACEMENT	0	17,499.00	0.00	17,499.00	Maple Display Cases
<b>MS MATH EDUCATION</b>							
1022110011	610	SUPPLIES	2,723	0.00	(3.85)	2,719.15	
1022110011	737	FURNITURE-REPLACEMENT	500	0.00	3.85	503.85	
<b>PHS BUSINESS EDUCATION</b>							
1033110003	640	TEXTBOOKS - REPLACEMENT	0	3,815.62	0.00	3,815.62	Business Textbooks
<b>PHS LANGUAGE ARTS EDUC</b>							
1033110005	610	SUPPLIES	987	0.00	450.00	1,437.00	
1033110005	640	TEXTBOOKS - REPLACEMENT	10,960	0.00	(450.00)	10,510.00	
<b>PHS TECH EDUCATION</b>							
1033110010	650	SOFTWARE	3,574	506.10	0.00	4,080.10	CorelDraw Subscription
<b>PHS SCIENCE EDUCATION</b>							
1033110013	430	REPAIRS & MAINTENANCE	4,000	1,711.90	0.00	5,711.90	Microscope Repairs
<b>Total 1100 - REGULAR EDUCATION PRGMS</b>				<b>\$41,430.35</b>	<b>\$0.00</b>		
<b>1210 - SPECIAL EDUCATION PRGMS</b>							
<b>DW SPECIAL EDUCATION</b>							
1000121000	330	PROFESSIONAL SERVICES	202,115	4,146.83	0.00	206,261.83	BCBA Services, Interpreter
1000121000	335	LEGAL SERVICES	46,000	3,000.00	0.00	49,000.00	June Sp.Ed. Legal
1000121000	564	TUITION TO PRIVATE SCHOOL	1,321,852	42,472.08	0.00	1,364,324.08	Special Ed Tuition
1000121000	810	DUES AND FEES	5,000	50.00	0.00	5,050.00	Medicare billing
<b>PES SPECIAL EDUCATION</b>							
1011121000	610	SUPPLIES	5,941	0.00	(5.00)	5,936.00	
1011121000	737	FURNITURE-REPLACEMENT	3,000	0.00	5.00	3,005.00	
<b>Total 1210 - SPECIAL EDUCATION PRGMS</b>				<b>\$49,668.91</b>	<b>\$0.00</b>		
<b>1301 - VOCATIONAL EDUCATION PRGM</b>							
<b>PHS VOCATIONAL EDUCATION</b>							
1033130100	561	TUITION TO OTHER LEAS	115,213	53,982.83	0.00	169,195.83	Vocational Tuition
<b>Total 1301 - VOCATIONAL EDUCATION PRGM</b>				<b>\$53,982.83</b>	<b>\$0.00</b>		
<b>1420 - ATHLETIC ACTIVITIES</b>							
<b>MS ATHLETICS</b>							
1022142000	738	EQUIPMENT-REPLACEMENT	0	10,170.00	0.00	10,170.00	Cheer Mats
<b>PHS ATHLETICS</b>							
1033142000	446	RENTAL/LEASE SOFTWARE	875	0.00	625.00	1,500.00	
1033142000	810	DUES AND FEES	28,100	0.00	(625.00)	27,475.00	
<b>Total 1420 - ATHLETIC ACTIVITIES</b>				<b>\$10,170.00</b>	<b>\$0.00</b>		
<b>2140 - PSYCHOLOGICAL SERVICES</b>							
<b>DW PSYCH SERVICES</b>							
1000214000	330	PROFESSIONAL SERVICES	107,500	22,472.52	0.00	129,972.52	Contracted Psych Services

Budget Unit	Account	Account Title	Original Appropriation - FY2025 APPROVED BUDGET	Budget Amendments - Encumbrances	Budget Transfers	FY2025 ADJUSTED BUDGET	Explanation for Encumbrance
<b>MS PSYCH SERVICES</b>							
1022214000	325	TESTING PROTOCOLS	3,000	150.75	0.00	3,150.75	Testing Protocols
<b>PHS PSYCH SERVICES</b>							
1033214000	325	TESTING PROTOCOLS	2,500	111.19	0.00	2,611.19	Testing Protocols
<b>Total 2140 - PSYCHOLOGICAL SERVICES</b>				<b>\$22,734.46</b>	<b>\$0.00</b>		
<b>2150 - SPEECH SERVICES</b>							
<b>DW SPEECH SERVICES</b>							
1000215000	330	PROFESSIONAL SERVICES	167,939	5,916.60	0.00	173,855.60	Contracted Speech Serv.
<b>Total 2150 - SPEECH SERVICES</b>				<b>\$5,916.60</b>	<b>\$0.00</b>		
<b>2163 - OT SERVICES</b>							
<b>DW OT SERVICES</b>							
1000216300	330	PROFESSIONAL SERVICES	2,457	1,351.26	0.00	3,808.26	Contracted OT Services
<b>PES OT SERVICES</b>							
1011216300	325	TESTING PROTOCOLS	1,365	0.00	80.00	1,445.00	
1011216300	610	SUPPLIES	650	0.00	(71.00)	579.00	
1011216300	650	SOFTWARE	175	0.00	(9.00)	166.00	
<b>Total 2163 - OT SERVICES</b>				<b>\$1,351.26</b>	<b>\$0.00</b>		
<b>2213 - INSTRUCTION STAFF TRAIN'G</b>							
<b>DW INSTRUC STAFF TRAINING</b>							
1000221300	273	WORKSHOPS PEA	22,000	115.00	0.00	22,115.00	Teacher Reimbursement
1000221300	276	COURSE REIMBURS NON-UNIO	31,160	1,370.00	0.00	32,530.00	Course Reimbursement
<b>Total 2213 - INSTRUCTION STAFF TRAIN'G</b>				<b>\$1,485.00</b>	<b>\$0.00</b>		
<b>2222 - LIBRARY SERVICES</b>							
<b>MS LIBRARY SERVICES</b>							
1022222200	643	INFORMATION ACCESS FEES	6,131	0.00	247.23	6,378.23	
1022222200	644	PUBLICATIONS	800	0.00	(247.23)	552.77	
<b>Total 2222 - LIBRARY SERVICES</b>				<b>\$0.00</b>	<b>\$0.00</b>		
<b>2225 - COMPUTER TECHNOLOGY</b>							
<b>DW COMPUTER INSTRUCTION</b>							
1000222500	580	TRAVEL & MILEAGE	500	600.00	0.00	1,100.00	Integrator Travel-June
<b>Total 2225 - COMPUTER TECHNOLOGY</b>				<b>\$600.00</b>	<b>\$0.00</b>		
<b>2313 - DIST TREASURER SERVICES</b>							
<b>DISTRICT TREASURER SERVIC</b>							
1001231300	580	TRAVEL & MILEAGE	220	296.14	0.00	516.14	Treasurer Reimbursement
<b>Total 2313 - DIST TREASURER SERVICES</b>				<b>\$296.14</b>	<b>\$0.00</b>		
<b>2318 - LEGAL SERVICES</b>							
<b>LEGAL SERVICES</b>							
1001231800	335	LEGAL SERVICES	37,500	1,979.50	0.00	39,479.50	District Legal Serv. June
<b>Total 2318 - LEGAL SERVICES</b>				<b>\$1,979.50</b>	<b>\$0.00</b>		
<b>2321 - SUPERINTENDENT SERVICES</b>							
<b>SUPERINTENDENT SERVICES</b>							
1090232100	330	PROFESSIONAL SERVICES	8,500	270.00	0.00	8,770.00	Social Media Services
1090232100	433	CONTRACTED REPAIR & MAINT	4,260	210.00	0.00	4,470.00	June Print Services
1090232100	580	TRAVEL & MILEAGE	0	345.04	0.00	345.04	June Conference
<b>Total 2321 - SUPERINTENDENT SERVICES</b>				<b>\$825.04</b>	<b>\$0.00</b>		
<b>2410 - SCHOOL ADMINISTRATION</b>							

Budget Unit	Account	Account Title	Original Appropriation - FY2025 APPROVED BUDGET	Budget Amendments - Encumbrances	Budget Transfers	FY2025 ADJUSTED BUDGET	Explanation for Encumbrance
<b>PES SCHOOL ADMINISTRATION</b>							
1011241000	433	CONTRACTED REPAIR & MAINT	12,033	1,102.24	0.00	13,135.24	June Print Services
1011241000	442	RENTAL/LEASE EQUIPMENT	9,816	9.67	0.00	9,825.67	June Copier
1011241000	534	POSTAGE/GENERAL EXPENSES	1,000	79.55	0.00	1,079.55	June Postage
1011241000	580	TRAVEL & MILEAGE	6,663	2,438.27	0.00	9,101.27	June Conference
<b>MS SCHOOL ADMINISTRATION</b>							
1022241000	433	CONTRACTED REPAIR & MAINT	5,070	401.50	0.00	5,471.50	June Print Services
<b>PHS SCHOOL ADMINISTRATION</b>							
1033241000	275	WORKSHOPS NON-UNION	3,084	0.00	(512.77)	2,571.23	
1033241000	433	CONTRACTED REPAIR & MAINT	4,264	1,033.41	0.00	5,297.41	June Print Services
1033241000	442	RENTAL/LEASE EQUIPMENT	14,348	2.67	0.00	14,350.67	June Copier
1033241000	580	TRAVEL & MILEAGE	6,664	0.00	512.77	7,176.77	
<b>Total 2410 - SCHOOL ADMINISTRATION</b>				<b>\$5,067.31</b>	<b>\$0.00</b>		
<b>2510 - BUSINESS/FINANCE SERVICES</b>							
<b>BUSINESS/FINANCE SERVICES</b>							
1090251000	330	PROFESSIONAL SERVICES	2,400	5,700.00	0.00	8,100.00	Actuary Service -Audit
1090251000	446	RENTAL/LEASE SOFTWARE	51,873	1,000.00	0.00	52,873.00	SSO Service Fee
<b>Total 2510 - BUSINESS/FINANCE SERVICES</b>				<b>\$6,700.00</b>	<b>\$0.00</b>		
<b>2620 - BUILDING SERVICES</b>							
<b>DW BUILDING SERVICES</b>							
1000262000	330	PROFESSIONAL SERVICES	5,550	1,760.00	0.00	7,310.00	Utilities Consultant
1000262000	626	GASOLINE/DIESEL	2,000	184.47	0.00	2,184.47	District Fuel June
<b>PES BUILDING SERVICES</b>							
1011262000	411	UTILITIES-WATER	26,156	1,676.39	0.00	27,832.39	Water June
1011262000	432	BOILER REPAIR & MAINT	10,920	1,958.21	0.00	12,878.21	Boiler Services June
1011262000	433	CONTRACTED REPAIR & MAINT	12,988	3,440.00	0.00	16,428.00	Pest Services
1011262000	610	SUPPLIES	49,779	204.40	0.00	49,983.40	Building supplies
1011262000	622	UTILITIES - ELECTRIC	117,076	6,435.86	0.00	123,511.86	Electric June
1011262000	625	UTILITIES - NATURAL GAS	43,284	5,697.27	0.00	48,981.27	Natural Gas June
1011262000	738	EQUIPMENT-REPLACEMENT	2,000	1,027.00	0.00	3,027.00	PES Door Locksl
<b>MS BUILDING SERVICES</b>							
1022262000	411	UTILITIES-WATER	8,511	990.14	0.00	9,501.14	Water June
1022262000	433	CONTRACTED REPAIR & MAINT	6,755	143,626.00	0.00	150,381.00	Passing Doors, Sound Panels
1022262000	610	SUPPLIES	25,515	2,619.00	0.00	28,134.00	Building supplies
1022262000	622	UTILITIES - ELECTRIC	109,477	12,000.00	0.00	121,477.00	Electric June
1022262000	625	UTILITIES - NATURAL GAS	64,046	4,291.83	0.00	68,337.83	Natural Gas June
<b>PHS BUILDING SERVICES</b>							
1033262000	411	UTILITIES-WATER	12,069	1,265.69	0.00	13,334.69	Water June
1033262000	622	UTILITIES - ELECTRIC	213,156	16,736.36	0.00	229,892.36	Electric June
1033262000	625	UTILITIES - NATURAL GAS	69,467	11,605.77	0.00	81,072.77	Natural Gas June
<b>SAU BUILDING SERVICES</b>							
1090262000	622	UTILITIES - ELECTRIC	2,150	623.86	0.00	2,773.86	Electric June
1090262000	625	UTILITIES - NATURAL GAS	5,513	1,182.86	0.00	6,695.86	Natural Gas June
<b>Total 2620 - BUILDING SERVICES</b>				<b>\$217,325.11</b>	<b>\$0.00</b>		
<b>2630 - GROUNDS SERVICES</b>							
<b>MS GROUNDS SERVICES</b>							
1022263000	433	CONTRACTED REPAIR & MAINT	1,000	196,079.00	0.00	197,079.00	Irrigation, New Field
<b>Total 2630 - GROUNDS SERVICES</b>				<b>\$196,079.00</b>	<b>\$0.00</b>		
<b>2640 - NON-INSTRUCTIONAL EQUIP</b>							
<b>PES NON-INSTRUCTIONAL EQUIP</b>							
1011264000	433	CONTRACTED REPAIR & MAINT	38,408	78.00	0.00	38,486.00	Pest Services
<b>MS NON-INSTRUCTIONAL EQUIP</b>							

Budget Unit	Account	Account Title	Original Appropriation - FY2025 APPROVED BUDGET	Budget Amendments - Encumbrances	Budget Transfers	FY2025 ADJUSTED BUDGET	Explanation for Encumbrance
1022264000	433	CONTRACTED REPAIR & MAINT	27,554	24,518.12	0.00	52,072.12	Pest Serv., Unit Ventilators
<b>PHS NON-INSTRUCTIONAL EQU</b>							
1033264000	433	CONTRACTED REPAIR & MAINT	33,214	10,216.00	0.00	43,430.00	Pest Serv., Lighting fixtures
<b>Total 2640 - NON-INSTRUCTIONAL EQUIP</b>				<b>\$34,812.12</b>	<b>\$0.00</b>		
<b>2660 - EMERGENCY MANAGEMENT</b>							
<b>PES EMERGENCY MANAGEMENT</b>							
1011266000	433	CONTRACTED REPAIR & MAINT	0	29,146.32	0.00	29,146.32	EOY Safety Upgrades
1011266000	532	DATA COMMUNICATIONS	720	73.59	0.00	793.59	Cell Serv. June
<b>MS EMERGENCY MANAGEMENT</b>							
1022266000	433	CONTRACTED REPAIR & MAINT	0	25,935.33	0.00	25,935.33	EOY Safety Upgrades
1022266000	532	DATA COMMUNICATIONS	750	51.06	0.00	801.06	Cell Serv. June
<b>PHS EMERGENCY MANAGEMENT</b>							
1033266000	433	CONTRACTED REPAIR & MAINT	0	27,868.35	0.00	27,868.35	EOY Safety Upgrades
1033266000	532	DATA COMMUNICATIONS	720	51.06	0.00	771.06	Cell Serv. June
<b>Total 2660 - EMERGENCY MANAGEMENT</b>				<b>\$83,125.71</b>	<b>\$0.00</b>		
<b>2721 - TRANSPORTATION (REGULAR)</b>							
<b>REGULAR TRANSPORTATION</b>							
1000272100	519	TRANSPORTATION	1,184,807	63,133.50	0.00	1,247,940.50	Reg.Ed Transportation
<b>Total 2721 - TRANSPORTATION (REGULAR)</b>				<b>\$63,133.50</b>	<b>\$0.00</b>		
<b>2722 - TRANSPORTATION(SPECIAL)</b>							
<b>SPECIAL ED TRANSPORTATION</b>							
1000272200	519	TRANSPORTATION	843,874	87,207.23	0.00	931,081.23	Special Ed Transportation
<b>Total 2722 - TRANSPORTATION(SPECIAL)</b>				<b>\$87,207.23</b>	<b>\$0.00</b>		
<b>2723 - TRANSPORTATION (VOC ED)</b>							
<b>PHS VOCATIONAL TRANSPORTA</b>							
1033272300	519	TRANSPORTATION	213,300	30,026.90	0.00	243,326.90	CTE Transportation
<b>Total 2723 - TRANSPORTATION (VOC ED)</b>				<b>\$30,026.90</b>	<b>\$0.00</b>		
<b>2830 - HR STAFF SERVICES</b>							
<b>HR STAFF SERVICES</b>							
1090283000	280	NEW HIRE EXPENSES	10,394	200.00	0.00	10,594.00	Pre-employment Exams
1090283000	330	PROFESSIONAL SERVICES	5,143	55.10	0.00	5,198.10	Omni 403b fees
<b>Total 2830 - HR STAFF SERVICES</b>				<b>\$255.10</b>	<b>\$0.00</b>		
<b>2840 - TECHNOLOGY SERVICES</b>							
<b>DW TECHNOLOGY SERVICES</b>							
1000284000	430	REPAIRS & MAINTENANCE	45,280	4,457.66	0.00	49,737.66	Pint Service DW June
1000284000	531	TELEPHONE	42,120	2,470.04	0.00	44,590.04	Telephone Serv. June
1000284000	532	DATA COMMUNICATIONS	26,800	724.57	0.00	27,524.57	Internet Serv. June
1000284000	738	EQUIPMENT-REPLACEMENT	215,000	9,188.00	0.00	224,188.00	Cameras PES
<b>Total 2840 - TECHNOLOGY SERVICES</b>				<b>\$16,840.27</b>	<b>\$0.00</b>		
<b>Total 10 - GENERAL FUND</b>			<b>\$40,516,119</b>	<b>\$931,012.34</b>	<b>\$0.00</b>	<b>\$41,447,131</b>	Note: Not all budget lines are shown above

**Town of Pelham, NH**  
**CAPITAL IMPROVEMENTS PLAN**  
**2025 – 2031**

**Adopted by the Pelham Planning Board on August 5, 2024**

**Prepared by the Pelham Capital Improvements Plan Committee:**

Samuel Thomas, Chair  
Danielle Masse Quinn, Vice Chair  
Bob Sherman, Budget Committee Representative  
Charlene Takesian, Selectmen's Representative  
Bruce Bilapka, Planning board Member  
Tammy Penny, Finance Director  
Jenn Beauregard, Planning Director/Zoning Administrator

**Pelham Planning Board:**

Tim Doherty, Chair  
James Bergeron, Vice Chair  
Danielle Masse Quinn, Secretary  
Scott Sawtelle, Member  
Bruce Bilapka, Member  
Joseph Passamonte, Member  
Charlene Takesian, Selectmen's Representative  
Samuel Thomas – Alternate  
Mike Sherman, Alternate  
John Spottiswood, Alternate  
Hal Lynde, Alternate  
Paddy Culbert, Alternate  
Jaie Bergeron – Selectmen's Alternate  
Jenn Beauregard, Planning Director/Zoning Administrator  
Heidi Zagorski, Recording Secretary

***With Assistance from:***



***The Nashua Regional Planning Commission***



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**Town of Pelham  
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## **Introduction**

The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Pelham's planning process. A CIP aims to identify and resolve deficiencies in existing public facilities and to anticipate and meet future demand for capital facilities based on current and expected population increases and the citizen's use of public services. A CIP is a multi-year schedule that programs a series of municipal projects and their associated costs. Over the seven-year period considered by the CIP, the plan shows how the Town should maintain, expand, and renovate facilities and services as needed to meet the growing demands of existing as well as new residents and businesses.

A CIP is an advisory document that can serve several purposes, among them:

- To provide the Town of Pelham with a guide to be used by the Budget Committee, Board of Selectman, and School Board for their annual budgeting process (RSA 674:5-8).
- To provide a forward-looking planning tool for the purpose of contributing to the creation of a stable real property tax rate.
- To aid the Town's elected officials, appointed committees, and department heads in the prioritization, coordination, and sequencing of various municipal and school improvements.
- To inform residents, business owners and developers of needed and planned improvements.
- To provide a necessary legal basis for the development and proper administration of the Town's impact fee system (RSA 674:21.V.(b)).

The US Census estimated population of Pelham in 2020 was 14,222, a figure significantly higher than NRPC's prior projection of 13,905 and an increase of 1,357 from the 2010 Census population estimate of 12,897 (Tables 1-2, Figure 1). The NH Office of Planning & Development's 2022 population estimate for Pelham is 14,484. US Census figures show that Pelham's population experienced rapid growth between 1960 (pop. 2,605) and 1980 (pop. 8,090). From 1980 to 2000, the rate of growth abated slightly with a notable decrease in the growth rate since 2000. The population projections released by the New Hampshire Office of Planning and Development (NHOPD) for 2020 forecast a significantly slower growth rate than in previous decades. The projections show that Pelham continues to grow, with a projected population of 15,754 people by 2050. This is an average of 51 people per year over the 30-year projection period, or an annualized growth rate of 0.3 percent.

The NRPC "Region-Wide Buildout Impact Analysis," October 2005, estimates a population at buildout of 24,185 based on zoning current at that time.

**Town of Pelham  
Capital Improvements  
2025-2031**

**Table 1:  
Historical Population by Decade**

Year	Population	Annual GR
1900	875	
1910	826	-0.6%
1920	974	1.7%
1930	814	-1.8%
1940	979	1.9%
1950	1,317	3.0%
1960	2,605	7.1%
1970	5,408	7.6%
1980	8,090	4.1%
1990	9,408	1.5%
2000	10,914	1.5%
2010	12,897	1.7%
2020	14,222	1.0%

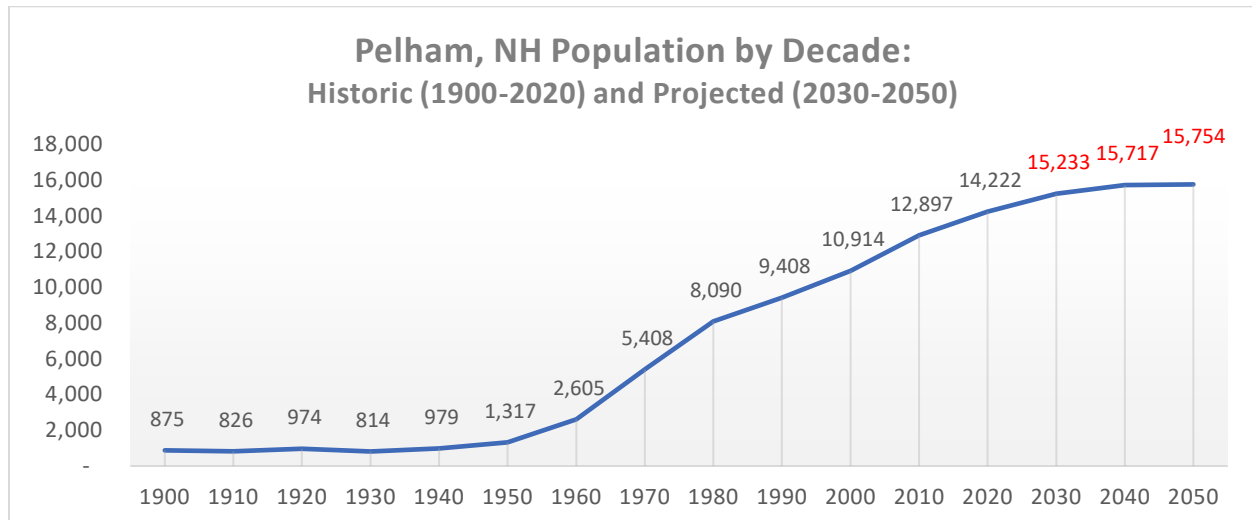
**Table 2: Population Projections**

Year	Population	Annual GR
2020	14,222	
2025	14,790	4.0%
2030	15,233	3.0%
2035	15,549	2.1%
2040	15,717	1.1%
2045	15,766	0.3%
2050	15,754	-0.1%

\*Annual GR: Annualized Growth Rate

Source: U.S. Census Bureau (Table 1), NH Office of Planning and Development (Table 2)

**Figure 1: Population by Decade with Projection**



Source: U.S. Census Bureau (1900-2020), NH Office of Planning and Development (2030-2050)

The Pelham Capital Improvements Plan Committee (the Committee) has prepared this report under the authority of the Planning Board and RSA 674:5-8 (Appendix C). It is the Committee's intention that this report reflects the capital needs of the Town of Pelham for the years 2024 to 2030 and offers critical guidance and practical recommendations to the Board of Selectmen, Budget Committee, School Board, Department Heads, and residents of the Town as an integral part of the annual budgeting process.

Information was submitted to the Committee from all Town Departments, Boards and Committees, which helped form the basis of this document. Although this CIP spans a seven (7) year period, the CIP should be updated every year to reflect changing demands, new needs, and routine assessment of priorities and costs. This document contains those elements required by law to be included in a Capital Improvements Plan.

As indicated, the adoption of a CIP by the Planning Board is a statutory prerequisite to the application of impact fees. The adoption of an impact fee ordinance occurred in 1999, when in October of that year an impact fee schedule was approved to fund a portion of the cost to construct a new elementary school. In late 2005 the Pelham Planning Board rewrote the Impact Fee Ordinance to take advantage of the updates recently done by the Legislature regarding impact fees. The voters adopted the Town's new impact fee ordinance in March of 2006.

Impact fees, however, have significant limitations. They can only be used to offset the proportion of capital expenses attributed to new development. They may not be used to meet existing capital deficiencies. In addition, impact fees collected must be properly used within six (6) years, or the Town must refund unused funds and accrued interest to the developer(s) who paid them.

**For the purposes of this document, a capital improvement is defined by its cost and its useful life.**

**Items included have a cost of at least \$75,000 and generally have a useful life of at least three years.**

Eligible items include new buildings or additions, land purchases, some studies, substantial road improvements and purchases of major vehicles and equipment. The CIP Committee feels items less than \$75,000 should be placed in the operating budget to focus on the more critical needs identified as community development goals. Operating expenditures for personnel and other general costs are not capital items and therefore are not included in this plan. Expenditures for maintenance or repair are generally not included unless the cost or scope of a project is substantial enough to increase the capacity of a facility, or an improvement is a major long-term repair that maintains the useful life a capital facility.

A brief description of each project prioritized by the CIP Committee and included in the 2024 to 2030 CIP schedule is provided below. Starting dates are not necessarily provided for deferred projects or those categorized as needing research. Typically, deferred projects are not placed on the seven (7) year schedule because of the following:

1. There is insufficient information to determine the relative need for a capital improvement and additional research may be required before the Committee would consider allocating the project within the CIP schedule; or
2. Based on information available, the Committee has determined there is not a demonstrated need for a project in the next seven years.

The CIP Plan is required by state statute to identify the needs, costs, and scheduling of capital projects, in the most efficient way possible, for the stakeholders in Pelham's future - the taxpayers and citizens of the community.

## Financing Methods

In the project summaries below, there are several different local financing methods referenced. Four of these methods require appropriations, either as part of the Town's annual operating budget or as independent warrant articles at Town Meeting. The **1-Year Appropriation** is most common and refers to those proposed projects that are to be funded by real property tax revenues within a single fiscal year. The **Capital Reserve** method requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost. The **Lease/Purchase** method has been used by the fire and highway department for vehicle purchases. **Bonds** are generally limited to the most expensive capital projects, such as major renovations, additions, or new construction of buildings or infrastructure, and allow capital facilities requests to be met immediately while spreading out the cost over many years in the future. A more detailed description of each financing method is provided below.

The **1-Year Appropriation** is most common and refers to those projects with proposed funding from real property tax revenues within a single fiscal year. The CIP committee recommends this approach for irregular Capital needs that do not exceed \$100,000.

The **Capital Reserve method** requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost. The CIP committee recommends this approach for expenditures over \$100,000 and less than \$1,000,000 and for projects or Capital Assets having a known fixed life such as vehicle replacement, building maintenance and road repair. In conjunction with the Capital reserve method of financing, there may be State or Federal monies available to pay for portions of the project, which require the Town to raise their percentage of matching funds prior to receiving these Federal or State dollars. An example is State bridge aid where the town needs to raise their 20% matching share prior to applying for the State 80% share. Identification of these needs early is critical to starting a Capital Reserve in time to fund projects when needed.

**The Lease/ Purchase method** has been used in the past for the purchase of Fire trucks and Highway department vehicles. Although this is a valid financing method, the CIP would like to recommend that we

get away from this method of payment and stop paying high interest lease payments and start funding vehicle replacement through Capital reserves where the Town pays itself the interest on Capital balances rather than a financing company for the purchase of needed vehicles. The CIP committee feels this would be a substantial tax savings for Pelham residents based on the number of current vehicles and equipment owned by the town along with additional vehicles that will be needed in the future. The annual interest earned or saved on a properly funded vehicle replacement Capital reserve would pay for the cost of certain vehicle replacements when needed.

**The Bond or Bank Note method** of payment is recommended for Capital Expenditure needs of \$1,000,000 or more. Typically, the most expensive projects such as renovations, additions, or new construction of buildings or infrastructure that allow for capital facilities requests to be met immediately while spreading out the cost over several years in the future. We highly recommend this method of payment on all Capital projects scheduled in the CIP costing over \$1,000,000 and obviously based on our review of historical spending patterns in the town, the year we propose it to you.

Impact fees are also a viable financing method for some portion of future capital improvement needs if they are placed in a fund until they are either expended within 6 years as part of a project financing or returned to the party from which they were collected. The town has adopted an impact fee ordinance.

Other financing methods available to us for funding projects include gifts, grants, and matching funds from any source. All of these can be used to offset the cost of Capital Improvement projects. The CIP recommends that all Department Heads, the School Board, and the Board of Selectmen research and use these methods whenever available to lessen the burden on taxpayers as much as possible even though they will play a less important role in the overall funding of needed projects.

In addition, if there are instances where fiscal resources from outside the community have been committed to help finance a local capital project, the offsetting revenues are shown in association with the proposed capital project. Typical examples are grants, such as for new education buildings or State Transportation Improvement Plan (TIP) matches.

## Identification of Department Capital Requests

The Pelham CIP Committee uses worksheet forms that are completed annually and submitted by department heads and committee chairs, to identify and explain project requests. Forms are tailored by the CIP Committee and the Planning Department to prompt information that defines the relative need and urgency for projects, and which enables long-term monitoring of the useful life and value to the community for these projects. The CIP worksheet includes a project description; the departmental priority if more than one project is submitted; the facility service area; the rationale for a project; a cost estimate; and potential sources of funding. The form is included in Appendix B. Following submission of written worksheets and supporting documentation for proposed capital projects, department heads or committee chairs are occasionally asked to come before the CIP Committee to answer questions and

provide any additional information necessary to explain their capital requests and priority ranking. This “one-on-one” discussion provides an opportunity to explain how capital requests meet community development goals. It also provides department heads, committee chairs and the CIP Committee an opportunity to look at alternative approaches available to fund or meet capital needs that will maximize the value of the Town’s expenditures for capital improvements while maintaining as level a tax rate as possible over the seven (7) year CIP period.

## Priority System

The Committee established a system to assess the relative priority of projects requested by the various departments, boards, and committees. Each project proposed is considered individually by the Committee and assessed a priority rank based on the descriptions below:

<b>“U” --Urgent</b>	Cannot be delayed. Needed for health or safety.
<b>“C” --Committed</b>	Part of an existing contractual agreement or otherwise legally required.
<b>“N” --Necessary</b>	Needed to maintain existing level and quality of community services.
<b>“D” --Desirable</b>	Needed to improve quality or level of services.
<b>“F” --Deferrable</b>	Can be placed on hold until after 7-year period but supports community development goals.
<b>“R” --Research</b>	Pending results of ongoing research, planning, and coordination. The project may be important, but the CIP Committee lacks all the information to make a definitive decision.
<b>“I” --Inconsistent</b>	Conflicts with an alternative project/solution recommended by the CIP. The project is contrary to land use planning or established community development goals.

Table 3 contains the projects classified by town specific departments as well as the School Department, considered by the Committee in 2024. The information in Table 3 represents all requests for capital projects submitted by each municipal division to the CIP Committee in 2024. The “CIP Committee Priority Recommendations” in the column to the far right describes the rank assigned by the CIP Committee within the seven categories of relative project priority.



**Town of Pelham  
Capital Improvements  
2025-2031**

**Table 3: Summary of Projects Required 2024 Data**

ID	Department/Project	Cost Without Debt/Revenue	Starting Year	Financing Method Recommended	CIP Committee Priority Recommendations						
	<i>Starting Year and Priority Recommendations based on Dept. &amp; C.I.P. Committee Review Process</i>				U	C	N	D	F	R	I
<b>I.</b>	<b>ADMIN./GEN. GOVERNMENT</b>										
A	Sidewalk Expansion – Hobbs Center to Pelham Terrace	\$247,000	2027	Offset Appropriation						R	
B	Municipal Complex Parking Lot Paving	\$84,775	2025	1-Year Appropriation			N				
C	Abbot St Bridge***	\$3,539,552	2025	Offset Appropriation		C					
	• Fully offset by grant and fund balance	(\$3,539,552)		Grant/Fund Balance							
D	CMAQ Sherburne/Mammoth Rd. Roundabouts***	\$3,460,000	2025	Offset Appropriation		C					
	• Fully offset by grant, fund balance & impact fees	(\$3,460,000)		Grant/Impact Fees/Fund Balance							
<b>II.</b>	<b>POLICE DEPARTMENT</b>										
A	Replace 7 Cruisers	\$1,275,000	2025/2028/2031	3-Year leases	U						
	• Offset by trade-ins	(180,000)		Other Funds							
B	Record Management System	\$363,136	2026-2027	2-Year Appropriations	U						
C	Carport for Impound Lot	\$117,000	2025	1-Year Appropriation			N				
<b>III.</b>	<b>FIRE DEPARTMENT</b>										
A	Ladder Truck CRF	\$2,339,999	2025-2031	CRF			N			R	
B	PFAS Free Turnout Gear (26 FF)	\$110,000	2025	1-Year Appropriation	U						
	• Potential ARPA	(\$110,000)		Grant							
C	Replace Ambulance 2***	\$675,000	2026/2030	Offset Appropriation		C					
	• Ambulance Replacement Revolving Fund	(\$675,000)		ARF							
D	4-Bay Supplemental Storage	\$280,000	2028	1-Year Appropriation				D		R	
<b>IV.</b>	<b>HIGHWAY DEPARTMENT</b>										
A	Replace 2012 Backhoe***	\$159,109	2025	1-Year Appropriation			N				
	• Block Grant Funds	(\$159,109)		Grant							
B	Replace 10-Wheel Dump Truck w 6-Wheeler	\$275,000	2027	1-Year Appropriation						R	
<b>V.</b>	<b>SOLID WASTE DISPOSAL</b>										
A	F-600 Dump Truck	\$87,863	2025	1-Year Appropriation			N				
B	Skid Steer	\$75,000	2026	1-Year Appropriation				D			
C	Trailers (75-Yard & 100-Yard) CRF	\$280,000	2028-2031	Capital Reserve						R	
D	Metal Roof Replacement (MSW Building)	\$75,000	2027	1-Year Appropriation			N				
E	Paving Parking Lot	\$75,000	2027					D			
<b>VI.</b>	<b>PARKS AND RECREATION</b>										
A	Restrooms/Storage/Snack Shack-Raymond Fields CRF	\$300,000	2026-2028	Capital Reserve		D				R	
<b>VII.</b>	<b>LIBRARY</b>										
	No CIP needs at this time										
<b>VIII.</b>	<b>CEMETERY</b>										
	No CIP needs at this time										

**Town of Pelham  
Capital Improvements  
2025-2031**

ID	Department/Project	Cost Without Debt/Revenue	Starting Year	Financing Method Recommended	CIP Committee Priority Recommendations						
	<i>Starting Year and Priority Recommendations based on Dept. &amp; C.I.P. Committee Review Process</i>				U	C	N	D	F	R	I
<b>IX.</b>	<b>HOBBS COMMUNITY CENTER</b>										
A	Bus Replacement	\$132,000	2027	1-Year Appropriation			N				
<b>X</b>	<b>PLANNING DEPARTMENT</b>										
	No CIP needs at this time										
<b>X.</b>	<b>PELHAM SCHOOL DISTRICT</b>										
A	PHS Addition			Appropriation – Ballot		C					
	• 20-Year Bond/Bank Note 2015-2034	\$12,198,775	2015-2034	Bond							
B	Memorial School Upgrade/Renovation			Appropriation – Ballot		C					
	• 20-Year Bond/Bank Note 2022-2041	\$30,861,000	2022-2041	Bond							
C	PES Asphalt Parking Lot & Roadways	\$304,226	2027	1-year Appropriation			N				
D	PES Air Conditioning Phase II	\$584,790	2026	1-Year Appropriation				D			
E	PES Air Conditioning Phase III	\$600,132	2027	1-Year Appropriation				D			
F	PHS Student Parking Lot Replacement	\$342,461	2029	1-Year Appropriation			N				
G	PHS Replace Boilers and Venting	\$532,000	2025	1-Year Appropriation	U					R	

**NOTES:**

\*\*\* No new tax impact.

## Listing and Discussion of Projects by Recommended Priority

**“U” --Urgent: Cannot be delayed. Needed for health or safety.**

- II.A Replace Police 7 Cruisers – 2025, 2028 and 2031.** The Police Department seeks to replace its fleet of cruisers through a three-year lease for seven front-line vehicles in 2025 and again in 2028 and 2031. The cost would be off-set by trade-ins.
- II.B Police Department Records Management System (RMS) Capital Reserve Fund – 2026-2027.** The current Records Management System is nearing the end of its life. Pelham Police Department’s current RMS platform announced last year that within the next five years, they will no longer be updating or providing support for the existing platform. The Pelham Police Department is currently looking into a replacement platform. The replacement platform would provide additional security in addition to other features. The RMS system contains highly sensitive information, including the personal demographics of anyone the department has ever

encountered, investigated, stopped, or arrested. Pelham Police is also mandated by law to hold accident reports, incident reports, and arrests for a specific timeline, so having a Records Management System is imperative.

- III.B     **PFAS Turnout Gear – 2025.** The Fire Department seeks to purchase Globe PFAS free structural firefighting gear for 26 firefighters. The turnout gear can be reasonably expected to last between 5 and 10 years as a primary and secondary set of protective clothing. It is part of an overall cancer prevention plan for the Pelham Fire Department. There is the potential use ARPA funding.
- XI.G     **PHS Replace Boilers and Venting (U/R) – 2025.** The School Department proposes to replace two 20+ yr. old, Buderus gas boilers (82% efficient) with four Lochinvar FTXL high efficiency condensing boilers that are 95% efficient at PHS. It includes the installation of four new variable frequency drive boiler pumps, which have increased efficiency over the current pumps. This will also include the replacement of the flue so that it is properly sized for the new system. The new flue due is needed due to the changes in fuels being used. Further, the existing flue has shown signs of premature failure and while reparable to date, needs to be replaced as part of the upgraded boiler project.

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**“C” --Committed: Part of an existing contractual agreement or otherwise legally required.**

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- I.C     **Abbott Street Bridge – 2025.** This Red List bridge is planned for replacement in 2025 through a State bridge replacement grant.
- I.D     **Sherburne/Mammoth Road Roundabouts – 2025.** The need for the proposed roundabout at the intersection of Sherburne Road and Mammoth is well known and documented. The proposed roundabout at the intersections will greatly reduce congestion. The town received a Congestion Mitigation Air Quality (CMAQ) grant that will cover 60% of engineering and 80% of the construction cost.
- III.C     **Replace Ambulance 2 – 2026.** Ambulance 2 is a 2013 International ambulance on a GMC Chassis. The fire department has changed their ambulance specification to a Ford F550 which is slightly smaller and less cost. The department currently operates 3 ambulances with a 12-year cycle. The new vehicle operates for four years as primary response vehicle and then moves to second position where the two older vehicles rotate to distribute usage. The build time for a new vehicle is 9-18 months. The ambulances currently raise revenue of approx. \$340,000 per year. Ambulance revenues have historically increased over the years along with the EMS call volume. The majority of calls that are handled by the department are EMS at 85%. This

project would be a zero-tax impact on the tax rate since the money would be withdrawn from the Ambulance Capital Reserve fund that can only be spent for the purchase of an ambulance.

- XI.A     **Pelham High School Addition – 2015-2034.** In March of 2014 Pelham voters approved a new high school addition and renovation of existing space at the current High School location. The total project cost of \$22,654,000 is contractually obligated utilizing a 20-year bond for financing.
- XI.B     **Memorial School Upgrade/Renovation - Bond Bank Note – 2022-2041.** Upgrades needed include modern student and staff restrooms, modern locker rooms, science laboratories, staff work rooms, appropriate special education tutoring/testing/classrooms/offices, an upgraded gymnasium, an upgraded cafeteria/kitchen, and an appropriate located/lit/outfitted art room. New space needs include: a music room, band/drama performance space, maker space, main building library/media space, adequate storage space, adequate conference/meeting rooms, and public restrooms. Air quality throughout the building needs to be addressed as well because it would rate extremely poor.

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**“N” --Necessary: Needed to maintain basic level and quality of community services.**

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- I.B        **Municipal Complex Parking Lot – 2025.** The Town seeks to repave sections of the Municipal Complex Parking lot.
- II.C       **Carport for Impound Lot – 2024.** The Police Department's impound lot is used to secure vehicles involved in motor vehicle fatalities and for vehicles that have been seized as evidence. To preserve the evidence with the best custodial practices, I am proposing a metal carport professionally installed. The carport would increase the Department's best practices for securing vehicles and would also allow the frontline cruisers to get out of the elements, increasing their response during snow and ice storms.
- III.A      **Ladder Truck Capital Reserve Fund (N/R) – 2025-2031.** Establishment of a Capital reserve Fund for acquisition of a new ladder truck. An evaluation of whether a ladder truck and or engine truck would be needed will be researched.
- IV.A      **Replace 2012 Backhoe – 2025.** Necessary replacement of an existing Highway Department vehicle.
- V.A        **F-600 Dump Truck – 2025.** Acquiring this vehicle will alleviate hauling fees. The department will be able to separate and deliver valuable metals independently.

**Town of Pelham  
Capital Improvements  
2025-2031**

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- V.D      **Metal Roof Replacement (MSW Building) – 2027.** Necessary replacement of existing roof.
- IX.A      **Replace Community Center Bus – 2027.** The existing bus was purchased in 2016 and is starting to show wear and tear that will require body work to prolong its life. In 2026 this bus will be ten years old and will likely reach end of life.
- XI.C      **PES Asphalt Parking Lot & Roadways – 2027.** Cold planning, clean tack coating, and overlay asphalt parking lot and roadways at Pelham Elementary School. The Pelham Elementary Parking lot is continuing to show wear and damage from constant use by both the schools and the community. Most of the parking lot and roadway is original to the school building from 2002 and will be 22 years old when this area is expected to be repaired. Parking lots are recommended by the state to be replaced or repaired in the interval of every 15-20 years, depending on their condition. Currently, there is no substrate damage to the asphalt. The planned overlay maintenance process will protect the asphalt from becoming more porous, which would result in substrate damage and a much more costly repair.
- XI.F      **Replacement of the PHS Student Parking Lot – 2029.** This project proposes to replace the existing porous asphalt student parking lot at Pelham High School that was installed in 2014. Porous pavement can drain water directly through it and eliminate the need for multiple drains. The life expectancy is ten years, and in 2024 the condition of the existing porous pavement will need to be monitored to ensure it is functioning as required. When the lot fails to drain water, it will become unsafe (ice) and need to be replaced.

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**“D” --Desirable: Needed to improve quality or level of services.**

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- III.D      **4-Bay Garage (D/R) – 2028.** The Fire Department is seeking to construct a colonial style 4-bay garage with dormers off the building roof to maximize usable space. The garage would be used for storage that is lacking in the fire station and will be heated with a gas-fired heater and will have electricity. The building would be stick-built construction (with colonial design to meet covenant requirements), have 10'x10' doors, and have a foundation consisting of a four-foot frost wall with a concrete floor. Because the department utilized impact fees for the construction of the statement, there is a requirement that no less than 15% of the programmed space be available for the future. As the fire department grows, there is more need for additional space to meet this requirement. This project was ranked as desirable, but also has a CIP Committee Priority Ranking of R, as additional research must be completed to fully address this need.

**Town of Pelham  
Capital Improvements  
2025-2031**

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- V.B      **Skid Steer – 2026.** A new skid steer would replace the existing 2017 JCB. The Highway Department has been spending excessive funds on repairing the existing piece of equipment, with repairs in the last three years totaling approximately \$12,000.
- V.E      **Paving Parking Lot – 2027.** Solid Waste Disposal seeks to repave an existing parking lot to alleviate substandard conditions and reduce operating costs.
- VI.A     **Restrooms/Storage/Snack Shack at Raymond Athletic Fields Capital Reserve Fund (D/R) – 2026-2028.** The Parks and Recreation Department proposes to construct a new building at the Raymond Athletic Fields to include restrooms, storage and a “snack shack.” Currently, the site relies on portable toilets. The improvements are proposed to enhance the user experience. Concession sales from the snack shack would be used to support programming.
- XI.D     **PES Air Conditioning System Phase II – 2026.** This project proposes to design, build, and install an air conditioning system at Pelham Elementary School including all first-floor classrooms. Phase I was completed in the summer of 2022, including all second-floor classrooms, cafeteria, and kitchen spaces. This project proposes to continue moving forward with the project to design, build, and install an air conditioning system at the Pelham Elementary School. The Pelham School Board will continue to access any available federal funds to support as much of this project as possible to limit the impact on taxpayers.
- XI.E     **PES Air Conditioning System Phase III – 2027.** This project proposes to design, build, and install air conditioning at the Pelham Elementary School including the gymnasium and all other occupied spaces of the building. This phase will complete the project plan to fully air condition the Pelham Elementary School. Phase I was completed in the summer of 2022, including all second-floor classrooms, cafeteria, and kitchen spaces. Phase II is planned for the summer of 2025 and will include all first-floor classrooms. This project proposes to continue moving forward with the project to design, build, and install an air conditioning system at the Pelham Elementary School, and complete the project by air conditioning the gymnasium and all other occupied areas in the building. The Pelham School Board will continue to access any available federal funds to support as much of this project as possible to limit the impact on taxpayers.

**“F” –Deferrable: Can be placed on hold until after 7-year period but supports community development goals.**

No projects were listed as Deferrable in the 2024 – 2030 CIP.

Town of Pelham  
Capital Improvements  
2025-2031

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**“R” –Research: Pending results of ongoing research, planning, and coordination.**

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The following project was listed as Urgent but will also require additional research:

**XI.G     PHS Replace Boilers and Venting – 2025.**

The following projects will require additional research:

**I.A       Sidewalk Expansion (Hobbs Community Center to Pelham Terrace) – 2027.**

**IV.B      Replace 10-Wheel Dump Truck w 6-Wheeler – 2027.**

**V.C       Establish Capital Reserve Fund for 75-Yard and 100-Yard Trailer – 2028-2031.** The Highway Department is seeking to put aside \$70,000 annually to fund the replacement of the existing 75-yard trailer. Existing Trailer #474 is from 2001 and was rebuilt in 2018/19 for \$40,000.

The following project was listed as Necessary but will also require additional research as noted above:

**III.A      Ladder Truck Capital Reserve Fund – 2025-2031.**

Two projects listed as Desirable will also require additional research. These include:

**III.D      Fire Department 4-Bay Garage – 2028.**

**VI.B      Restrooms/Storage/Snack Shack at Raymond Athletic Fields Capital Reserve Fund (D/R) – 2026-2028.**

**“I” --Inconsistent: Conflicts with an alternative project/solution scheduled by the CIP. Contrary to land use planning or community development goals.**

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No projects were ranked as Inconsistent in the 2024 – 2030 CIP.

## **Conclusions**

The Program of Capital Expenditures herein provides a guide for budgeting and development of Pelham public facilities. The Planning Board will review and update the CIP each year prior to budget deliberations. The CIP may be modified each year based on changes in needs and priorities.

The CIP Committee is striving to improve the effectiveness of the capital facilities programming process, to have a greater impact on the current year's budget cycle. In the future, the CIP Committee will initiate the CIP planning process earlier in the calendar year. This will enable individual departments to use this information to prepare preliminary budgets for submission to the Town.

The CIP Committee seeks to accurately evaluate the fiscal impacts of projects and return on investment of public funds in capital facilities replacement and development. One piece of information the Committee seeks to understand is how a project's funding is proposed and whether specific funding sources have been identified. This data is presented in the Cost Estimate section of the Project Worksheet. The Impacts on Operating & Maintenance section of the Project Worksheet is also important in assessing the cost/benefit of one solution versus another to meet a department's needs.

There also may be merit in attempting to track the performance of investments in facilities renovation or upgrades and monitoring and forecasting when future replacements or upgrades may be necessary. One recent external development that could affect the municipality is the Government Accounting Standards Board (GASB) adoption of Statement 34 protocols for reporting infrastructure assets. The program's objective is to promote consistent evaluations of municipal financial conditions by providing more detailed and relevant information on the characteristics and conditions of capital equipment. The CIP planning process may provide a forum for encouraging the development of capital asset inventories, accounting for the value of these assets and tracking the useful life and depreciation of municipal equipment and infrastructure. The CIP recommends that all Town and School assets be tracked for life expectancy so that future capital needs may be better anticipated and planned. Updated information regarding the age of existing Town road surfaces will help with that planning in the highway department. Consideration should also be given to expanding the use of Capital reserve Funds for reoccurring capital purchases.



**- APPENDIX A -**

**PELHAM CIP PROGRAM**

Schedule of CIP Projects, 2025-2031, Annual Costs and Revenues

**Town of Pelham  
Capital Improvements  
2025-2031**

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**Insert 11x17 Spreadsheet**

**- APPENDIX B -**

**PELHAM CIP PROGRAM**

Capital Project Worksheet and Submission Form

**Town of Pelham  
Capital Improvements  
2025-2031**

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**TOWN OF PELHAM CAPITAL IMPROVEMENT PLAN 2024-2030  
PROJECT WORKSHEET**

Priority ranking \_\_\_\_\_ Year First Scheduled \_\_\_\_\_ Year needed \_\_\_\_\_

---

Department \_\_\_\_\_ Department Priority \_\_\_\_ of \_\_\_\_ projects Date of this submission \_\_\_\_\_

---

**Type of Project:**  
(Check one)

**Primary purpose of project is to:**

- ☐ Replace or repair existing facilities or equipment
  - ☐ Improve quality of existing facilities or equipment
  - ☐ Expand capacity of existing service level/facility
  - ☐ Provide new facility or service capability
- 

**Service Area of  
Project Impact:**  
(Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Region          | <input type="checkbox"/> Business District |
| <input type="checkbox"/> Municipality    | <input type="checkbox"/> Neighborhood      |
| <input type="checkbox"/> School District | <input type="checkbox"/> Street            |
| <input type="checkbox"/> _____ District  | <input type="checkbox"/> Other Area        |
- 

**Project Description:**

---

**Project Rationale:**

- ☐ Removes imminent threat to public health or safety
  - ☐ Alleviates substandard conditions or deficiencies
  - ☐ Responds to federal or State requirement for implementation
  - ☐ Improves the quality of existing services
  - ☐ Provides added capacity to serve growth
  - ☐ Reduces long-term operating costs
  - ☐ Provides an incentive to economic development
  - ☐ Eligible for matching funds available until \_\_\_\_\_
- 

**Narrative Justification** (Attach all backup material if possible):

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**Town of Pelham  
Capital Improvements  
2025-2031**

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<b>Cost Estimate:</b>	<b>Capital Costs</b>	<b>Impact on Operating &amp; Maintenance</b>
(Itemize as Necessary)	Dollar Amount (in current \$)	<b>Costs or Personnel Needs</b>
	\$ _____ Planning/feasibility analysis	<input type="checkbox"/> Increases personnel requirements
	_____ Architecture & engineering fees	<input type="checkbox"/> Increases O & M costs
	_____ Real Estate acquisition	<input type="checkbox"/> Reduces personnel requirements
	_____ Site preparation	<input type="checkbox"/> Reduces O & M costs
	_____ Construction	
	_____ Furnishings & equipment	
	_____ Vehicles and capital equipment (+) \$ _____ annually	
	_____	
	_____	(-) \$ _____ annually
	\$ _____ Total project cost	Estimated useful life is _____ years

---

**Sources of Funding:**

Grant from: _____ \$ _____ show type	<b>Form Prepared by:</b>
Loan from: _____ \$ _____ show type	
Donation/bequest/private _____	
User charge or fee _____	_____
Capital reserve withdrawal _____	(Signature)
Impact fee account _____	
Warrant article _____	_____
Current revenue _____	(Title)
General obligation bond _____	
Revenue bond _____	_____
Special assessment _____	(Department/Agency)
_____	_____
_____	(Date prepared)

Total Project Cost \$ \_\_\_\_\_

---

DO NOT WRITE BELOW THIS LINE

**CIP Committee Rating and Narrative Explanation**

The CIP Committee rates this Capital Improvement as \_\_\_\_\_ for the \_\_\_\_\_ Warrant.

**Description of Rating**

**- APPENDIX C -**

**2021 N.H. REVISED STATUTES ANNOTATED**

Chapters 674:5 through 674:8

Capital Improvements Program

And

Chapter 674: 21

Innovative Land Use Controls

TITLE LXIV  
PLANNING AND ZONING

CHAPTER 674  
LOCAL LAND USE PLANNING AND REGULATORY POWERS  
**Capital Improvements Program**

**Section 674:5**

**674:5 Authorization.** – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county, and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

SOURCE. 1983, 447:1, EFF. JAN. 1, 1984. 2002, 90:1, EFF. JULY 2, 2002.

**Section 674:6**

**674:6 Purpose and Description.** – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall consider public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

SOURCE. 1983, 447:1, EFF. JAN. 1, 1984.

**Section 674:7**

**674:7 Preparation. –**

- I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.
- II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department, or agency, concerning the relation of its project to the capital improvements program being prepared.

SOURCE. 1983, 447:1. 1995, 43:1, EFF. JULY 2, 1995. 2002, 90:2, EFF. JULY 2, 2002.

**Section 674:8**

**674:8 Consideration by Mayor and Budget Committee. –** Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.

SOURCE. 1983, 447:1, EFF. JAN. 1, 1984. 2002, 90:3, EFF. JULY 2, 2002.



TITLE LXIV  
PLANNING AND ZONING

CHAPTER 674  
LOCAL LAND USE PLANNING AND REGULATORY POWERS  
**Zoning**

**Section 674:21**

**674:21 Innovative Land Use Controls. –**

- I. Innovative land use controls may include, but are not limited to:
  - (a) Timing incentives.
  - (b) Phased development.
  - (c) Intensity and use incentive.
  - (d) Transfer of density and development rights.
  - (e) Planned unit development.
  - (f) Cluster development.
  - (g) Impact zoning.
  - (h) Performance standards.
  - (i) Flexible and discretionary zoning.
  - (j) Environmental characteristics zoning.
  - (k) Inclusionary zoning.
  - (l) Impact fees.
  - (m) Village plan alternative subdivision.
  - (n) Integrated land development permit option.
- II. An innovative land use control adopted under RSA 674:16 may be required when supported by the master plan and shall contain within it the standards which shall guide the person or board which administers the ordinance. An innovative land use control ordinance may provide for administration, including the granting of conditional or special use permits, by the planning board, board of selectmen, zoning board of adjustment, or such other person or board as the ordinance may designate. If the administration of the innovative provisions of the ordinance is not vested in the planning board, any proposal submitted under this section shall be reviewed by the planning board prior to final consideration by the administrator. In such a case, the planning board shall set forth its comments on the proposal in writing and the administrator shall, to the extent that the planning board's comments are not directly incorporated into its decision, set forth its findings and decisions on the planning board's comments.
- III. Innovative land use controls must be adopted in accordance with RSA 675:1, II.
- IV. As used in this section:

- (a) "Inclusionary zoning" means land use control regulations which provide a voluntary incentive or benefit to a property owner in order to induce the property owner to produce housing units which are affordable to persons or families of low and moderate income. Inclusionary zoning includes, but is not limited to, density bonuses, growth control exemptions, and a streamlined application process.
- (b) "Phased development" means a development, usually for large-scale projects, in which construction of public or private improvements proceeds in stages on a schedule over a period of years established in the subdivision or site plan approved by the planning board. In a phased development, the issuance of building permits in each phase is solely dependent on the completion of the prior phase and satisfaction of other conditions on the schedule approved by the planning board. Phased development does not include a general limit on the issuance of building permits or the granting of subdivision or site plan approval in the municipality, which may be accomplished only by a growth management ordinance under RSA 674:22 or a temporary moratorium or limitation under RSA 674:23.
- V. As used in this section "impact fee" means a fee or assessment imposed upon development, including subdivision, building construction, or other land use change, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the municipality, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; municipal road systems and rights-of-way; municipal office facilities; public school facilities; the municipality's proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing, and disposal facilities; public library facilities; and public recreational facilities not including public open space. No later than July 1, 1993, all impact fee ordinances shall be subject to the following:
- (a) The amount of any such fee shall be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. Upgrading of existing facilities and infrastructures, the need for which is not created by new development, shall not be paid for by impact fees.
- (b) In order for a municipality to adopt an impact fee ordinance, it must have enacted a capital improvements program pursuant to RSA 674:5-7.
- (c) Any impact fee shall be accounted for separately, shall be segregated from the municipality's general fund, may be spent upon order of the municipal governing body, shall be exempt from all provisions of RSA 32 relative to limitation and expenditure of town moneys, and shall be used solely for the capital improvements for which it was collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fee was collected to meet.

(d) All impact fees imposed pursuant to this section shall be assessed at the time of planning board approval of a subdivision plat or site plan. When no planning board approval is required or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development. Impact fees shall be intended to reflect the effect of development upon municipal facilities at the time of the issuance of the building permit. Impact fees shall be collected at the time a certificate of occupancy is issued. If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this subparagraph shall prevent the municipality and the assessed party from establishing an alternate, mutually acceptable schedule of payment of impact fees in effect at the time of subdivision plat or site plan approval by the planning board. If an alternate schedule of payment is established, municipalities may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security to guarantee future payment of the assessed impact fees.

(e) The ordinance shall establish reasonable times after which any portion of an impact fee which has not become encumbered or otherwise legally bound to be spent for the purpose for which it was collected shall be refunded, with any accrued interest. Whenever the calculation of an impact fee has been predicated upon some portion of capital improvement costs being borne by the municipality, a refund shall be made upon the failure of the legislative body to appropriate the municipality's share of the capital improvement costs within a reasonable time. The maximum time which shall be considered reasonable hereunder shall be 6 years.

(f) Unless otherwise specified in the ordinance, any decision under an impact fee ordinance may be appealed in the same manner provided by statute for appeals from the officer or board making that decision, as set forth in RSA 676:5, RSA 677:2-14, or RSA 677:15, respectively.

(g) The ordinance may also provide for a waiver process, including the criteria for the granting of such a waiver.

(h) The adoption of a growth management limitation or moratorium by a municipality shall not affect any development with respect to which an impact fee has been paid or assessed as part of the approval for that development.

(i) Neither the adoption of an impact fee ordinance, nor the failure to adopt such an ordinance, shall be deemed to affect existing authority of a planning board over subdivision or site plan review, except to the extent expressly stated in such an ordinance.

(j) The failure to adopt an impact fee ordinance shall not preclude a municipality from requiring developers to pay an exaction for the cost of off-site improvement needs determined by the planning board to be necessary for the occupancy of any portion of a development. For the purposes of this subparagraph, "off-site improvements" means those improvements that are necessitated by a

development, but which are located outside the boundaries of the property that is subject to a subdivision plat or site plan approval by the planning board. Such off-site improvements shall be limited to any necessary highway, drainage, and sewer and water upgrades pertinent to that development. The amount of any such exaction shall be a proportional share of municipal improvement costs not previously assessed against other developments, which is necessitated by the development, and which is reasonably related to the benefits accruing to the development from the improvements financed by the exaction. As an alternative to paying an exaction, the developer may elect to construct the necessary improvements, subject to bonding and timing conditions as may be reasonably required by the planning board. Any exaction imposed pursuant to this section shall be assessed at the time of planning board approval of the development necessitating an off-site improvement. Whenever the calculation of an exaction for an off-site improvement has been predicated upon some portion of the cost of that improvement being borne by the municipality, a refund of any collected exaction shall be made to the payor or payor's successor in interest upon the failure of the local legislative body to appropriate the municipality's share of that cost within 6 years from the date of collection. For the purposes of this subparagraph, failure of local legislative body to appropriate such funding or to construct any necessary off-site improvement shall not operate to prohibit an otherwise approved development.

(k) Revenue from impact fees imposed upon development and collected by a municipality under RSA 674:21, V for construction of or improvement to municipal road systems may be expended upon state highways within the municipality only for improvement costs that are related to the capital needs created by the development. Such improvements may include items such as, but not limited to, traffic signals and signage, turning lanes, additional travel lanes, and guard rails. No such improvements shall be constructed or installed without approval of the state department of transportation. In no event shall impact fees be used for any improvements to roads, bridges, or interchanges that are part of the interstate highway system. Nothing in RSA 674:21, V shall be construed as allowing or authorizing additional impact fees merely by virtue of having approved the expenditure of collected fee revenue for construction of or improvement of state highways, nor shall it be construed as allowing the adoption of new impact fees devoted to assessing impacts to state highways.

(l) No later than 60 days following the end of the fiscal year, any municipality having adopted an impact fee ordinance shall prepare a report listing all expenditures of impact fee revenue for the prior fiscal year, identifying the capital improvement project for which the fees were assessed and stating the dates upon which the fees were assessed and collected. The annual report shall enable the public to track the payment, expenditure, and status of the individually collected fees to determine whether said fees were expended, retained, or refunded.

- VI. (a) In this section, "village plan alternative" means an optional land use control and subdivision regulation to provide a means of promoting a more efficient and cost-effective method of land development. The village plan alternative's purpose is to encourage the preservation of open space wherever possible. The village plan alternative subdivision is meant to encourage beneficial consolidation of land development to permit the efficient layout of less costly to maintain roads, utilities, and other public and private infrastructures; to improve the ability of political subdivisions to provide more rapid and efficient delivery of public safety and school transportation services as community growth occurs; and finally, to provide owners of private property with a method for realizing the inherent development value of their real property in a manner conducive to the creation of substantial benefit to the environment and to the political subdivision's property tax base.
- (b) An owner of record wishing to utilize the village plan alternative in the subdivision and development of a parcel of land, by locating the entire density permitted by the existing land use regulations of the political subdivision within which the property is located, on 20 percent or less of the entire parcel available for development, shall grant to the municipality within which the property is located, as a condition of approval, a recorded easement reserving the remaining land area of the entire, original lot, solely for agriculture, forestry, and conservation, or for public recreation. The recorded easement shall limit any new construction on the remainder lot to structures associated with farming operations, forest management operations, and conservation uses, and shall specify that the restrictions contained in the easement are enforceable by the municipality. Public recreational uses shall be subject to the written approval of those abutters whose property lies within the village plan alternative subdivision portion of the project at the time when such a public use is proposed.
- (c) The submission and approval procedure for a village plan alternative subdivision shall be the same as that for a conventional subdivision. Existing zoning and subdivision regulations relating to emergency access, fire prevention, and public health and safety concerns including any setback requirement for wells, septic systems, or wetland requirement imposed by the department of environmental services shall apply to the developed portion of a village plan alternative subdivision, but lot size regulations and dimensional requirements having to do with frontage and setbacks measured from all new property lot lines, and lot size regulations, as well as density regulations, shall not apply.
- (1) The total density of development within a village plan alternate subdivision shall not exceed the total potential development density permitted a conventional subdivision of the entire original lot unless provisions contained within the political subdivision's land use regulations provide a basis for increasing the permitted density of development within a village plan alternative subdivision.

(2) In no case shall a political subdivision impose lesser density requirements upon a village plan alternative subdivision than the density requirements imposed on a conventional subdivision.

(d) If the total area of a proposed village plan alternative subdivision including all roadways and improvements does not exceed 20 percent of the total land area of the undeveloped lot, and if the proposed subdivision incorporates the total sum of all proposed development as permitted by local regulation on the undeveloped lot, all existing and future dimensional requirements imposed by local regulation, including lot size, shall not apply to the proposed village plan alternative subdivision.

(e) The approving authority may increase, at existing property lines, the setback to new construction within a village plan alternative subdivision by up to 2 times the distance required by current zoning or subdivision regulations, subject to the provisions of subparagraph (c).

(f) Within a village plan alternative subdivision, the exterior wall construction of buildings shall meet or exceed the requirements for fire-rated construction described by the fire prevention and building codes being enforced by the state of New Hampshire at the date and time the property owner of record files a formal application for subdivision approval with the political subdivision having jurisdiction of the project. Exterior walls and openings of new buildings shall also conform to fire protective provisions of all other building codes in force in the political subdivision. Wherever building code or fire prevention code requirements for exterior wall construction appear to be in conflict, the more stringent building or fire prevention code requirements shall apply.

VI. In this section, "integrated land development permit option" means an optional land use control to allow a project to proceed, in whole or in part, as permitted by the department of environmental services under RSA 489.

SOURCE. 1983, 447:1. 1988, 149:1, 2. 1991, 283:1, 2. 1992, 42:1. 1994, 278:1. 2002, 236:1, 2. 2004, 71:1, 2; 199:2, 3. 2005, 61:1, 2. 2008, 63:1. 2012, 106:1, 2. 2013, 270:5, 6. 2015, 31:1, EFF. JULY 6, 2015. 2016, 6:3, 4, EFF. JUNE 1, 2017.

**- APPENDIX D -**

**PELHAM CIP PROGRAM**

Bond Schedules

**Town of Pelham  
Capital Improvements  
2025-2031**

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**PELHAM HIGH SCHOOL  
20-Year Bond Schedule**

**Bond:** \$20,745,000

**Interest Rate:** 3.1 to 5.1% (Adjustable Rate)

<b>Year</b>	<b>Principal</b>	<b>Bond Amount Remaining</b>	<b>Interest</b>	<b>Total Cost</b>
2015		\$20,745,000	\$539,526.00	\$539,526.00
2015-16	\$1,040,000	\$19,705,000	\$907,275.00	\$1,947,275.00
2016-17	\$1,040,000	\$18,665,000	\$854,235.00	\$1,894,235.00
2017-18	\$1,040,000	\$17,625,000	\$801,195.00	\$1,841,195.00
2018-19	\$1,040,000	\$16,585,000	\$748,155.00	\$1,788,155.00
2019-20	\$1,040,000	\$15,545,000	\$695,115.00	\$1,735,115.00
2020-21	\$1,040,000	\$14,505,000	\$642,075.00	\$1,682,075.00
2021-22	\$1,040,000	\$13,465,000	\$589,035.00	\$1,629,035.00
2022-23	\$1,040,000	\$12,425,000	\$535,995.00	\$1,575,995.00
2023-24	\$1,040,000	\$11,385,000	\$482,955.00	\$1,522,955.00
2024-25	\$1,035,000	\$10,350,000	\$430,042.50	\$1,465,042.50
2025-26	\$1,035,000	\$9,315,000	\$387,607.50	\$1,422,607.50
2026-27	\$1,035,000	\$8,280,000	\$355,522.50	\$1,390,522.50
2027-28	\$1,035,000	\$7,245,000	\$318,262.50	\$1,353,262.50
2028-29	\$1,035,000	\$6,210,000	\$275,827.50	\$1,310,827.50
2029-30	\$1,035,000	\$5,175,000	\$233,392.50	\$1,268,392.50
2030-31	\$1,035,000	\$4,140,000	\$190,967.50	\$1,225,967.50
2031-32	\$1,035,000	\$3,105,000	\$148,522.50	\$1,183,522.50
2032-33	\$1,035,000	\$2,070,000	\$106,087.50	\$1,141,087.50
2033-34	\$1,035,000	\$1,035,000	\$63,652.50	\$1,098,652.50
2034	\$1,035,000	\$0	\$21,217.50	\$1,056,217.50
<b>TOTALS</b>	<b>\$20,745,000</b>		<b>\$9,326,663.50</b>	<b>\$30,071,663.50</b>



Town of Pelham  
Capital Improvements  
2025-2031

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**PELHAM MEMORIAL SCHOOL UPGRADE/RENOVATIONS**  
**20-Year Bond Schedule**

**Bond:** \$31,980,000

**Interest Rate:** 2.1 to 5.1% (Adjustable Rate)

Year	Principal	Bond Amount Remaining	Interest	Total Cost
2022			\$569,871.88	\$569,871.88
2022-23	\$1,402,975.00	\$27,517,975.00	\$1,079,190.86	\$2,484,165.86
2023-24	\$1,375,000.00	\$26,115,000.00	\$1,008,352.50	\$2,383,352.50
2024-25	\$1,375,000.00	\$24,740,000.00	\$938,227.50	\$2,313,227.50
2025-26	\$1,375,000.00	\$23,365,000.00	\$868,102.50	\$2,243,102.50
2026-27	\$1,375,000.00	\$21,990,000.00	\$797,977.50	\$2,172,977.50
2027-28	\$1,375,000.00	\$20,615,000.00	\$727,852.50	\$2,102,852.50
2028-29	\$1,375,000.00	\$19,240,000.00	\$657,727.50	\$2,102,852.50
2029-30	\$1,375,000.00	\$17,865,000.00	\$587,602.50	\$2,032,727.50
2030-31	\$1,375,000.00	\$16,490,000.00	\$517,477.50	\$1,962,602.50
2031-32	\$1,375,000.00	\$15,115,000.00	\$447,352.50	\$1,892,477.50
2032-33	\$1,375,000.00	\$13,740,000.00	\$377,227.50	\$1,822,352.50
2033-34	\$1,375,000.00	\$12,365,000.00	\$313,977.50	\$1,752,227.50
2034-35	\$1,375,000.00	\$10,990,000.00	\$264,477.50	\$1,688,977.50
2035-36	\$1,375,000.00	\$9,615,000.00	\$221,852.50	\$1,639,477.50
2036-37	\$1,375,000.00	\$8,240,000.00	\$179,227.50	\$1,596,852.50
2037-38	\$1,375,000.00	\$6,865,000.00	\$136,602.50	\$1,511,602.50
2038-39	\$1,375,000.00	\$5,490,000.00	\$100,852.50	\$1,475,852.50
2039-2040	\$1,375,000.00	\$4,115,000.00	\$71,977.50	\$1,446,977.50
2040-2041	\$1,370,000.00	\$2,740,000.00	\$43,155.00	\$1,413,155.00
2041	\$1,370,000.00	\$1,370,000.00	\$14,385.00	\$1,384,385.00
<b>TOTALS</b>	<b>\$27,517,975.00</b>		<b>\$9,923,470.24</b>	<b>\$37,441,445.24</b>

Town of Pelham  
Capital Improvements  
2025-2031

<b>Town of Pelham</b> <b>Debt Service</b> <i>Outstanding at 12/31/2024</i>				
	<b>2016 Golf Course Note</b>	<b>2018 Boiler Replacement Lease</b>	<b>2021 Conservation Land Purchase Note</b>	<b>Total Debt Service</b>
<i>Original Issue</i>	\$750,000.00	\$400,000.00	\$1,315,000.00	
<i>Maturity</i>	<i>July 20, 2026</i>	<i>September 14, 2028</i>	<i>January 20, 2032</i>	
<i>Due Dates:</i>	<i>1/20 &amp; 7/20</i>	<i>9/14</i>	<i>1/20 &amp; 7/20</i>	
<b>Due 2025 Principal</b>	\$75,000.00	\$42,006.42	\$131,500.00	\$248,506.42
<b>Due 2025 Interest</b>	\$3,810.36	\$6,551.85	\$25,622.59	\$35,984.80
<b>Due 2026 Principal</b>	\$75,000.00	\$43,556.46	\$131,500.00	\$250,056.46
<b>Due 2026 Interest</b>	\$1,635.56	\$5,001.81	\$22,089.44	\$28,726.81
<b>Due 2027 Principal</b>		\$45,163.70	\$131,500.00	\$176,663.70
<b>Due 2027 Interest</b>		\$3,394.57	\$18,556.29	\$21,950.86
<b>Due 2028 Principal</b>		\$46,830.20	\$131,500.00	\$178,330.20
<b>Due 2028 Interest</b>		\$1,728.07	\$15,061.86	\$16,789.93
<b>Due 2029 Principal</b>			\$131,500.00	\$131,500.00
<b>Due 2029 Interest</b>			\$11,489.99	\$11,489.99
<b>Due 2030 Principal</b>			\$131,500.00	\$131,500.00
<b>Due 2030 Interest</b>			\$7,956.85	\$7,956.85
<b>Due 2031 Principal</b>			\$131,500.00	\$131,500.00
<b>Due 2031 Interest</b>			\$4,623.69	\$4,623.69
<b>Due 2032 Principal</b>			\$131,500.00	\$131,500.00
<b>Due 2032 Interest</b>			\$890.55	\$890.55
<b>TOTAL PRINCIPAL DUE</b>	\$150,000.00	\$177,556.78	\$1,052,000.00	\$1,379,556.78
<b>TOTAL INTEREST DUE</b>	\$5,445.92	\$16,676.30	\$106,291.26	\$128,413.48

## Appendix A - Schedule of Capital Improvement Projects 2025-2031

TOWN OF PELHAM		CAPITAL IMPROVEMENTS PLAN				2025-2031											
	EST TAXPAYER COST SHOWN IN BOLD    REVENUES SHOWN IN WITH ( )    LIGHT GREEN SHADING INDICATES NEWLY LISTED IN 2025																
PROJECT OR EQUIPMENT AND SOURCE OF REVENUES By Dept or Service Area		Priority Rank	Funding (If not oper budg)	Existing Capital	Prior Payments	2025	2026	2027	2028	2029	2030	2031	7-Year Total Costs/Revenues	Total Project Costs	Balance To Be Paid by Town Beyond Year 7		
I.	ADMINISTRATIVE/GENERAL GOV'T																I.
A	Sidewalk Expansion (Hobbs Community Center to Pelham Terrace)	R						\$ 247,000					\$247,000	\$247,000		A	
B	Municipal Complex Parking Lot Paving	N				\$ 84,775										B	
C	Abbott Street Bridge***	C				\$ 3,539,552							\$3,539,552	\$3,539,552		C	
	fully offset by grant and fund balance					\$(3,539,552)							\$ (3,539,552)	\$(3,539,552)			
D	Congestion Mitigation Air Quality - Sherburne/Mammoth Rd. Roundabouts ***	C				\$ 3,460,000							\$3,460,000	\$3,460,000		D	
	fully offset by grant/impact fees and fund balance					\$(3,460,000)							\$(3,460,000)	\$(3,460,000)			
II.	POLICE DEPARTMENT																II.
A	Replace 7 Cruisers	U				\$ 415,000			\$ 430,000			\$ 430,000	\$1,275,000	\$1,275,000		A	
	Proceeds from (5) Trades					\$ (50,000)			\$ (65,000)			\$ (65,000)	\$(180,000)	\$(180,000)			
	Lease (MLLC May 6.9% Quote)					\$ (365,000)			\$ (365,000)			\$ (365,000)	\$(1,095,000)	\$(1,095,000)			
	Estimated Lease Pmts - used factor for 6.9%		LEASE			\$ 129,871	\$ 129,871	\$ 129,871	\$ 122,500	\$ 122,500	\$ 122,500	\$ 125,000	\$882,112	\$882,112			
B	Records Management System	U	CRF				\$181,568	\$181,568					\$363,136	\$363,136		B	
C	Carport for Impound Lot	N				\$117,000							\$117,000	\$117,000		C	
III.	FIRE DEPARTMENT																III.
A	Ladder Truck (Formerly "Replace Engine 3") CIP recommends an Apparatus CRF	N/R	CRF			\$ 533,333	\$ 533,333	\$533,333	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,399,999	\$ 2,399,999		A	
B	PFAS Free Turnout Gear (26 FF)	U				\$ 110,000							\$ 110,000	\$ 110,000		B	
	POTENTIAL ARPA - unknown at 8/5/24		ARPA			\$ (110,000)							\$ (110,000)	\$ (110,000)			
C	Replace Ambulance 2 ***	C					\$ 330,000				\$ 345,000		\$ 675,000	\$ 675,000		C	
	Ambulance Replacement Revolving Fund		ARF	\$ 375,000			\$ (330,000)				\$ (345,000)		\$ (675,000)	\$ (675,000)			
D	4-Bay Supplemental Storage	D/R							\$ 280,000				\$ 280,000	\$ 280,000		D	
IV.	HIGHWAY DEPARTMENT																IV.
A	Replace 2012 Backhoe***	N				\$ 159,109							\$159,109	\$159,109		A	
	Block Grant Monies		BLK			\$ (159,109)							\$(159,109)	\$(159,109)			
B	Replace 10-Wheel Dump Truck w 6-Wheeler	R						\$ 275,000					\$275,000	\$275,000		B	
V.	SOLID WASTE DISPOSAL (Transfer Station)																V.
A	F-600 Dump Truck (Not Funded in 2024 Bud Cycle)	N				\$87,863							\$87,863	\$87,863		A	
B	Skid Steer	D					\$ 75,000						\$75,000	\$75,000		B	
C	Trailers (75-Yard & 100-Yard)	R	CRF						\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$280,000	\$280,000		C	
D	Metal Roof Replacement (Municipal Solid Waste Building)	N						\$ 75,000					\$75,000	\$75,000		D	
E	Paving Parking Lot	D						\$ 75,000					\$75,000	\$75,000		E	
VI.	PARKS AND RECREATION																VI.
A	Restrooms/Storage/Snack Shack at Raymond Fields	D/R	CRF				\$ 100,000	\$ 100,000	\$ 100,000				\$ 300,000	\$ 300,000		A	
VII.	LIBRARY																VII.
	No CIP needs at this time																
VIII.	CEMETERY																VIII.
	No CIP needs at this time																
IX.	HOBBS COMMUNITY CENTER																IX.
A	Replace Bus	N						\$ 132,000					\$ 132,000	\$ 132,000		A	
X.	PLANNING DEPARTMENT																X.

## Appendix A - Schedule of Capital Improvement Projects 2025-2031

TOWN OF PELHAM		CAPITAL IMPROVEMENTS PLAN				2025-2031													
EST TAXPAYER COST SHOWN IN BOLD		REVENUES SHOWN IN WITH ( )				LIGHT GREEN SHADING INDICATES NEWLY LISTED IN 2025													
PROJECT OR EQUIPMENT AND SOURCE OF REVENUES By Dept or Service Area		Priority Rank	Funding (If not oper budg)	Existing Capital	Prior Payments	2025	2026	2027	2028	2029	2030	2031	7-Year Total Costs/Revenues	Total Project Costs	Balance To Be Paid by Town Beyond Year 7				
	No CIP needs at this time																		
XI.	EXISTING DEBT SERVICE (section added to CIP schedule in 2025)																XI.		
	2016 Golf Course (paid off in 2026)	C			\$ 698,488	\$ 78,810	\$ 76,636						\$155,446	\$853,934					
	2018 Boiler Repl Lease (paid off in 2028)	C			\$ 291,350	\$ 48,558	\$ 48,558	\$ 48,558	\$ 48,558				\$194,232	\$485,582					
	2021 Conservation Bond (paid off in 2032)	C			\$ 409,122	\$ 157,123	\$ 153,589	\$ 150,056	\$ 146,562	\$ 142,990	\$ 139,457	\$ 136,124	\$1,025,901	\$1,435,023	\$132,391				
	2022 Police Vehicle Lease (Paid off in 2024)	C			\$ 362,205									\$362,205					
TOTAL MUNICIPAL CAPITAL EXPENDITURES (Amount to be raised through property taxes)																			
	TOTAL Municipal					\$ 1,237,333	\$ 1,298,555	\$ 1,947,386	\$ 967,620	\$ 535,490	\$ 531,957	\$ 531,124	\$ 6,964,689	\$ 8,725,853	\$ 132,391				
XI.	SCHOOL CAPITAL EXPENDITURES																XI.		
A	PHS Addition													\$ 30,071,664			A		
	20 year Bond/Bank Note 2015-2034	C			\$15,991,569	\$1,422,608	\$1,390,523	\$1,353,263	\$1,310,828	\$1,268,393	\$1,225,968	\$1,225,968	\$9,197,551		\$3,105,000				
B	Memorial School Upgrade/Renovation													\$ 37,441,445			B		
	20 year Bond/Bank Note 2022-2041	C			\$7,831,728	\$2,243,103	\$2,172,978	\$2,102,853	\$2,102,853	\$2,032,728	\$1,962,603	\$1,962,603	\$14,579,721		\$13,740,000				
C	PES Asphalt Parking Lot & Roadways	N						\$ 304,266					\$304,266	\$304,266			C		
D	PES AC System Phase II (1st Floor Classrooms)	D					\$ 584,790						\$584,790	\$584,790			D		
E	PES AC System Phase III (Gym and all remaining)	D						\$ 600,132					\$600,132	\$600,132			E		
F	PHS Student Parking Lot Replacement	N								\$ 342,461			\$342,461	\$342,461			F		
G	PHS Replace Boilers and Venting	U/R				\$ 532,000							\$532,000	\$532,000			G		
TOTAL SCHOOL CAPITAL EXPENDITURES (Amount to be raised through property taxes)																			
	TOTAL - School					\$4,197,711	\$4,148,291	\$4,360,514	\$3,413,681	\$3,643,582	\$3,188,571	\$3,188,571	\$26,140,921	\$69,876,758	\$16,845,000				
TOTAL CAPITAL EXPENDITURES (Amount to be raised through property taxes)																			
	TOTAL - Municipal + School					\$5,435,044	\$5,446,846	\$6,307,900	\$4,381,301	\$4,179,072	\$3,720,528	\$3,719,695	\$33,105,610	\$78,602,611	\$16,977,391				
PRIORITY RANK KEY: U--Urgent C--Committed N--Necessary D--Desirable F--Deferrable R--Research I--Inconsistent																			
NOTES:																			
*** No new tax impact																			
CRF = The CIP Committee recommends that a Capital Reserve Fund be established																			
LEASE = The CIP Committee recommends lease funding. The final \$120,735 payment on the former police vehicle capital lease was paid in the spring of 2024.																			
ARPA = The CIP Committee recommends that ARPA funds be used in 2024. ARPA must be spent or obligated by 12/31/2024.																			
BLK = The CIP Committee and Highway Director recommends that existing highway block grant funds be used.																			
Green shading indicates that this is a new project submission.																			

# **PELHAM SCHOOL DISTRICT POLICY**

## **BGAA – POLICY DEVELOPMENT, ADOPTION, AND REVIEW**

*Category: Recommended*

The development and adoption of policies that govern the School District is one of the School Board's most important functions. Board policies establish the goals, direction and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students and parents.

Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

- A. Policy Committee Responsibilities and Meetings. The Board's Policy Committee with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.
- B. Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Policy Committee Chair shall prepare all agendas for the meetings of the Policy Committee.
- C. Review of Existing Manual. The Policy Committee shall establish a schedule for reviewing existing Board policies, and forming recommendations regarding the same for the Board.
- D. Procedures for Policy Development and Review.
  - 1. Individual Board members, Board standing or special committees, the Superintendent or other interested persons may submit policy suggestions, concerns, and/or drafts to the Policy Committee, in care of the Superintendent.
  - 2. The Superintendent or designee is responsible for notifying the Board and the Policy Committee of all policy updates and revisions provided by the New Hampshire School Boards Association. The Policy Committee will review such updates and make recommendations deemed appropriate under this policy.
  - 3. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Policy Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Policy Committee and the Superintendent. (E.g., a policy concerning computer use may first be delegated to the Technology Committee.) If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Policy Committee before submission to the full Board.

**PELHAM SCHOOL DISTRICT POLICY**  
**BGAA – POLICY DEVELOPMENT, ADOPTION, AND REVIEW**

*Category: Recommended*

4. The Superintendent should seek counsel of the School Board's attorney or the New Hampshire School Boards Association when there may be a question of legality or proper legal procedure in the substance of any proposed or current board policy.
  5. The Policy Committee may also seek input from other affected persons and/or groups as appropriate.
  6. The Policy Committee will provide a report to the full board as needed and at least annually. The reports will include the Policy Committee's recommendations for new policies (including full text of policies/revisions to be considered for action by the Board), as well as recommendations for repeal of existing policies. Policy Committee reports should also include any information requested by the full board, and any other information deemed appropriate by the Policy Committee.
- E. Board Actions Required to Approve, Revise or Repeal Policies. Any final action regarding the approval of a new policy, or revision or repeal of an existing policy, requires a majority vote of a quorum of the board at a public meeting.
1. Policy Committee reports shall be placed on the agenda of a regular Board meeting and will be made part of the agenda package for that meeting.
  2. All new policies, and/or revisions to existing board policies are subject to a "first reading" by the full board to occur at a regular board meeting. (There is no requirement that proposed policies/revisions be read aloud at the meeting, although either a majority of the Board or the Chair may determine that actual reading is appropriate).
  3. The Board will allow opportunity for public comment on policy proposals per Board policy BEDH.
  4. Any changes agreed upon or requested by the Board during the first reading shall be made by the Policy Committee (or delegated to the Superintendent) prior to the second reading.
  5. At the next Board meeting (or a later meeting if so agreed by the Board), the policy shall be placed on the agenda for a second (or additional) reading, and action. Amendments may be made and acted upon at that meeting, or may be referred for further revision, etc.
  6. Prior to final approval by the Board, each policy will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
  7. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.

# PELHAM SCHOOL DISTRICT POLICY

## BGAA – POLICY DEVELOPMENT, ADOPTION, AND REVIEW

*Category: Recommended*

8. Approved policies become effective immediately unless the motion to approve the policy, or the policy itself, includes a specific implementation date.

### F. Minor Revisions by Policy Committee.

The Board authorizes the Policy Committee to make non-substantive corrections and minor changes to existing policies provided that the Policy Committee shall document such modifications. For the purposes of this policy, “non-substantive changes” shall include: grammatical, typographical or other clerical changes; addition or deletion of legal, cross or other references; policy code or policy class designation changes; or correcting mis-identified or modified job titles (e.g., “school counselor” in place of “guidance counselor”).

### G. Suspension or Waiver of Policy Process.

1. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that public notice of the proposed action was given in accordance with Policy BEA or Policy BEB and that each Board member was notified of the proposed action. For purposes of notification, a meeting agenda delivered to each Board member is deemed sufficient if it identifies the policy to be acted upon.
2. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy, or to suspend or revise an existing policy. In such instances, the meeting minutes should reflect the nature of the circumstances warranting the suspension of the normal procedures.

### H. Policy Dissemination, Records and Manual Updates.

1. All Board policies, and any written administrative rules and regulations implementing such policies constitute governmental records and are subject to the provisions of RSA 91-A.
2. Notice of new, revised and deleted policies should be provided to affected groups (i.e., school staff, students, parents) and posted on the district website and by other such appropriate means determined by the Superintendent.
3. The Superintendent shall retain as government records copies of all policies deleted from the Board policy manual.
4. An up-to-date policy manual shall be maintained on the District’s website ~~with a hard copy, in the Superintendent’s Office. The Superintendent shall also ensure that all any hard copies of the District’s policy manual are recalled annually and updated as appropriate.~~

**PELHAM SCHOOL DISTRICT POLICY  
BGAA – POLICY DEVELOPMENT, ADOPTION, AND REVIEW**

*Category: Recommended*

**District Policy History:**

*Adopted: January 25, 2021*

**NH Statutes:**

*RSA 189:74*

*School Board Public Comment Period*

*RSA 91-A:2*

*Meetings Open to Public*



# PELHAM SCHOOL DISTRICT POLICY

## FAA – ANNUAL FACILITY PLAN & UNUSED DISTRICT PROPERTY

*Category: Recommended*

- A. **Drafting and Adoption** The School Board shall adopt and approve an Annual Facility Plan by June 1 of each year.

The Facility Plan shall be developed and drafted by the Director of Facilities, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadline articulated above.

- B. **Contents of Facility Plan** In preparing the annual Facility Plan, due consideration will be given to the most recent Capital Improvement Program prepared pursuant to Board policy FA. The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as “Unused Facilities”.

- C. **"Unused Facility" Defined** As used in the policy, “Unused Facility” or “Unused Facilities” shall mean any district owned school building which is not currently used for academic purposes, extracurricular activities, administrative school functions, or sports, and for which the School Board has not approved a written plan for future use.

- D. **Annual Report to N.H. Department of Education** The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education no later than July 1 of each year.

- E. **Charter School Rights Relative to Unused Facilities**

1. **Right of First Refusal** Pursuant to RSA 194:61, such Unused Facilities are encumbered by a right of first refusal (“ROFR”) available to every approved charter school operating in New Hampshire. If the District has an Unused Facility which it seeks to sell or lease to a party other than an approved charter school, the District will include a ROFR provision in the offer for sale/lease and/or a sale/lease contract.
2. **Conditional Contract for Sale/Lease** If a prospective purchaser which is not an approved charter school enters into a contract with the District for purchase, lease or sale, (that is, an offer to sell/lease by the District is accepted by the prospective purchaser), the contract (the “Original Contract”) will be conditioned upon the expiration of the ROFR. **It is essential that the prospective purchaser or lessee is made aware of the ROFR prior to execution of the Original Contract, and that the Original Contract clearly articulates the ROFR with specific reference to RSA 194:61.** The District will promptly notify the Charter School Administrator of the Department of Education (“DOE Charter School Administrator”) in order for the

## PELHAM SCHOOL DISTRICT POLICY

### FAA – ANNUAL FACILITY PLAN & UNUSED DISTRICT PROPERTY

*Category: Recommended*

Department to alert all approved charter schools in the state and allow them a chance to respond. The notice provided to the DOE Charter School Administrator shall contain clear language that the Unused Facility is available to any approved chartered public school in this state only, and shall list the offering school district's name and location, the square footage of the Unused Facility, the contact information of the offering school district's representative, and the expiration date of the right of first refusal which shall be 60 days after the date ~~of the date~~ the District provides notice to the DOE Charter School Administrator.

3. Charter School Rights if No Other Offer Received If the offering school district has not received an offer to purchase or lease an Unused Facility from a party, other than an approved chartered public school operating in this state, a chartered public school may initiate, and Board shall engage in, good faith negotiations for the purchase or lease of the Unused Facility.
4. Invocation of Rights by One or More Approved Charter Schools If the District receives an offer on an Unused Facility from an approved charter school prior to the expiration date of the ROFR, the District will respond promptly to the offer and notify the prospective purchaser under the Original Contract and engage in good faith negotiations. If more than one chartered public school makes an offer on the District's Unused Facility, the School Board will make the final selection between the parties based on criteria established by the School Board and in accordance with the best interests of the District.
5. Procedure for Resolution of Negotiation Impasse ~~A chartered public school that makes an offer shall have 6 months after the date of making a written offer to complete the purchase or lease of the Unused Facility for a price which the District has agreed upon.~~

The District must continue good faith negotiations with a charter school that has made an offer on an Unused Facility for at least 30 days unless an earlier agreement is reached. If no agreement is reached within the 30 days, the Commissioner of the Department of Education shall engage an independent mediator who shall gather independent appraisals of the value of the property when the chartered public school made an offer to purchase. The appraised value shall determine a fair market price for the offering chartered public school. In situations when the charter school made an offer to lease the property, the appraisals gathered by the mediator shall determine a fair market lease price for the offering chartered public school.

6. District Discretion In right of first refusal negotiations with a chartered public school, it shall be the option of the Board whether to sell or to lease the property under consideration, at fair market value or less, for a term to be agreed upon by the parties. Any lease terms shall include, among others agreed upon by the parties, any required provisions for such leases as found in RSA 194:61.

**PELHAM SCHOOL DISTRICT POLICY**  
**FAA – ANNUAL FACILITY PLAN & UNUSED DISTRICT PROPERTY**

*Category: Recommended*

7. Expiration of Right of Charter School After Written Offer The chartered public school shall have 6 months after the date of making a written offer to complete the purchase or lease of the unused facility for a price negotiated with the school district.
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**District Policy History:**

*Adopted: December 6, 2023*

**Legal References:**

RSA 194:61 Unused District Facilities

# PELHAM SCHOOL DISTRICT POLICY

## JICD – STUDENT DISCIPLINE AND DUE PROCESS

*Category: Priority*

*Related Policies: JI, JIC, JICI & JICK*

### **A. Policy Statement**

This Policy uses "Code of Conduct" to collectively reference District policies and procedures related to "rules of conduct," and "penalties for misbehavior" as defined in Ed 306.04(f) and (g), which require this information to be disseminated to parents and guardians. Ed 306.06 further requires the fair and consistent implementation of a "code of discipline."

This policy establishes the substantive parameters, procedures, and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions, and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional, and social success, while at the same time assuring safety of all students, staff, and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct.

### **B. Standards and Procedures Relative to Disciplinary Consequences**

1. **Removal from the classroom** means a student is sent to the Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion, after consultation with administration, if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

Removals are not appealable.

2. **Restriction from school activities** means a student will attend school and classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to ensure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

## PELHAM SCHOOL DISTRICT POLICY

### JICD – STUDENT DISCIPLINE AND DUE PROCESS

*Category: Priority*

3. **Detention** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher's/employee's directives, becomes disruptive, fails to abide by ~~written~~-printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified verbally prior to a student serving detention.

Generally, detentions before or after school shall not exceed one hour, ~~and extended Saturday~~ detentions shall not exceed three hours. The building Principal is authorized to establish, announce, and post additional guidelines and rules regarding detention, supervision, building access, etc.. The length and timing of the detention is within the discretion of the employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. **Temporary Reassignment or In-school Suspension** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified verbally ~~at least 24 hours~~ prior to a temporary reassignment or In-school Suspension with a written follow up.

The Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, ~~or~~ ~~and~~ visitors, is otherwise inappropriate, or is prohibited by law.

5. **Probation** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied. ~~The building principal is authorized to place a student on probation for any of the reasons stated in paragraph 4, above.~~
6. **Out-of-school suspension** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out-of-school suspensions.
  - a. **Short-term suspension.** A short-term suspension means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

## PELHAM SCHOOL DISTRICT POLICY JICD – STUDENT DISCIPLINE AND DUE PROCESS

*Category: Priority*

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short-term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-term suspension over 5 days must conform to the standards included in the Code of Conduct.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary action taken). See New Hampshire Department of Education Rule Ed 317.04 (e)(f)(1).

- b. Long-term suspension. A “long-term suspension” is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided **only** if the Superintendent issued the original short-term suspension, the School Board **must** either appoint another person to continue the short-term suspension and issue the long-term suspension (in accordance with the procedures set forth in Ed 317.04 (f) and 317.04 (j), or do so itself. ~~may designate another person to continue the short-term suspension and issue the long-term suspension.~~

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction, or violence, as defined in RSA 193-D;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but **the process must comply with the requirements of Ed 317.04(f)(2), and 317.04 (j)(f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

## PELHAM SCHOOL DISTRICT POLICY

### JICD – STUDENT DISCIPLINE AND DUE PROCESS

Category: Priority

- c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's *[or other person designated under B.6.b, above]* hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2) **3**e, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

- d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short- and long-term suspensions.
- e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended **in excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
- f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, the building Principal or designee shall meet with a parent/guardian (when available) to assist the student in smoothly returning to the school.

Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school, the District shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

- g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to **a** suspension.

- 5. **“Expulsion”** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV. An expulsion may be for either a stated duration or permanent.

- a. Grounds for Expulsion. Any pupil may only be expelled by the School Board, and only for the following grounds. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:
  - i. A repetition of an act that warranted long-term suspension under section B.6.b, above;
  - ii. Any act of physical or sexual assault that would be a felony if committed by an adult;

## PELHAM SCHOOL DISTRICT POLICY

### JICD – STUDENT DISCIPLINE AND DUE PROCESS

*Category: Priority*

- iii. Any act of violence pursuant to RSA 651:5, XIII;
- iv. Criminal threatening pursuant to RSA 631:4, II(a); or
- v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
  - (2) The pupil's disciplinary history.
  - (3) Whether the pupil is a student with a disability.
  - (4) The seriousness of the violation or behavior committed by the pupil.
  - (5) Whether the District has implemented positive behavioral interventions under paragraph B.6.b.ii, above ~~or~~.
  - (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
- b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the **due process standards set forth in Ed 317.04(f)(3) through 317.04 (j) (m)** are followed.
- c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.
- d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

#### C. Modification or Reinstatement After Suspension or Expulsion

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to **modify the expulsion/suspension or to** reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is



## **PELHAM SCHOOL DISTRICT POLICY**

### **JICD – STUDENT DISCIPLINE AND DUE PROCESS**

*Category: Priority*

authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.

2. **Review and Reinstatement by Board.** A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
3. **Modification of Expulsion for Firearms.** A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded, and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

#### **D. Appeals to State Board of Education**

Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

#### **E. Sub-committee of Board**

For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

#### **F. Superintendent and Principal Designees**

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a Principal may delegate any authority s/he has under this policy, to other appropriate personnel.

#### **G. Disciplinary Removal of Students with Disabilities**

If a student is disabled under the Individuals with Disabilities Education Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those

# PELHAM SCHOOL DISTRICT POLICY

## JICD – STUDENT DISCIPLINE AND DUE PROCESS

*Category: Priority*

laws shall govern and shall supersede District policies to the extent they may be inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

### **H. Notice and Dissemination**

This policy shall be made available to families, students and staff as provided in Board policy JIC.

### **I. Conflict in Law or State Regulation**

If any provision of this policy conflicts with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws referenced herein.

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#### **District Policy History:**

*Approved: August 1, 2012*

*Revised: October 6, 2021*

*Revised: January 18, 2023*

#### **Legal References:**

##### **NH Case Law**

*In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)*

##### **NH Statutes**

<i>RSA 159:26</i>	<i>Firearms, Ammunition, and Knives; Authority of the State</i>
<i>RSA 186-C</i>	<i>Special Education</i>
<i>RSA 189:15</i>	<i>Regulations</i>
<i>RSA 193-D</i>	<i>Safe School Zones</i>
<i>RSA 193:13</i>	<i>Suspension and Expulsion of Pupils</i>
<i>RSA 631:4</i>	<i>Criminal Threatening</i>
<i>RSA 651:5, XIII</i>	<i>“Act of Violence”</i>

##### **NH Dept of Ed Regulation**

*N.H. Code Admin. Rules Ed 1100*

*Chapter Ed 1100 Standards for the Education of Children with Disabilities*

*N.H. Dept. of Ed. Admin. Rule – Ed. 1102.01(t)*

*N.H. Dept. of Ed. Admin. Rule – Ed. 1124.01*

*NH Code of Admin. Rules, Sect. Ed 317.04*

*Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures*

## **PELHAM SCHOOL DISTRICT POLICY JICD – STUDENT DISCIPLINE AND DUE PROCESS**

### ***Category: Priority***

*NH Code of Admin. Rules, Sect. Ed. 306.04(g)      Suspension & Expulsion*

*NH Code of Admin., Sect. Ed 306.04(a)(3)      Student Discipline*

*NH Code of Admin., Sect. Ed 306.04(f)      Student Discipline*

### **Federal Statutes**

*18 U.S.C. 921 et seq.      Firearms*

*20 U.S.C. § 1400-1417      Individuals with Disabilities Education Act (IDEA)*

*20 U.S.C. § 7151      Gun-Free Schools Act*

*29 U.S.C. 794      Rehabilitation Act of 1973 (Section 504)*

*42 U.S.C. 12101, et seq.      Title II of The Americans with Disabilities Act of 1990*

# PELHAM SCHOOL DISTRICT POLICY

## AC- NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN

### *Priority/Required by Law*

#### A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in **Section I** of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

#### B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to specific language or context of that policy or other legal authority.

*"Days"* means calendar days, but excludes non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

*"Discrimination"* is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A *"Grievance"* or *"Complaint"* is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See **Section D**, below, for further information.

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*"Harassment"* generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy JICK. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

*"Retaliation"* means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

### C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

### D. REPORT, COMPLAINT, AND GRIEVANCE PROCEDURES

1. Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence should be made under Board policy ACAC;
2. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy ACE;
3. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK;
4. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, etc., and not involving or relating to the District's food services (see number 5 below) should be made under the grievance procedure in Board policy ACA; and
5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy ACF, unless the alleged discriminatory conduct relates to a class identified in **Sections D.1 or D.2**.

- Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District **Human Rights Officer**, or

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otherwise as provided in the policies referenced above under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District **Human Rights Officer**, or as provided in one of the policies or administrative procedures referenced above under this same heading.

Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed above and related administrative procedures or regulations. Complaints or reports regarding matters not covered in those policies should be made to the District **Human Rights Officer**.

**E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES**

At any time, whether or not an individual files a complaint or report under this policy or policy ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights (“OCR”) of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

**F. RETALIATION PROHIBITED**

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, alone, is not sufficient alone to conclude that the person made a materially false statement in bad faith.

**G. **Human Rights [or Nondiscrimination] Officer**, TITLE IX AND 504/ADA COORDINATORS**

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

**Human Rights [or Nondiscrimination] Officer**

Title IX Coordinator

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504/ADA Coordinator

The Appendix will also include current contact information for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights  
U.S. Department of Agriculture, Office of Civil Rights  
N.H. Human Rights Commission  
N.H. Department of Justice, Civil Rights Unit  
N.H. Department of Education, Commissioner of Education

**H. DISTRICT ANTI-DISCRIMINATION PLAN**

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the “Plan”) to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District’s **Human Rights [Nondiscrimination]** Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District’s Suicide Prevention Plan per Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

**I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES**

**1. Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.**

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District’s public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, “race” means immutable traits associated with race, including hair texture and protective hairstyles and “protective hairstyles” means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District’s education programs, on the basis of any of the above classes, or a person’s creed, is prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

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**2. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

**3. USDA Nondiscrimination Statement (copied from Policy ACF).**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**a. Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**b. Fax:**

(833) 256-1665 or (202) 690-7442; or

**c. Email:**

Program.Intake@usda.gov

**2. Title IX Nondiscrimination Policy and Notice of Nondiscrimination.**



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a. Nondiscrimination Policy. (copied from Board policy ACAC)

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

b. Title IX Notice of Nondiscrimination and Grievance Procedures and Dissemination of Notice.

- i. Form of Notice - Title IX regulations and Board policy ACAC prescribe the form of the District's Title IX Notice of Nondiscrimination and further requires the full printing of the notice in the locations described in paragraph **I.4.b.ii below**. Because the required Notice of Nondiscrimination must include the name and contact information for the Title IX Coordinator, the full notice is included in the supplement to this policy AC-R(2) which policy, per **Section G above**, the Superintendent is authorized and directed to update at least annually, and may also be found on the District's website at:

<https://www.pelhamsd.org/Policies.aspx>

- ii. Dissemination of Notice. Except as provided in paragraph **I.4.c**, below, the Superintendent shall ensure that the Title IX Notice of Nondiscrimination is included in full on the District's <https://www.pelhamsd.org/Policies.aspx>, in each student, employee, parent or volunteer handbook, and in each catalog, announcement, bulletin, and application/enrollment form that it makes available to students, parents, employees, applicants, or which are otherwise used in connection with the recruitment of students or employees. The District will likewise provide the notice to any applicable bargaining unit or other organizations with professional agreements with the District.

c. Alternative Notice.

If the format or size of any publication of the kind listed in paragraph **I.4.b.ii** make it necessary to do so, the following Alternative Notice may be used:

- The District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The District's full Title IX Notice of Nondiscrimination is located at: <https://www.pelhamsd.org/Policies.aspx>
- To report information or make a complaint about conduct that may constitute sex discrimination or sex-based harassment, please refer to Board policy ACAC.

**B. COLLABORATION WITH OUTSIDE AGENCIES**

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

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**C. ADDITIONAL REPORTING REQUIREMENTS**

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Board policy GBEAB), abuse or neglect of children (see RSA 169-C:29 and policy JLF), acts of “theft, destruction, or violence” (see RSA 193-D:4, I (a) and Ed 317.06), incidents of “bullying” (see RSA 193-F and policy JICK), and hazing (see RSA 671:7).

**D. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS**

The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

**E. NOTICE OF COMPLIANCE**

The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

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**District Policy History:**

*Adopted: August 24, 2016*

*Revised: December 2, 2020*

*Revised:*

**Legal References:**

<b>NH Statutes</b>	<b>Description</b>
RSA 186:11, XXXIII	<a href="#"><u>Discrimination</u></a>
RSA 193-F	<a href="#"><u>Student Safety and Violence Protection Act</u></a>
RSA 193:38	<a href="#"><u>Discrimination in Public Schools</u></a>
RSA 275:71	<a href="#"><u>Prohibited Conduct by Employer</u></a>
RSA 275:78-83	<a href="#"><u>Policies Relating to Nursing Mothers (Scroll down to sections 275:78-83)</u></a>
RSA 354-A	<a href="#"><u>State Commission for Human Rights</u></a>
<b>NH Dept of Ed Regulation</b>	<b>Description</b>
NH Dept of Ed. Rule 303.01 (i)	<a href="#"><u>School Board Substantive Duties</u></a>

# PELHAM SCHOOL DISTRICT POLICY

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<b>Federal Regulations</b>	<b>Description</b>
89 FR 29182	<a href="#"><u>Pregnant Workers Fairness Act ("PWFA")</u></a>
<b>Federal Statutes</b>	<b>Description</b>
20 U.S.C 1681, et seq	<a href="#"><u>Title IX of the Education Amendments of 1972</u></a>
20 U.S.C. § 1400-1417	<a href="#"><u>Individuals with Disabilities Education Act (IDEA)</u></a>
29 U.S.C. 621, et seq.	<a href="#"><u>The Age Discrimination in Employment Act of 1967</u></a>
29 U.S.C. 705	<a href="#"><u>The Rehabilitation Act of 1973 - Definitions</u></a>
29 U.S.C. 794	<a href="#"><u>Rehabilitation Act of 1973 (Section 504)</u></a>
42 U.S.C. 12101, et seq.	<a href="#"><u>Title II of The Americans with Disabilities Act of 1990</u></a>
42 U.S.C. 2000c	<a href="#"><u>Title IV of the Civil Rights Act of 1964</u></a>
42 U.S.C. 2000d et seq.	<a href="#"><u>Title VI of the Civil Rights Act of 1964</u></a>
42 U.S.C. 2000e et seq.	<a href="#"><u>Title VII of the Civil Rights Act of 1964</u></a>
42 U.S.C. 2000gg	<a href="#"><u>Pregnant Worker Fairness Act ("PWFA")</u></a>
42 U.S.C. 218d	<a href="#"><u>Pump for Nursing Mothers Act ("PUMP Act")</u></a>

## PELHAM SCHOOL DISTRICT POLICY

### ACA - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

Priority/Required by Law

#### A. **Purpose**

As described in Board policy AC and other policies referenced there, the District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation\* in admission or access to, or treatment or employment in, its programs, services, activities, and facilities.

**\*NOTE:** Definitions for these terms can be found in policy AC.

This policy provides a grievance process for any complaints of illegal discrimination, harassment, or retaliation that are not addressed by other Board policies. For example, while race-based or ethnicity-based harassment or discrimination could be addressed through the grievance process in this policy, sex discrimination or sex-based harassment must be addressed under policy ACAC.

**See policy AC for policies for those types of discrimination, harassment, or retaliation for which grievance and complaint procedures are set forth in a separate policy.**

The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment in the District. The District can address such behavior only when and to the extent that the District has the legal authority to do so.

#### B. **Reports and Complaints of Discrimination or Harassment**

Under this policy, a **report** is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation ("Discriminatory Conduct") as described below. A **grievance** or **complaint** (referred to in this policy as a "**Complaint**") is a verbal or written report or complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

#### C. **Reports – Informal Process**

Contact information for the District's **Human Rights Officer**, Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2).

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District **Human Rights Officer** under this policy unless:
  - a. The report is about the **Human Rights Officer**, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.

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- b. The report concerns potential **sex discrimination, sex-based harassment, or retaliation**, in which case the report should be made to the **District Title IX Coordinator** under policy **ACAC**.
  - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived **disability**, in which case the report should be made to the **District's 504/ADA Coordinator** under this policy.
  - d. The report concerns **harassment that does not involve a protected class** (included in AC, in which case the report shall be made to the **Building Principal** under policy **JICK**.
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District **Human Rights Officer** in accordance with this policy.

If a student is more comfortable reporting to a person other than the **Human Rights Officer** (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report as discussed above and below in this Section C.

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District **Human Rights Officer**.

If a student is more comfortable reporting to a person other than the **Human Rights Officer** (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report per the following paragraph.

- D. **District employees and volunteers are required to report such conduct as soon as possible, but not later than the end of the next school or work day.** This requirement does not apply if the employee or volunteer is the subject of the conduct, unless any student witnessed or was otherwise impacted by the conduct.

Upon receiving a report, the **Human Rights Officer** may determine that the incident has been appropriately addressed or may recommend additional action.

E. **Definitions**

For the purposes of this policy and only this policy, terms are defined as follows.

“Complainant” is the person making a complaint. The Complainant may or may not be the Victim. If the Complainant is under 18 years of age, the Complainant’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Complainant is entitled.

“Discriminatory Conduct” refers to discrimination, harassment, or retaliation.

“Grievance Process” is the formal investigation and determination of whether prohibited or illegal discrimination, harassment, or retaliation occurred, and may include appeals.

## PELHAM SCHOOL DISTRICT POLICY

### ACA - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

“Human Rights Officer” is the person assigned to that role in the District; contact information for this person can be found in policy AC-R(2). If the Human Rights Officer designates another person to act as the Human Rights Officer, “Human Rights Officer” shall refer to that designee. Similarly, if the Human Rights Officer directs a Complaint to the 504/ADA Coordinator, “Human Rights Officer” as used in this policy refers to the 504/ADA Coordinator. If the report or Complaint of alleged discrimination, harassment, or retaliation involves the Human Rights Officer, “Human Rights Officer” shall refer to a person assigned by the Superintendent or the Superintendent’s designee to handle the report or Complaint.

“Report” is information provided to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation. A report does NOT prompt the Grievance Process; only a Complaint initiates the formal Grievance Process.

“Respondent” is the person who allegedly engaged in the prohibited or illegal discrimination, harassment, or retaliation. If a District policy, procedure, rule, custom, or practice is the subject of a report or Complaint and not a specific person, the District is considered the Respondent. If a Respondent is under 18 years of age, the Respondent’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Respondent is entitled.

“Victim” is the person who was allegedly subjected to the prohibited or illegal discrimination, harassment, or retaliation. The Victim may or may not be the Complainant. If a Victim is under 18 years of age, the Victim’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Victim is entitled.

“Witness” is a person who may have information regarding the alleged discrimination, harassment, or retaliation.

#### F. **Complaints and Initiation of the Formal Grievance Process**

A person begins the formal grievance process by making a Complaint with the Human Rights Officer. If the Complaint is against the Human Rights Officer, the Title IX Coordinator, or the 504/ADA Coordinator, or if some other conflict of interest exists, the Complaint may be made to the Superintendent or Superintendent’s designee, who shall then appoint an alternate to act in place of the disqualified officer. For Complaints against the Human Rights Officer, the appointed alternate shall be deemed the “Human Rights Officer” for purposes of all the duties and powers of the Human Rights Officer as described below.

[The District’s Complaint form can be found here <https://www.pelhamsd.org/SectionA-FoundationsandBasicCommitments.aspx> or obtained from the {Human Rights Officer}.] Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the grievance. If an oral Complaint is made, the Human Rights Officer will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the grievance.

The submission of a Complaint initiates Level 1 of the grievance process as described below. Upon receiving the Complaint, the Human Rights Officer will review the Complaint to

## PELHAM SCHOOL DISTRICT POLICY

### ACA - DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC.

Complaints should be made as soon as possible. Complainants are advised that complaints to the Office for Civil Rights of the United States Department of Education (“OCR”) must be made within 180 days of the last act of alleged discrimination, harassment, or retaliation giving rise to the complaint or from the date the Complainant could reasonably have become aware of such occurrence.

If the person making the Complaint (the “Complainant”) or the person alleged to have committed the discriminatory conduct (the “Respondent”) is under 18 years of age, the **Human Rights Officer** shall notify their parent(s)/guardian(s) of the Complaint.

In determining whether the alleged actions constitute prohibited or illegal Discriminatory Conduct, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that Discriminatory Conduct or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law and Board policy.

#### **Level I – Investigation and Initial Determination:**

The **Human Rights Officer** will initiate an impartial investigation within five days of receiving the Complaint. The **Human Rights Officer** may appoint another qualified person (e.g. Building Principal, etc.) to undertake the investigation. The **Human Rights Officer** or the appointed designee shall be known as the Investigator. The Investigator shall coordinate with the Superintendent with respect to assignment of persons or resources to fulfill the District’s obligations, both general and case specific, relative to this policy (e.g., supplemental investigators, specialists); this may involve the retention of third-party personnel or additional expenditure of resources.

The Investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the Complainant and other parties involved to identify witnesses and provide information and other evidence. The Investigator will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the Complaint, the Investigator will complete a written report that summarizes the investigation and makes determinations as to whether the facts indicate a violation of this policy based on the appropriate legal standard. If someone other than the **Human Rights Officer** served as Investigator, the **Human Rights Officer** will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If the determination is that prohibited or illegal Discriminatory Conduct occurred, the **Human Rights Officer** will recommend corrective action to the Superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified of the determination in writing, within five working days of the completion of the investigatory report.



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An extension of the investigation and any other deadlines/periods identified in this Section may be warranted if extenuating circumstances exist as determined by the Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified when deadlines are extended.

#### **Level II – Appeal:**

Within five working days after receiving the Level I decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Investigator's decision to the Superintendent by notifying the Superintendent in writing. The Superintendent shall impartially review the matter or may designate another qualified person to conduct a prompt and impartial review.

Within ten working days, the Superintendent or designee will complete a written decision on the appeal, stating whether a violation of District policy is found and, if so, stating what corrective actions will be implemented. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Level I Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and any Respondent will be notified in writing, within five working days of the Superintendent's decision, regarding whether the Superintendent or designee upheld, overturned, or modified the Level I decision.

#### **Level III – Appeal:**

Within five working days after receiving the Level II decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Superintendent's decision by notifying the Superintendent and School Board Chair in writing. Within 15 days, the School Board will determine whether to hear the appeal or submit it to an outside hearing officer.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. The Board/hearing officer will issue a decision within 30 working days for implementation by the administration. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the grievance), and each Respondent will be notified in writing, within five working days of the Board/hearing officer's decision, subject to such confidentiality as is consistent with applicable policy and law. **The Level III decision is final.**

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- • Complaints involving sex discrimination, sex-based harassment, or retaliation must be referred to the Title IX Coordinator. See policy ACAC for the Title IX Grievance Procedure.
- • Complaints involving discrimination, harassment, or retaliation relative to a real or perceived disability must be referred to the 504/ADA Coordinator. Such complaints will be addressed in accordance with this policy and “Human Rights Officer” below shall refer to the 504/ADA Coordinator.



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- • Complaints of harassment that do not involve protected classes as identified in policy AC should be processed under policy JICK, the District's anti-bullying policy and procedures.
- • All other Complaints will be managed by the **Human Rights Officer**.

#### B. **Confidentiality**

Information contained in reports or Complaints, or the records relating to a formal grievance process, including, e.g., the identities of the Complainant(s), victim(s), Respondent(s), or witness(es), will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The District will make reports to appropriate authorities as necessary or as required by law.

#### C. **District Actions in Absence of Formal Complaint**

Even if the person who is the subject of the alleged discriminatory conduct does not file a Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the **Human Rights Officer** will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether conduct in violation of law, District policy, or District **Code of Conduct** occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

#### D. **Interim and/or Supportive Measures**

When a report or Complaint is made or the District otherwise learns of potential discrimination, harassment, or retaliation, the District will take immediate action to protect the alleged victim(s), including implementing interim and/or supportive measures. Such measures may be provided on a temporary, long-term, or permanent basis and include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The District will also take immediate steps to prevent retaliation against the alleged victim(s) and/or Complainant(s), any person associated with the alleged victim(s) and/or Complainant(s), or any witness(es) or participant(s) in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to make reports or Complaints, and initiating follow-up contact with the alleged victim(s) and/or Complainant(s) to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

#### E. **Consequences and Remedies**

If the District determines that prohibited or illegal Discriminatory Conduct has occurred, the District will take prompt, effective and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with applicable policies, **Codes of Conduct**, or school/classroom rules and regulations. Patrons, contractors,

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visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property. The Superintendent, **Human Rights Officer**, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

**F. Training**

The District will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the proper personnel, as found in policies AC and AC-R(2). The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The District will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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**District Policy History:**

*Adopted:*

**NH Statutes**

RSA 141-C:20-d

RSA 189:1-b

RSA 193-F

RSA 193:38

RSA 200:39

RSA 275:78-83

**Description**

[Exclusion During Outbreak of Disease](#)

[Freedom of Assembly, Freedom of Religion](#)

[Student Safety and Violence Protection Act](#)

[Discrimination in Public Schools](#)

[Exclusion from School](#)

[Policies Relating to Nursing Mothers \(Scroll down to sections 275:78-83\)](#)

**NH Dept of Ed Regulation**

N.H. Code of Admin. Rules, Sect.

306.04(a)(2022)

N.H. Code of Admin. Rules, Sect. Ed

306.04(a)(8)

N.H. Code of Admin. Rules, Sect. Ed. 1100

**Description**

[Meeting the Special Physical Health Needs of Students](#)

[Student Harassment](#)

[Standards for the Education of Students With Disabilities](#)

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N.H. Dept. of Ed. Admin. Rule Ed  
1107.02(b)

[Evaluation Requirements for Children With Specific Learning Disabilities](#)

NH Dept of Ed Rules Ed 303.01 (j)

[Substantive Duties of School Boards; Sexual Harassment Policy](#)

#### **Federal Regulations**

#### **Description**

28 CFR Part 35

[Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

28 CFR 35 - Temporary - 89 FR 31320

[Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities](#)

34 C.F.R. § 104

[Nondiscrimination on the Basis of Handicap](#)

34 C.F.R. § 104.7(b)

[Adoption of Grievance Procedures](#)

34 C.F.R. §§ 110.25

[Designation of responsible employee, notice, and grievance procedures](#)

34 C.F.R. §§ 300.307-.309

[Additional Procedures for Identifying Children With Specific Learning Disabilities](#)

34 CFR 106.30

[Definitions](#)

34 CFR 106.44

[Recipient's response to sexual harassment](#)

34 CFR 106.45

[Grievance process for formal complaints of sexual harassment](#)

34 CFR 106.71

[Retaliation](#)

7 CFR Part 15, Subpart A

[Nondiscrimination](#)

89 FR 29182

[Pregnant Workers Fairness Act \("PWFA"\)](#)

#### **Federal Statutes**

#### **Description**

20 U.S.C 1681, et seq

[Title IX of the Education Amendments of 1972](#)

20 U.S.C. § 1400-1417

[Individuals with Disabilities Education Act \(IDEA\)](#)

20 U.S.C. §§1400 et seq.

[Individuals with Disabilities Education Law](#)

20 U.S.C. §1232g

[Family Educational Rights and Privacy Act \(FERPA\)](#)

20 U.S.C. 1401(3)(B)

[Child with a Disability, Child Aged 3 through 9](#)

20 U.S.C. 1701-1758

[Equal Educational Opportunities Act of 1974 – "EEOA"](#)

29 U.S.C. 621, et seq.

[The Age Discrimination in Employment Act of 1967](#)

29 U.S.C. 705

[The Rehabilitation Act of 1973 - Definitions](#)

29 U.S.C. 794

[Rehabilitation Act of 1973 \(Section 504\)](#)

42 U.S.C. 12101, et seq.

[Title II of The Americans with Disabilities Act of 1990](#)

42 U.S.C. 1751 et seq.

[National School Lunch Act](#)

42 U.S.C. 2000c

[Title IV of the Civil Rights Act of 1964](#)

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42 U.S.C. 2000d et seq.	<a href="#"><u>Title VI of the Civil Rights Act of 1964</u></a>
42 U.S.C. 2000e et seq.	<a href="#"><u>Title VII of the Civil Rights Act of 1964</u></a>
42 U.S.C. 2000gg	<a href="#"><u>Pregnant Worker Fairness Act ("PWFA")</u></a>
42 U.S.C. 218d	<a href="#"><u>Pump for Nursing Mothers Act ("PUMP Act")</u></a>
42 USC 1751 – 66	<a href="#"><u>National School Lunch Act</u></a>
P.L. 110-233	<a href="#"><u>Genetic Information Nondiscrimination Act of 2008</u></a>

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This policy and grievance procedure applies to all reports or complaints of sex discrimination, including reports or complaints of sex-based harassment. The “Title IX Grievance Procedure” (or sometimes simply the “Grievance Procedure”) is **Section III**. Instructions for making a report of sex discrimination or sex-based harassment are found in Section II.G, and instructions for making a “Complaint,” initiating the formal investigation, and determination process are found in **Section III.A**.

Definitions of “sex discrimination” and “sex-based harassment,” along with examples of what might constitute sex-based harassment, are found in **Section II.D** of this Policy.

**I. TITLE IX “NONDISCRIMINATION POLICY” (copied to policy AC**

The **Pelham School District** does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions/enrollment, or in employment.

A full version of the Title IX Notice of Nondiscrimination with name and contact information for the Title IX Coordinator is found on the District website, in policy AC-R(2), and school handbooks, and additional information regarding District nondiscrimination policies, statements, and procedures can be found in Policy AC. By locating information regarding all nondiscrimination resources in one place, the District intends to clearly communicate the protections, resources, and procedures to which individuals are legally entitled.

**II. DISTRICT POLICY PROHIBITING AND RESPONDING TO SEX DISCRIMINATION INCLUDING SEX-BASED HARASSMENT**

**A. Introduction and General Purpose**

Sex discrimination of any type, including sex-based harassment, or to any extent is strictly prohibited by the District whether or not such conduct or behavior rises to the level of conduct prohibited under Title IX. Retaliation for reporting sex discrimination or participating in the Grievance Procedure set out in **Section III** of this Policy, among other things, is also strictly prohibited by the District. For discriminatory or harassing conduct which does not meet the definition of sex discrimination or sex-based harassment under Title IX and this Policy, the District’s response will be governed under other applicable laws and policies per Board policy AC, the policies referenced therein, and applicable codes of conduct or handbooks.

Title IX and various other state and federal statutes prohibit discrimination on the basis of sex. Title IX obligates all recipients to comply with Title IX and the Department's Title IX regulations, with some limited exceptions set out in the statute and regulations. When “Title IX” is referenced in this policy, the term refers to Title IX and the regulations. Accordingly, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, co-curricular, extra-curricular, research, occupational training, or other education program or activity operated by the District. Sex-based harassment is a form of sex discrimination and is likewise prohibited.

If the District has knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, it must respond promptly and effectively. Conduct that occurs under the District’s education program or activity includes conduct that is subject to the District's disciplinary authority. As part of the general prohibition on sex discrimination, the

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District has an obligation to address sex-based harassment, including such conduct that creates a hostile environment under its education program or activity.

**B. Title IX Notice of Nondiscrimination and Grievance Procedures**

The District's Title IX Notice of Nondiscrimination may be found in Board policy AC and on the District's website at <https://www.pelhamsd.org/Policies.aspx>. Additional information regarding District nondiscrimination policies, statements, and procedures can also be found in Policy AC. By locating all nondiscrimination resources in one place, the District intends to clearly communicate the protections and resources to which individuals are legally entitled.

**C. Application of This Policy**

This Policy applies to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity. Additionally, the protections extend to any other person who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

The prohibitions and obligations under this policy apply to all sex discrimination as defined in Title IX that occurs within the District's education programs or activities. The context of behavior can impact whether conduct falls within the definitions of sex discrimination and sex-based harassment prohibited under Title IX, and of conduct of a sexual nature that is offensive or hostile in itself, but which is not sex discrimination prohibited under Title IX. However, all conduct of the kind listed in the definition of "sex-based harassment" in Section II.D, is prohibited under this policy, as well as under various other Board policies and applicable codes of conduct. However, for purposes of its Title IX obligations the District must address reports or complaints of conduct which MAY constitute sex discrimination or sex-based harassment as set forth in this policy and the Title IX Grievance Procedure set out in **Section III**. Except when the context in this policy suggests otherwise, or as used in other laws (e.g., Title VII) or other Board policies (e.g., policy JICK) which pertain to harassment all references to "sex-based harassment" in this policy mean sex-based harassment that meets the definition below.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law.<sup>1</sup> Volunteers and visitors who engage in sex discrimination will be directed to leave school property and/or be reported to law enforcement and/or the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

**D. Definitions**

As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

**"Complainant"** is an individual who is alleged to be the victim of conduct that could constitute sex discrimination, whether or not that person files a report or Complaint. This person must be a District student or employee, or a person who was participating or attempting to participate in District education programs or activities at the time of the alleged sex discrimination. A parent, legal guardian or other person legally authorized to act on behalf of a complainant may also be a complainant. See **Section III.B** for persons eligible to make a

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Complaint.

**“Complaint”** means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. Note that a person who makes a Complaint is not necessarily eligible to be a “complainant.” See Section III.B for persons eligible to make a Complaint.

**“Dating violence” is defined in** sub-paragraph 2.b of the definition of “Sex-based harassment”, below.

**“Domestic violence” is defined in** sub-paragraph 2.c of the definition of “Sex-based harassment,” below.

**“Days”** shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

**“Decisionmaker”** means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as “initial decisionmaker”); or the responsibility to decide any appeal (at times “appeals decisionmaker”) with respect to Complaints of sex discrimination or sex-based harassment in accordance with the Title IX Grievance Process.

**“Determination of Responsibility”** is the formal finding by the decisionmaker on each allegation of sex discrimination or sex-based harassment contained in a Complaint that the respondent did or did not engage in conduct constituting sex discrimination or sex-based harassment under Title IX.

**“Grievance Procedure”** is the process by which the District determines if there has been a violation of the District’s policies. As used in this policy, Grievance Procedure means the process of evaluation, investigation, determination, and appeal, if any, of a complaint of sex discrimination in violation of the District’s prohibition on sex discrimination. The Grievance Procedure is set forth in **Section III** of this policy.

**“Hostile Environment” is defined in** **sub-paragraph 3** of the definition of “Sex-based harassment”, below.

**“Pregnancy or related conditions”** means: pregnancy, childbirth, termination of pregnancy, or lactation, and any conditions relating to or arising from the same or recovery from the same.

**“Quid Pro Quo” is defined in** sub-paragraph 1 of the definition of “Sex-based harassment”, below.

**“Respondent”** is an individual who is alleged to have violated the District’s prohibition on sex discrimination.

**“Retaliation”** (copied to policy AC) with minor modification) means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured



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by Title IX or its implementing regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under this policy, including, without limitation, any informal resolution process under **Section II.J** or in any other actions taken by the District under **Section III**. Nothing in this definition or this part precludes the District from requiring an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this part. Persons who are/were personally subjected to the alleged discriminatory conduct are exempt from the previous sentence. See also **Sections II.H and III.E.7**.

**“Sex discrimination”** prohibited under Title IX and by this policy includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, gender, sexual orientation, and/or gender identity. Sex-based harassment is a form of sex discrimination. For a definition of “discrimination” and additional types of discrimination prohibited by the District, refer to Board policy AC.

**“Sex-based harassment”** is a form of sex discrimination. Sex-based harassment prohibited under Title IX and by this policy means sexual harassment and other *conduct on the basis of sex* (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity, that qualifies as one or more of the types of harassment described in sub-paragraphs 1-3 of this definition.

- **NOTE:** *Even when conduct might meet the criteria of one or more of the definitions, it would not be sex-based harassment under Title IX if (1) the conduct occurred outside the United States or (2) the District did not have disciplinary authority over the conduct. However, the District would nonetheless have an obligation to address a sex-based hostile environment under its education program or activity. Additionally, if the conduct occurred outside of the United States in the context of a District sponsored activity, such conduct would be subject to the applicable Code of Conduct, handbook, or activity rules/agreement.*
1. **“Quid pro quo”** - A School District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity conditioning an aid, benefit, or service of an education program or activity on an individual's participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
  2. **Specific Offenses** - Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law. Under Title IX, these specific offenses are defined as follows:
    - a. **Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    - b. **Dating violence** meaning violence committed by a person:
      - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and



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- ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - 1. The length of the relationship;
  - 2. The frequency of interaction between the persons involved in the relationship;
  - 3. The type of relationship; and
- c. *Domestic violence* meaning felony or misdemeanor crimes committed by a person who:
  - i. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of New Hampshire or a person similarly situated to a spouse of the victim;
  - ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - iii. Shares a child in common with the victim; or
  - iv. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. *Stalking* meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - i. Fear for the person's safety or the safety of others; or
  - ii. Suffer substantial emotional distress.

▪ **OR**

- 2. Hostile Environment - Unwelcome sex-based conduct that, based on the totality of the circumstances (including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority), is
  - subjectively **AND** objectively offensive, **AND**
  - is so severe **OR** pervasive
  - that it limits or denies a person's ability to participate in or benefit from the District's education program or activity;
- Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - a. The degree to which the conduct affected the complainant's ability to access the District's education program or activity;
  - a. The type, frequency, and duration of the conduct;
  - b. The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

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- c. The location of the conduct and the context in which the conduct occurred; and
  - d. Other sex-based harassment in the District's education program or activity.
- Behaviors that constitute sex-based harassment may include, but are not limited to:
    - **NOTE:** *Incidents of the conduct below would still need to satisfy the criteria in one or more of paragraphs 1-3 of this definition. Behavior that does not meet the Title IX definition of sex-based harassment or sex discrimination may still violate other District policies or [applicable Code of Conduct or handbook].*
  - Sexually suggestive remarks or jokes;
  - Verbal harassment or abuse;
  - Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
  - Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
  - Harassing or sexually suggestive or offensive messages that are written or electronic;
  - Subtle or direct propositions for sexual favors or activities;
  - Touching of a sexual nature or groping; and
  - Teasing or name-calling related to sexual characteristics (including pregnancy) or the belief or perception that an individual is not conforming to expected gender roles or conduct.
  - Sex-based harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

**“Sexual assault”** is defined under Sex-based harassment, sub-paragraph 2.a.

**“Stalking”** is defined under Sex-based harassment, sub-paragraph 2.d.

**“Supportive Measures”** are free, non-disciplinary, non-punitive, individualized services and shall be offered at no cost to the complainant, and may be offered - also at no cost - to the respondent, as appropriate as described in Sections II.I.1.b and II.I.1.c, below, including, e.g., during the Grievance Procedure (**Section III**) and the informal resolution process (**Section II.J**). These measures may include, but are not limited to, the following:

0. Counseling;
1. Course modifications;
2. Schedule changes; and
3. Increased monitoring or supervision

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4. [District may add additional types of supportive services (non-punitive/disciplinary)].

- Such measures shall be designed to restore or preserve equal access to the District's education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment and/or deter sex-based harassment. Supportive measures shall remain confidential with exclusive exceptions stated required in Section II.R, below.

**B. Title IX Coordinator**

The Title IX Coordinator is the District's employee who coordinates the District's efforts to comply with its responsibilities under Title IX. Contact information for the Title IX Coordinator shall be included in the Notice of Nondiscrimination. Title IX Coordinator duties are as prescribed throughout this policy and in the Title IX regulations.

**No later than July 1 of each year**, the Superintendent shall appoint a person to serve as the District's Title IX Coordinator. The Superintendent shall update the Title IX Coordinator information contained in Board policy AC-R(2) and the Title IX Notice of Nondiscrimination and disseminate both as stated in Board policy AC and **Section II.B, above**. Such information shall be updated in a timely manner any time there is a change to the identity of the Title IX Coordinator before the next annual update.

The Title IX Coordinator shall have such duties as are described in this policy, the Grievance Procedure, and 34 CFR 106.01 – 106.82. The Title IX Coordinator's duties may be carried out by more than one employee or a third party trained as required under **Section II.T**, as delegated by the named Title IX Coordinator, but the Title IX Coordinator must be an employee and will maintain ultimate administrative oversight of the District's Title IX compliance efforts.

Among other duties, the Title IX Coordinator also monitors the District's education program or activity for barriers to reporting information about conduct that may reasonably constitute sex discrimination under Title IX and take steps reasonably calculated to address such barriers. Additionally, the Title IX Coordinator shall be responsible for ensuring that students, staff, and other participants in District education programs or activities are informed of how to contact its confidential employees per 34 CFR 106.44(d)(1).

**C. Implementation**

The Superintendent shall have overall responsibility for implementing this Policy and shall annually appoint a District Title IX Coordinator<sup>2</sup> as that position is described in **Section II.E** above. The name and contact information for the Title IX Coordinator is set forth in Board Policy AC-R(2), which policy shall be updated and disseminated annually with the Title IX Coordinator's name as required under Board policy AC. The Title IX notice of nondiscrimination is located at *[insert website address]*.

**D. Making a Report of Sex Discrimination Including Sex-Based Harassment**

- **NOTE:** *A report alone does not begin the District's Title IX Grievance Procedure. That Procedure is only begun upon the making of a Complaint as described in Section III.A, below.*

Any person may report sex-based harassment/sex discrimination whether relating to themselves, another person or about the District's policies or practices. However, if any

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District employee – other than an alleged harasser, or the Title IX Coordinator – receives information of conduct which may constitute sex discrimination or sex-based harassment, they shall, without delay, inform the Title IX Coordinator of the information. Failure to report can subject the employee to discipline up to and including dismissal.

A report of sex discrimination or sex-based harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to any District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or Complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/Complaint or delegate the function to another person, provided that the Superintendent or other person has the requisite training as provided in **Section II.T**, below.

E. **Staff Obligations to Report**

1. **Sex Discrimination and Sex-Based Harassment.** Every employee who is not a confidential employee (confidential employees are discussed in subparagraph II.H.3, below) is required to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including, without limitation, sex-based harassment, or retaliation. (Retaliation is described in **Sections II.D and II.Q**, and “confidential employees” discussed in sub-paragraph II.H.3.

This requirement, however, does not apply to an employee who is/was personally subjected to the alleged discriminatory conduct as long as no other person within the District's program or activity (including any student) is/was adversely affected by that conduct, and the conduct is not required to be reported by another policy or law.

**Nothing in this policy modifies reporting obligations under any other reporting policy**, including but not limited to, suspicion of abuse or neglect of a child under RSA 169-C:29 and Board policy JLF; acts of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a) and Ed 317.04; incidents of “bullying” per RSA 193-F and Board Policy JICK; or hazing under RSA 671:7. See also Board Policy GBEAB. A single act may simultaneously require reports under several of these authorities.

2. **Pregnancy and Related Conditions.** For information regarding protections available to pregnant students, see policy IHBCA. When a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee must promptly provide the student or other person with the Title IX Coordinator's contact information and inform the student or other person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

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3. Confidential Employees. Any person employed by the District in a position for which communications to that person in the performance of their duties would be eligible for an evidentiary privilege (e.g., physicians, psychologists) is not required to report to the Title IX Coordinator information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies. However, upon receiving information of conduct that reasonably may constitute sex discrimination, a confidential employee must specifically advise the reporter:
  - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
  - a. How to contact the District's Title IX Coordinator and how to make a Complaint of sex discrimination; and
  - b. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the Grievance Procedures.

**B. District Response to Information, Report, or Complaint of Sex Discrimination and Sex-Based Harassment**

The District must respond promptly and effectively when it receives a report, a Complaint, or otherwise has knowledge, of conduct that reasonably may constitute sex discrimination in its education program or activity. The District shall take the actions and apply the other measures as described in this policy and 34 CFR 106.44, and, if a Complaint is made, the District's Grievance Procedure (Section III, below) and 34 CFR 106.45.

1. Title IX Coordinator Duties Upon Receiving Any Report, Complaint, or Other Information of Sex Discrimination. Upon receiving any report, Complaint, or other information of conduct that reasonably may constitute sex discrimination/sex-based harassment, the Title IX Coordinator shall assess the information received for a determination as to whether the alleged conduct could constitute sex discrimination under Title IX. With all such reports or Complaints of sex discrimination, the District shall:
  - a. Treat the complainant and respondent equitably;
  - a. Offer and coordinate appropriate free and confidential supportive measures as described in 34 CFR 106.44(g) and generally in the Definitions Section II.D of this policy:
    - . to the complainant; and
    - i. to the respondent in the event that either a Complaint has been made initiating the Grievance Procedure, or an informal resolution has been offered to the respondent.
  - a. Coordination of supportive measures shall include the opportunity for the complainant, and if applicable, the respondent, to seek review and modification of such measures under 34 CFR 106.44(g)(4);

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- b. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the District's Grievance Procedure and the informal resolution process if available and appropriate (see **Section II.J**);
- c. If a Complaint is made, notify the respondent of the District's Grievance Procedure, and the informal resolution process if available and appropriate (see **Section II.J**);
- d. In response to a Complaint, initiate the Grievance Procedure or the informal resolution process if available and appropriate (see Section II.J).

2. Title IX Coordinator's Duties When No Complaint Is Made or Is Withdrawn. If the Title IX Coordinator has received a report of sex discrimination but no Complaint is made or – having been made – any or all of the allegations are withdrawn, and there is no informal resolution process underway, then the Title IX Coordinator shall determine whether to initiate a Title IX Coordinator Complaint of sex discrimination. In making that determination, the Title IX Coordinator shall consider, at a minimum, the following factors, as enumerated in 34 CFR 106.44(f)(1)(v)(A):

- e. The complainant's request not to proceed with initiation of a Complaint;
- f. The complainant's reasonable safety concerns regarding initiation of a Complaint;
- g. The risk that additional acts of sex discrimination would occur if a Complaint is not initiated;
- h. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- i. The age and relationship of the parties, including whether the respondent is an employee of the District;
- j. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- k. The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- l. Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its Grievance Procedure under § 106.45.

- If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the District from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a Complaint.

Before initiating a Complaint, the Title IX Coordinator shall notify the complainant – if known – and/or the person who made the report and appropriately address reasonable concerns about the complainant's safety or the safety of others, including providing supportive measures to the complainant as appropriate.

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If the Title IX Coordinator determines that no Complaint is appropriate or necessary after consideration of the above, the Title IX Coordinator may refer any non-confidential information to the appropriate administrator.

**B. Informal Resolution**

At any time prior to reaching a determination whether sex discrimination occurred under the Grievance Procedure (whether or not a Complaint has been made) the District, through the Title IX Coordinator, may offer an optional informal resolution process (e.g., mediation, arbitration). See 34 CFR 106.44(f)(v).

0. When offering informal resolution, the District must Provide notice to the parties disclosing:
  - a. The allegations;
  - a. The requirements of the informal resolution process;
  - b. That at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume or initiate the Grievance Procedure;
  - c. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
  - d. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
  - e. What information the District will maintain and whether and how the District could disclose such information for use if the Grievance Procedure is initiated or resumed.
1. Participation in the informal resolution process requires the voluntary written consent of both the complainant and the respondent.
2. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the District's grievance procedures, and may not have a conflict of interest or bias relative to either the complainant or respondent, and must have received the training described in Section II.T.2. Any person designated by the District to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training under § 106.8(d)(3).
3. Potential terms that may be included in an informal resolution agreement include but are not limited to:
  - a. Restrictions on contact; and
  - a. Restrictions on the respondent's participation in one or more of the District's programs or activities or attendance at specific events, including restrictions the District could have imposed as remedies or disciplinary sanctions had the District determined at the conclusion of the District's grievance procedures that sex discrimination occurred.



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- Notwithstanding that informal resolution occurs relative to a particular case, the Title IX Coordinator must take such other prompt and effect steps as are necessary and appropriate to ensure that sex discrimination does not continue or recur.

In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**B. Permitted Emergency Removals Upon Complaint of Sex Discrimination.**

In consultation with the Title IX Coordinator, District administrators may remove a respondent from the District's education program or activity on an emergency basis at any time after receiving a report of sex discrimination – including sex-based harassment, provided that the District undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

**C. Administrative Leave.** Nothing in this policy precludes the Superintendent, with or without consulting the Title IX Coordinator, from placing an employee on administrative leave pursuant to RSA 189:31.

**D. Remedies to Restore Access to Education Program or Activity**

The District may provide remedies, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity. A wide variety of remedies affecting personal circumstances may be appropriate depending on the circumstance. Remedies may cause additional burdens upon respondents who have violated the prohibition on sex discrimination. Remedies may include recommended adjustments in District policies and practices.

**E. Disciplinary Sanctions**

Administrators should consult with the Title IX Coordinator about potential disciplinary responses to the conduct that is alleged to be in violation of the prohibition on sex discrimination. **The District is not permitted to impose disciplinary sanctions upon a respondent to a Complaint for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the District's Grievance Procedure that the respondent engaged in prohibited sex discrimination.** However, appropriate supportive measures may be provided to both the Complainant and the Respondent during the Grievance Procedure. See "Supportive Measures" definition in **Section II.D**, and 34 CFR 106.44(g).

**F. Pregnancy and Related Conditions Response Required by Title IX Regulations**

The Title IX Coordinator is directed to coordinate the District's actions required by Title IX regulations to promptly and effectively prevent sex discrimination and ensure equal access to the District's education program or activity once a student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions.

**G. Provision for Students with a Disability**

If a complainant or respondent is a student with a disability, the Title IX Coordinator must



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consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under Section 504, if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 throughout the District's implementation of Grievance Procedures and/or supportive measures.

**H. Retaliation Prohibited**

The District prohibits intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations. When the District has information about conduct that reasonably may constitute retaliation under Title IX or this part, the District must respond promptly and effectively within its Title IX framework.

**I. Confidentiality and Privacy**

1. Exceptions to Non-Disclosure - The District must not disclose personally identifiable information obtained in the course of complying with Title IX, except in the following circumstances:

- a. To the extent such disclosures are not otherwise in conflict with Title IX, when required by State or local law or when permitted under FERPA.
- a. As required by Federal law, Federal regulations, or the terms and conditions of a Federal award, including a grant award or other funding agreement; or
- b. To carry out the purposes of Title IX, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the District's education program or activity;
- c. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
- d. When the District has obtained prior written consent from a person with the legal right to consent to the disclosure;

2. Privacy During Grievance Process - The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. Examples of such steps might include statements of non-disclosure, identifying water-marks, redaction with separate witness codes, etc. However, such steps may not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures.

**B. Conflict of Interest**

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of

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interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**C. Training Requirements**

The superintendent must ensure that the persons described below receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX or this part, *and annually thereafter*. This training must not rely on sex stereotypes.

1. All employees must be trained on:

a. The District's grievance procedures.

a. All applicable notification and information requirements pertaining to pregnant students or students with pregnancy related conditions, as detailed in policy IHBCA, and

b. The scope of conduct that constitutes sex discrimination under Title IX, including sex-based harassment; and

c. The District's obligation to address sex discrimination in its education programs and activities;

2. In addition to the foregoing, any investigator, decisionmaker, facilitator of informal resolutions (if any are offered), and any person otherwise responsible for implementing the District's Grievance Procedures or who has the authority to modify or terminate supportive measures, must each receive the corresponding level of advanced training required by Title IX.

3. The Title IX Coordinator and any persons to whom Title IX Coordinator duties are delegated must receive the level of advanced training required by Title IX, and any other training necessary to coordinate the District's compliance with Title IX.

4. The District must make all materials it uses for required Title IX training available upon request for inspection by members of the public. Such materials must be retained as required under **Section II.U**, below.

5. Other than the Title IX Coordinator, who must be a District employee, the District may engage outside parties who have received qualifying training elsewhere for a role under Title IX.

**D. Records and Record Keeping**

The District, through the Superintendent and Title IX Coordinator, must maintain for a period of at least seven years:

1. For each Complaint of sex discrimination, including sex-based harassment, records documenting the informal resolution process under **Section II.J**, or the Grievance Procedures and the resulting outcome under Section III.

2. For each notification or other report the Title IX Coordinator receives about conduct that reasonably may constitute sex discrimination under Title IX, including, for instance, notifications by employees (under **Section II.H**, above), any records documenting the actions the District took to meet its obligations to respond promptly and effectively as provided in **Section II.I**, above.

3. All materials used to provide training under **Section II.T**. A District must make these training materials available upon request for inspection by members of the public.

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**II. GRIEVANCE PROCEDURE FOR COMPLAINTS OF SEX DISCRIMINATION INCLUDING SEX-BASED HARASSMENT**

This Grievance Procedure is initiated by the making of a Complaint of sex discrimination of any form, including a Complaint of sex-based harassment. As defined in **Section II.D** a “Complaint” under this policy is an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. However, whether the Grievance Procedure is initiated also depends on the status of the person bringing the request to the attention of the District.

**A. Form of and Making a Complaint**

**All Complaints shall be made with the Title IX Coordinator (unless the Title IX Coordinator is the alleged respondent, in which event the Complaint shall be made to the Superintendent).** The Complaint should include, to the extent available at the time, all of the information available to allow the parties to respond to the allegations of the conduct alleged to constitute sex discrimination, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s). A Complaint may be made orally or in writing, but the Title IX Coordinator will encourage persons making a Complaint to do so in writing. If the person making the Complaint declines, is unable, or requires assistance to make the Complaint in writing, the Title IX Coordinator will be responsible for preparing or assisting in preparing the written Complaint.

**B. Persons Eligible to Make a Complaint**

1. Complaints of Sex-Based Harassment. A person is entitled to make a Complaint of sex-based harassment (a sub-category of sex discrimination) only if they:

- a. Themselves are alleged to have been subjected to the sex-based harassment,
- a. Have a legal right to act on behalf of the person(s) alleged to have been subjected to the sex-based harassment (i.e., parent, guardian or other authorized legal representative).
- b. Additionally, as described under **Section II.I.2**, above, the Title IX Coordinator is permitted or required to make a Complaint of sex-based harassment.

2. Complaints of Sex Discrimination Other Than Sex-Based Harassment. A person is entitled to make a Complaint of sex discrimination in the programs or activities of the District other than a Complaint of sex-based harassment if they are:

- c. A student or employee of the District;
- d. Any person other than a student or employee who was participating or attempting to participate in an education program or activity of the District at the time of the alleged sex discrimination;
- e. A parent, guardian, or other authorized legal of a person authorized to make a Complaint; or
- f. The Title IX Coordinator if permitted or required to make a Complaint under **Section II.I.2**, above.

**C. Complaints Concerning District Policy or Practice**

Not all Complaints of sex discrimination involve active participation by complainants and

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respondents, including those alleging that the District's own policies and procedures discriminate based on sex. When a sex discrimination Complaint alleges that the District's own policy or practice discriminates on the basis of sex, the District is not considered a "respondent" for procedural purposes. However, the District must fully implement and follow those parts of the Grievance Procedure that apply to such Complaints and complainants, including when responding to a Complaint alleging that the District's policy or practice discriminates on the basis of sex.

For a Complaint alleging that an individual engaged in sex discrimination based on actions the individual took in accordance with the District's policy or practice, the District must treat the individual as a respondent and comply with the requirements in this Grievance Procedure that apply to respondents. This is because such Complaints may involve factual questions regarding whether the individual was, in fact, following the District's policy or practice, what actions the individual took, and whether the individual could be subject to disciplinary sanctions depending on these facts. To the extent an individual was following the District's policy or practice, the District has flexibility to determine whether the original Complaint must be amended to be a Complaint against the District itself or whether this determination can be made based on the original Complaint against the individual.

**D. Timeframes**

The District has established the following timeframes for the Grievance Procedure. Timelines are not jurisdictional, but merely establish expectations for being "prompt" in resolving Title IX matters in most cases. As used in this procedure, a "day" has the meaning provided in the Definitions found in **Section II.D**, above.

0. Evaluation of the Complaint (i.e., the decision whether to dismiss or investigate a Complaint): 3 days
  1. Notices and Investigation: 15 days
  2. Evidence organization, summarization by investigator: 5 days
  3. Evidence review and responses by parties: 5 days
  4. Decisionmaker evidence evaluation and determination: 10 days
  5. Appeal of dismissal: 10 days to file;
  6. 15 days to conduct the appeal of dismissal;
  7. Appeal of determination (merits): same as Level II and Level III of the grievance process under Policy ACA or as stated in Board policy JICD if the sanction recommended is a long-term suspension or expulsion.
- The District allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. The Title IX Coordinator may grant these extensions on the Title IX Coordinator's own initiative or upon a qualifying request or need presented by a party, investigator, decisionmaker, District administration, witness, DCYF, or law enforcement agency. The circumstances warranting a qualifying extension will be noted in the District's Title IX records of the complainant's case.

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**B. District's Response to Complaints of Sex Discrimination**

Whether or not the information alleging sex discrimination first came to the attention of the District by way of a Complaint, once the Grievance Procedure is initiated with the filing of a Complaint, the District will continue to perform and adhere to the provisions described in **Section II** of this policy, including, without limitation, those described in **Section II.I**. In addition, the District will adhere to the following provisions.

1. Title IX Coordinator, Investigator, and Decisionmaker Functions. The District requires that the Title IX Coordinator, the person assigned to investigate a Complaint, and any decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The Title IX Coordinator may also serve as the investigator and as a decisionmaker. See also **Section II.S**, above relative to impermissible conflicts of interest.

The Title IX Coordinator shall coordinate with the Superintendent with respect to assignment of persons to fulfill the District's obligations, both general and case specific, relative to this Policy (e.g., investigator, decisionmakers, etc.); this may involve the retention of third-party personnel or additional expenditure of resources.

2. Additional Notice After a Complaint is Made. Once a Complaint is made, and the Grievance Procedure initiated, the District, through the Title IX Coordinator will further notify the parties of the following:  
If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that were not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the parties of the additional allegations.
  - a. That the parties are entitled to an equal opportunity to access either an accurate description of the relevant and not otherwise impermissible evidence, or the evidence itself. If the District provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
  - a. That retaliation is prohibited; and
  - b. Sufficient information to the extent available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);

3. Complaint Consolidation. The District may consolidate Complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

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4. Investigation of Complaints. The District will provide for adequate, reliable, and impartial investigation of Complaints. The burden is on the District—not the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

5. Consideration of and Access to Evidence. The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the Grievance Procedure.

- c. The District will objectively evaluate all evidence that is relevant and not otherwise impermissible including both inculpatory and exculpatory evidence.
- d. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- e. The District will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.
- f. The District will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
- g. The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:
  - . The District will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the District provides a description of the evidence: the District will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
  - i. The District will provide a reasonable opportunity to respond to the evidence or the description of the evidence; and
  - ii. The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the Grievance Procedure. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the Complaint of sex discrimination are authorized.

6. Evidentiary Exclusions. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- h. Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- i. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of

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treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its Grievance Procedure; and

- j. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex discrimination. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex discrimination or preclude determination that sex discrimination occurred.

7. Duty of Staff, Volunteers, and Third Party Representatives to Participate. Any employee or any other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, including volunteers and representatives of third parties, must, upon request by the Title IX Coordinator, an investigator, or a decisionmaker, participate as a witness in, or otherwise assist with, an investigation or proceeding under this Policy, including the Grievance Procedure. This requirement would not apply to an employee, etc. who is/was personally subjected to the alleged discriminatory conduct as long as no other person within the District's program or activity (including any student) is/was adversely affected by that conduct.

8. Questioning Parties and Witnesses. The grievance decisionmaker, who may also be the investigator, will question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. Where the investigator has interviewed a party or witness and the investigator is also serving as the grievance decision maker, credibility evaluation is inherent in the process of conducting the interview. In situations where credibility determinations are required from a grievance decision maker who did not interview a party or witness, the Title IX Coordinator will facilitate an opportunity for the decision maker to conduct an interview as part of the grievance decision maker's process of engaging with the evidence resulting from the investigation.

9. Determination Whether Sex Discrimination Occurred. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the grievance decision maker will:

- k. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred.
  - . If the decisionmaker is not persuaded by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- i. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness.
- l. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal as provided in Section III.E.13, below.
- m. Identify recommended discipline for the respondent for sex discrimination prohibited by Title IX under the District's code of conduct.

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- n. Promptly transmit the grievance record and the determination to the Title IX Coordinator if the Title IX Coordinator did not serve as the decision maker

**10. Dismissal of a Complaint.**

- o. The Title IX Coordinator or decisionmaker may dismiss a Complaint of sex discrimination if:
  - . The respondent is unable to be identified even after the District has taken reasonable steps to do so;
  - i. The respondent is not participating in the District's education program or activity and is not employed by the District;
  - ii. The complainant voluntarily withdraws any or all of the allegations in the Complaint, the Title IX Coordinator declines to initiate a Complaint, and the District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
  - iii. The Title IX Coordinator or the decisionmaker determines the conduct alleged in the Complaint, even if proven, would not constitute sex discrimination under Title IX.
- p. Before dismissing the Complaint, the District through the Title IX Coordinator will make reasonable efforts to clarify the allegations with the complainant.
- q. Upon dismissal, the Title IX Coordinator will promptly notify the complainant of the basis for the dismissal, and that the complainant may appeal the dismissal, and the grounds upon which the dismissal may be appealed. If the dismissal occurs after the respondent has been notified of the allegations, then the respondent will also be notified of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- r. When a Complaint is dismissed, the District will, at a minimum:
  - . Offer supportive measures to the complainant as appropriate;
  - i. If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
  - ii. Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not occur, continue, or recur within the District's education program or activity.
- s. Dismissal on these grounds does not prevent the application of any other District policy that applies to the alleged conduct or referral of the alleged conduct to appropriate administrators.

**11. Disciplinary Sanctions for Sex Discrimination.** The Title IX Coordinator will provide the appropriate administrator with the findings and determinations arising from the grievance procedures for purposes of implementing disciplinary sanctions upon a respondent for violating the prohibition on sex discrimination.



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12. Remedies and Sanctions for Sex Discrimination Other than Sex-Based Harassment. If the Decisionmaker makes a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- t. Coordinate the provision and implementation of remedies (as described in **Section II.M**, above) to a complainant and other people the District identifies as having had equality in access to the District's education program or activity limited or denied by sex discrimination;
- u. Coordinate the imposition of any disciplinary sanctions on a respondent, including:
  - . Notification of the complainant of any such disciplinary sanctions; and
  - i. Taking other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
  - ii. Compliance with the Grievance Procedure before the imposition of any disciplinary sanctions against a respondent; and
  - iii. Not disciplining a party, witness, or others participating in the Grievance Procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination that sex discrimination occurred.

- *If the respondent is a student*, disciplinary sanctions and/or interventions may be found in the District's *[Student Code of Conduct, student handbook ...or other comprehensive list of conduct and discipline standards]*. See also Board policy JIC.

*If the respondent is an employee*, the employee is subject to discipline up to and including dismissal, in accordance with applicable Board policies, employee handbook and any applicable collective bargaining agreement.

The Title IX Coordinator will provide the appropriate administrator with the findings and determinations arising from the grievance procedures for purposes of implementing disciplinary sanctions upon a respondent for violating the prohibition on sex discrimination.

1. Appeals.

- a. *Appeal of Determination Whether Sex Discrimination Occurred (Merits Appeals)* – An appeal as to whether sex discrimination occurred, i.e. a “merits appeal” (as opposed to an appeal of a dismissal, discussed below), must be filed as provided in **Section III.D.8**, above, and in accordance with the procedures specified in policy ACA. All persons serving as decision maker in appeals arising from the Title IX grievance process are subject to applicable training requirements located in **Section II.T**. Appropriate supportive measures managed by the Title IX Coordinator will continue during all appeals.
  - . Student Respondents Generally. For student respondents generally, a determination of whether sex discrimination occurred will be appealable by either the complainant or the respondent, or both, using the procedures for Level II and Level III grievances under policy ACA. If the determination that sex discrimination occurred is affirmed, reversed, or modified on appeal, the appeal decision will be promptly reported to the Title IX Coordinator to modify the District's response actions as and if appropriate.

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- i. Student Respondents Facing Long Term Suspension or Expulsion. Whether or not a student respondent who has been determined by the Grievance Procedure to have violated the prohibition against sex discrimination avails themselves of the Level II or Level III appeals under Board policy ACA, if the student respondent found to have violated the prohibition against sex discrimination is facing a long term suspension or expulsion for that violation, they will also be entitled to a hearing before the School Board pursuant to RSA 193:13 and the procedures found in Rule 317.04 (Ed 317.04) of the New Hampshire Department of Education administrative rules. As to such hearing:
    1. The predicate issue of whether the student-appellant violated the prohibition on sex discrimination may be raised before the Board as an issue in the appeal or hearing on a disciplinary sanction under Board policy JICD.
    2. In addition to such evidence as may be introduced as provided under Ed The evidentiary record of Title IX grievance and the testimony of any witness, including the Title IX Coordinator and any investigator or decisionmaker in the matter, may be taken into evidence and argument to support the determination that the student-appellant violated the prohibition on sex discrimination, and for any other relevant purpose in the appeal or hearing.
    3. The Board may adjust, vacate, or deny a disciplinary sanction directed toward a respondent under the *[Student Code of Conduct, student handbook ....or other comprehensive list of conduct and discipline standards]* without disturbing the determination that sex discrimination occurred in the District's program or activity. Such a decision by the Board may also be grounds for the Title IX Coordinator to adjust remedies provided to the Complainant.
    4. If the Board finds that the respondent did not personally violate the prohibition on sex discrimination, the remedies ordered by the decisionmaker that are specifically dependent upon the determination that the respondent violated the District's prohibition on sex discrimination will be vacated or modified accordingly by the Title IX Coordinator.
  - ii. Employee Respondents. For employee respondents, a determination that sex discrimination occurred will be appealable by either the complainant or the respondent, or both, using the procedures for Level II and Level III grievances under Policy ACA. If the determination that sex discrimination occurred is affirmed, reversed, or modified on appeal, the grievance returns to the Title IX Coordinator to modify the District's response actions as and if appropriate. However, when a final determination is made that an employee violated the prohibition on sex discrimination under Title IX, the concluded grievance record and determination will be sent to the Superintendent or a designee for purposes of determining disciplinary action specifically directed at that employee.
- a. Appeal of Dismissal of a Complaint
    - . If a Complaint is dismissed, the Title IX Coordinator will notify the complainant that the dismissal may be appealed and provide opportunity for an appeal. As noted in Section III.D.6, above, an appeal must be filed within 10 days of the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, the Title IX

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Coordinator will also notify the respondent that the dismissal may be appealed.  
Dismissals may be appealed only on the following bases:

1. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
  2. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
  3. Procedural irregularity that would change the outcome;
- i. If the dismissal is appealed, the District will:
1. Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
  2. Implement appeal procedures equally for the parties;
  3. Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the Complaint;
  4. Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
  5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging the outcome; and
  6. Notify the parties of the result of the appeal and the rationale for the result.
- B. **Relationship of Title IX Grievance Procedures to Other Discrimination or Harassment Procedures.**
- To the extent the underlying facts and legal questions in a Complaint handled under the Title IX Grievance Procedure overlap with and pertain to compliance by the District with another law or regulation concerning discrimination under policy AC, the evidence and findings of the Title IX Grievance Process may be used for both purposes, in the discretion of the Title IX Coordinator and, if not the same person, the District's *[Human Rights/Nondiscrimination Officer/Coordinator use position described in District's AC]*.

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**District Policy History:**

*Adopted: 9/2/2020*

*Revised:*

**NH Statutes**  
RSA 193:38

**Description**  
[Discrimination in Public Schools](#)

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<b>NH Dept of Ed Regulation</b>	<b>Description</b>
NH Dept of Ed Rules Ed 303.01 (j)	<a href="#">Substantive Duties of School Boards: Sexual Harassment Policy</a>
NH Dept of Ed. Rule 303.01 (i)	<a href="#">School Board Substantive Duties</a>
<b>Federal Regulations</b>	<b>Description</b>
34 CFR 106.30	<a href="#">Definitions</a>
34 CFR 106.44	<a href="#">Recipient's response to sexual harassment</a>
34 CFR 106.45	<a href="#">Grievance process for formal complaints of sexual harassment</a>
34 CFR 106.71	<a href="#">Retaliation</a>
34 CFR 106.8	<a href="#">Designation of responsible employee and adoption of grievance procedures.</a>
34 CFR. Part 99	<a href="#">Family Educational Rights and Privacy Act Regulations</a>
<b>Federal Statutes</b>	<b>Description</b>
20 U.S.C 1681, et seq	<a href="#">Title IX of the Education Amendments of 1972</a>

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*Category: Priority*

*Related Policies: AC, AC-E, GBEAB, JICK & JLF*

**(old version to repeal)**

**The definition of “Sexual Harassment” is found in Section II.B of this Policy. Instructions for making a report or complaint of sexual harassment are found in Section II.J.1. The “Title IX Grievance Process” is Section III, and the procedure for filing a formal complaint to initiate the grievance process is found in Section III.A**

### **I. RESTATEMENT OF POLICY PROHIBITING DISCRIMINATION ON THE BASIS OF SEX**

Per Board policy AC, Title IX of the Education Amendments Act of 1972 (“Title IX”), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

### **II. TITLE IX SEXUAL HARASSMENT POLICY**

#### **A. Application of This Policy**

While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address, and only to address, *sexual harassment as defined in Title IX and Sec. II.B*, below, that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The “Title IX Grievance Process” is set out in Sec. III below. While the District must respond to all “reports” it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

The purpose of this Policy, however, is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the District’s response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

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The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator as that position is described in Section II.C, below. The name and contact information for the Title IX Coordinator is set forth in Board Policy AC-E, which policy shall be updated and disseminated annually with the Title IX Coordinator's name as set forth in Board policy AC.

### **B. Definitions**

As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

**“Actual knowledge”** occurs when the District's Title IX Coordinator or **ANY** employee of one of the District's schools (other than a “respondent” or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

**“Complainant”** is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.

**“Days”** shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

**“Decision Maker”** means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as “initial decision maker”); or the responsibility to decide any appeal (at times “appeals decision maker”) with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

**“Determination of Responsibility”** is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.

**“Formal Complaint”** means a document filed by a complainant, the complainant's parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.

**“Respondent”** is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

**“Sexual harassment”** prohibited under Title IX and by this policy *is conduct on the basis of sex* (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
2. Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, **AND** objectively offensive that it effectively denies a person equal access to

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the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority; **OR**

3. Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

- i. Sexually suggestive remarks or jokes;
- ii. Verbal harassment or abuse;
- iii. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
- iv. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
- v. Harassing or sexually suggestive or offensive messages that are written or electronic;
- vi. Subtle or direct propositions for sexual favors or activities;
- vii. Touching of a sexual nature or groping; and
- viii. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

***Note:** incidents of the above conduct would still need to satisfy one or more of the criteria in paragraphs 1-3 of this definition.*

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

The context of behavior can make a difference between conduct falling within the technical definition of Sexual Harassment Under Title IX, and conduct of a sexual nature that is offensive or hostile in itself, but which does not arise to the level within that definition. **District policies prohibit both, but for purposes of its Title IX obligations the District must address reports or complaints of conduct which may constitute sexual harassment as defined above, under this specific, limited scope Policy and Title IX Grievance Process.** Except as used in other laws (e.g., Title VII) or policies (e.g., Board policy JICK) pertaining to harassment, including of a sexual nature, other than Title IX sexual harassment, all references to “sexual harassment” in this policy mean sexual harassment that meets the above definition.

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school



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system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred.

***NOTE Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3<sup>rd</sup> Party Distance Learning and Other Alternative Instructional Programs:*** *Under federal regulations, in order for the District to have jurisdiction over conduct that would otherwise meet the definition above of sexual harassment, the District must have substantial control over both the respondent and the context in which the harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of sexual harassment within that program, may not be subject to this policy.*

**“Supportive Measures”** are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision

Such measures shall be designed to restore or preserve equal access to the District’s education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated required in Sec. II.E, below.

### **C. Title IX Coordinator**

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. the Title IX Coordinator shall receive general and specific reports of sexual harassment, and coordinate the District’s responses to both reports and formal complaints of sexual harassment so that the same are prompt and equitable. In addition to any other specific responsibilities assigned under this Policy, or as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

1. meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this Policy;
2. identification and implementation of supportive measures;
3. signing or receiving formal complaints of sexual harassment;
4. engaging with the parents/guardians of parties to any formal complaint of sexual harassment;



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5. coordinating with District and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the District otherwise meets its obligations associated with reports and complaints of sexual harassment;
6. coordinating with the Superintendent with respect to assignment of persons to fulfill the District's obligations, both general and case specific, relative to this Policy (e.g., investigator, decision makers, etc.; this may involve the retention of third party personnel.);
7. coordinating with District and school-level personnel to assure appropriate training and professional development of employees and others in accordance with Sec. II.D of this Policy; and
8. helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data.

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason (see Sec. II.G, below), the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator for that case, in such instances "Title IX Coordinator" shall include the acting Title IX Coordinators.

### **D. Training**

All District employees shall receive regular training relative to mandatory reporting obligations, and any other responsibilities they may have relative to this Policy.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment, this Policy, the scope of the District's education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudgment of the facts, conflicts of interest and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in Sec. II.H of this Policy.

### **E. Confidentiality**

The District will respect the confidentiality of the complainant and the respondent as much as possible, however, some information may need to be disclosed to appropriate individuals or authorities. All

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disclosures shall be consistent with the District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

1. information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process;
2. information to individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
3. mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF);
4. information to the complainant's and the respondent's parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act ("FERPA"); and
5. reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

Except as specified above, the District shall keep confidential the identity of:

1. Any individual who has made a report or complaint of sex discrimination;
2. Any individual who has made a report or filed a formal complaint of sexual harassment;
3. Any complainant;
4. Any individual who has been reported to be the perpetrator of sex discrimination<sup>1</sup>;
5. Any respondent; and
6. Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **F. Retaliation Prohibited**

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate<sup>2</sup> in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to **materially** false statements made in bad faith, or to submitting **materially**

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<sup>1</sup> 34 CFR 106.71 (a).

<sup>2</sup> 34 CFR 106.71 (a).

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false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the District's general grievance process.

### **G. Conflict of Interest**

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

### **H. Dissemination and Notice**

The District shall include in all student and employee handbooks, and shall make publicly available on the district's website the following information:

1. The District's policy of non-discrimination on the basis of sex (included in Board policy AC).
2. the title, name, office address, email address, and telephone number of the Title IX Coordinator (to be provided pursuant to Board policy AC and its addendum, updated annually, AC-E;
3. the complaint process;
4. how to file a complaint of sex discrimination or sexual harassment;
5. how the District will respond to such a complaint; and
6. a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

The same information shall be provided to all persons seeking employment with the District, or seeking to enroll or participate in the District's educational programs or activities.

Additionally, the District will make this Policy, as well as any materials used to train personnel as required under Sec. II.D publicly available on the district's website.

### **I. Records and Record Keeping**

1. For each report or formal complaint of sexual harassment, the District, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:
  - a. Any actions, including any supportive measures,
  - b. The basis for the District's conclusion that its response was not deliberately indifferent; and
  - c. Documentation which:

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- If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
  - If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.
2. In addition, the District shall maintain the following records for a minimum of seven (7) years:
- a. Records for each formal complaint of sexual harassment, including:
    - Any determination regarding responsibility, including dismissals;
    - Any disciplinary sanctions imposed on the respondent;
    - Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
    - Any appeal and the result therefrom;
    - Any informal resolution process and the result therefrom;
  - b. All materials used to train Title IX Coordinators, investigators, and decision-makers.

### **J. Reports of Sexual Harassment, Formal Complaints and District Responses**

#### **1. Report of Sexual Harassment**

**NOTE:** *A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out in II.J.3, and III.A, below.*

Any person may report sexual harassment whether relating to her/himself or another person.

**However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator** of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to **any** District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

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NOTE: For any allegation of sexual assault on a student under the age of 18, such conduct shall be reported immediately to the DCYF per Board policy *JLF*. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., “credential holder”), then a report shall also be made pursuant to Board policy GBEAB.

### 2. District Response to Report of Sexual Harassment

The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant<sup>3</sup> and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- i. discuss the availability of and offer supportive measures;
- ii. consider the complainant’s wishes with respect to supportive measures;
- iii. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- iv. explain to the complainant the process for filing a formal complaint.

### 3. Formal Complaints

Pursuant to federal regulations, and this Policy, a formal complaint that contains an allegation of sexual harassment and a request that the District investigate the allegations is required before the District may conduct a formal investigation of sexual harassment or take any action (other than supportive measures) against a person accused of sexual harassment. **Once a formal complaint of sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX Grievance Process set out in Sec. III below. The process for filing a formal complaint is set forth in Sec. III.A.**

### 4. Limitation on Disciplinary Action

In no case shall the District impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute sexual harassment, until the Title IX Grievance Process has been completed.

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<sup>3</sup>The Title IX Coordinator may offer supportive measures to a complainant, even if the information from the complainant does not/does not appear to meet the full definition of sexual harassment under this Policy. Districts should consult with counsel before it “imposes” any supportive measures against a respondent.

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### **5. Emergency Removal and Administrative Leave**

At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other District official charged with a specific function under this Policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the physical health or safety of any person. In the event that the safety and risk analysis determines that the respondent student does present an immediate threat to the physical health and safety of any person, the District may remove that student, provided that such removal is in full compliance with the IDEA, a student's IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

## **III. TITLE IX GRIEVANCE PROCESS**

The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described in Sec. III.A, below. The provisions of Section I of the Policy are incorporated as part of the Title IX Grievance Process. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the District's efforts to comply with its responsibilities related to the Title IX Grievance Process.

### **A. Process for Filing a Formal Complaint of Sexual Harassment**

The Title IX Grievance Process is initiated by way of a formal complaint ("complaint" or "formal complaint") filed by the complainant, the complainant's parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the District's attorney as appropriate, the Title IX Coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on student harassment, repeat reports, or the conduct in the complainant's report has not been adequately resolved through the provision of supportive measures). If the complaint is filed by the Title IX Coordinator, he/she is not a party to the action, and the District must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

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If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the District or participating in or attempting to participate in the education program or activities of the District at the time of filing. Additionally, although the District will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

1. contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student;
2. describe the alleged sexual harassment,
3. request an investigation of the matter, and
4. be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator or on the District and school websites.

### **B. Initial Steps and Notice of Formal Complaint**

1. The Title IX Coordinator will provide notice to the complainant and the complainant's parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent's parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:
  - a. this Title IX Grievance Process, including any informal resolution process;
  - b. the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview; "sufficient details" shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;
  - c. a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - d. that each party may have an advisor of their choice, who may be, but is not required to be, an attorney;



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- e. that each party is entitled to inspect and review evidence; and
  - f. a reference to any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.
3. The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.
4. The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. III.C.4 will apply.
5. If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. III.G, below.
6. If the complaint is not dismissed, then the Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility. In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see Sec. II.D "Training", and Section II.G "Conflict of Interest").
7. If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the School Board Chair and the Human Resources Director the latter of whom shall have authority to seek guidance from the District's general counsel, but shall not delay the District's response to the report as outlined in this Policy.

### **C. General Provisions and Additional Definitions Relative to Title IX Grievance Process**

1. **Copies and Notices.** Except as specifically stated elsewhere in this Policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the District official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor's parent/guardian. Copies should also be sent to a party's advisor if the information for the advisor has been previously communicated to the sending party. (Under



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federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party's advisor. See Sections III.E.3, and III.E.4).

2. Risk Analysis and Emergency Removal. At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in Sec. II.J.5, following which a student may be removed.
3. Administrative Leave. At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.
4. Additional Allegations. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.
5. No Interference with Legal Privileges. At no point in process will the Title IX Coordinator the investigator, any decision maker, or any other person participating on behalf of the District, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the privilege in writing to use the information with respect to the Title IX Grievance Process.
6. Consolidation of Complaints. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.
7. Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility.
  - a. "Disciplinary sanctions" are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant's equal access to the educational programs and activities of the District.
  - b. "Disciplinary sanctions" against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or non-renewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.

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- c. “Disciplinary sanctions” against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district’s comprehensive student code of conduct.
- d. “Remedial actions” as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant’s right to access the district’s program and activity.

Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

### **D. Timeframe of Grievance Process**

The District shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the determination of responsibility decision within 80 days after filing the formal complaint. In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that a determination of responsibility cannot reasonably be made within that time frame.

#### **1. Summary of Grievance Process Timeline.**

- a. Investigation 20 +/- days as the complexity of the case demands (Sec. III.E.1)
  - b. 10 days for reviewing information prior to conclusion of investigation
  - c. 10 days after receiving report to respond to report
  - d. 10 days for decision maker to allow initial questions
  - e. 10 days for responses to questions
  - f. 10 days for questions and responses to follow-up questions.
  - g. 10 days for determination of responsibility decision
  - h. 10 days for appeal (6 additional days for administrative steps)
  - i. 10 days for argument/statement challenging or supporting determination
  - j. 10 days for decision on appeal
2. Delays and Extensions of Time. At any stage of the grievance process, the District (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee)

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may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s).

### **E. Investigation**

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to Sec. III.B.5.

1. The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:
  - a. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)
  - b. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on either of the parties;
  - c. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;
  - d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
  - e. Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;
  - f. Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established in Sec. III.D, below.
  - g. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;

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2. Prior to completion of the investigative report, the District, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
3. The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant District policies, rules and regulations, and the manner in which the same were made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.
4. The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.
5. It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required under Sec. III.E.2. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within 10-20 days after receiving a Formal Complaint.

### **F. Determination of Responsibility and Initial Decision Maker**

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to Section III.B.5.

1. Prior to making a determination of responsibility, the initial decision maker will afford each party 10 days to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness.
2. The initial decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.
3. The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days for written responses, likewise to be provided to each party.

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4. The initial decision maker will provide 5 days each for supplementary, limited follow-up questions and 5 days for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.
5. The initial decision maker may not make any credibility determinations based on the person's status as a complainant, respondent or witness.
6. The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. The initial decision maker may impose disciplinary sanctions and remedies as described in Section III.C7, above.
8. The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard, which is only met when the party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not).
9. The initial decision-maker must issue a written determination/decision within 10 days after the close of the period for responses to the last round of follow-up questions. The written "Initial Determination of Responsibility" must include:
  - a. Identification of the allegations potentially constituting sexual harassment;
  - b. A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
  - c. Findings of fact supporting the determination;
  - d. Conclusions regarding the application of the District's applicable codes of conduct, policies, administrative regulations or rules to the facts;
  - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and
  - f. The District's procedures and permissible bases for the complainant and respondent to appeal (as set forth in Section III.H, below).
10. The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

### **G. Dismissal of a Formal Complaint**

1. The District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

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- a. Would not constitute sexual harassment, even if proved;
  - b. Did not occur in the District's education program or activity; or
  - c. Did not occur against a person in the United States.
2. The District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):
  - a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - b. The respondent is no longer enrolled or employed by the District; or
  - c. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent.
4. Upon dismissal of a formal complaint, the District must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

**The dismissal of a formal complaint under Title IX does not preclude the District from continuing any investigation or taking action under other District policies, code of conduct or administrative rules/regulations. In some cases, the District may have an obligation to continue an investigation and proceed under a different policy or mandated process.**

### **H. Appeals Process**

1. Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing ("written appeal"), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within 10 days of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.
2. An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party's written appeal:
  - i. Procedural irregularity that affected the outcome of the matter;
  - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
  - iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard.

Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final per Sec. III.I, below, appeals of disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

3. Within 3 days of receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal ("appeals decision maker"),<sup>4</sup> who must have adequate training as provided in Section II.D, be free from conflict of interest as provided in Section II.G, and may not be the same person as the initial decision maker, the person who ordered dismissal, the investigator(s), or the Title IX Coordinator. Upon the appointment of the appeals decision maker, the Superintendent shall provide a Notice of Appeal to each party and to the Title IX Coordinator, with a copy of the written appeal. The Notice of Appeal must include information about all deadlines and timeframes in the appeal stage.
4. Each party shall have 10 days from the date the Notice of Appeal is delivered to the parties to submit to the appeals decision maker a written statement, with copies to the Superintendent, Title IX Coordinator, and other party a statement ("appeal statement") in support of, or challenging, the determination of responsibility or dismissal.
5. Each party shall provide copies of the appeal statement to the other party, the Superintendent, and the Title IX Coordinator at the same time the appeal statement is given to the appeals decision maker. If the basis of the appeal is newly available evidence affecting the outcome, the party shall submit such evidence or a summary of such evidence along with the party's appeal statement.
6. The appeals decision maker may refer an appealed issue back to a prior point in the grievance process, with written notice to the parties, the Superintendent and the Title IX Coordinator.
7. The appeals decision maker shall provide a written appeals decision after considering the record and the parties' appeal statements. The appeals decision maker will only overturn the Initial Determination of Responsibility upon a conclusion that it was clearly erroneous (i.e., either made on unreasonable grounds, or without any proper consideration of the circumstances). If the basis or one of the bases for the appeal was new evidence, the appeals decision maker may either make a determination of responsibility regarding that evidence, or refer it back to the appropriate stage of the Title IX Grievance Process. The written appeals decision will describe the result(s) of the appeal and the rationale, with copies provided to the parties, Superintendent and Title IX Coordinator, no more than 10 days after receiving the last of the parties' written statements per Section III.H.5.

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<sup>4</sup>Although the school board is not precluded from serving as a decision maker with respect to appeals, before it may do so, each member of the board must meet both the training and conflict of interest requirements described in Sections II.D and II.G. Such training may be provided on an as-needed basis, but because of necessary timelines, the framework will need to be in place long before a case is appealed.



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- I. Finality of Determination of Responsibility.** The determination regarding responsibility becomes final either on the date that the recipient, through the Superintendent, provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal of the Initial Determination of Responsibility would no longer be considered timely. The final determination shall be identified as the Title IX Decision.

Once the Title IX Decision is final, the District may implement remedies and disciplinary sanctions. The Title IX Coordinator is responsible for effective implementation of any non-disciplinary remedies, with the assistance of building and District administrative personnel, while disciplinary sanctions will be imposed by persons charged with such responsibilities under other Board policies, regulations or administrative procedures. The District may also proceed against the respondent or complainant pursuant to the District's applicable code of conduct or other Board policies, collective bargaining agreement, individual contract or administrative rules/regulations/procedures. The issue of responsibility for the conduct at issue shall not be subject to further review or appeal within the District.

**J. Informal Resolution.**

At any time prior to reaching a determination regarding responsibility (but only after the filing of a formal complaint), the District may offer an optional informal resolution process (e.g., mediation, arbitration), provided that the District:

1. Provides written notice to the parties disclosing:
  - a. The allegations of the formal complaint;
  - b. The requirements of the information resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and

**In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.**



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**Related Policies:** *AC, AC-E, GBEAB, JICK & JLF*

## **District Policy History:**

*Adopted: 9/2/2020*

## **Legal References:**

*Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq 20 U.S.C. §1232g, Family Educational Rights and Privacy Act*

*34 CFR. Part 99, Family Educational Rights and Privacy Act Regulations*

*34 CFR 106.8, Designation of responsible employee and adoption of grievance procedures.*

*34 CFR 106.30, Definitions*

*34 CFR 106.44, Recipient's response to sexual harassment*

*34 CFR 106.4, Grievance process for formal complaints of sexual harassment*

*34 CFR 106.71, Retaliation*

*RSA 193:38, Discrimination in Public Schools*

*NH Dept of Ed. Rules Ed 303.01 (i), School Board Substantive Duties*

*Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy*

# PELHAM SCHOOL DISTRICT POLICY

## ACE – PROCEDURAL SAFEGUARDS: NON-DISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

*Category: Priority*

The School District will ensure that all parents/guardians of students with a ~~handicap~~ or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations, as listed in Legal References below. In addition, all staff, students, parents, and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook (relative to the Individuals with Disabilities Education Act), or to the Model Process for 504 Plan Development (Section 504 of the Rehabilitation Act of 1973). For reporting or making a complaint of discrimination or harassment relative to a disability or perceived disability, see Policy ACA.

Policy IHBA provides specific information regarding the District's procedures and programs for students with disabilities. ~~and procedural document IHBA-R.~~

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### **District Policy History:**

*Adopted: June 28, 2017*

*Revised: December 2, 2020*

### **Legal References:**

*NH Department of Education Administrative Rules, Ed 1120, Procedural Safeguards*

*34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap*

*29 U.S.C. §794 Rehabilitation Act of 1973*

*Section 504, 29 U.S.C. 701, et. seq. Section 504 of The Rehabilitation Act of 1973*

*42 U.S.C. 12101, et seq. Title II of The Americans with Disabilities Act of 1990*

# PELHAM SCHOOL DISTRICT POLICY

## ACN – NURSING MOTHERS ACCOMMODATIONS

*Category: Priority*

*Related Policies: AC, ACAC, GBEB, IHBCA, JIC*

### A. **Statement of Purpose**

The District provides a supportive environment as to time and place for students and employees (collectively “nursing mothers”) to express milk. Subject to the terms and exceptions set forth in this policy, the District will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for up to one year after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing-related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

### B. **Accommodation Notice and Plans**

A nursing or expectant mother should contact the building principal at least two weeks before the need for nursing accommodations arises. The District will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) will create undue hardship to the operations of the school/workplace, the District will work with the nursing mother to determine whether other acceptable accommodations may be made. When acceptable accommodations are unattainable, the building principal will consult with the District’s Human Resources Director.

The nursing mother and principal will create a nursing accommodation plan in order to ensure proper coverage of a classroom or job assignment. The plan should be revisited every three months, with adjustments made to the accommodations as nursing needs change.

### C. **Reasonable Time to Express Milk During the School Day**

Absent undue hardship or other accommodations as established under Section B above, a nursing mother will have an opportunity to express milk as outlined within the nursing accommodation plan. An employee or student can use usual break and meal periods if they choose.

A nursing mother who is an hourly employee will not be paid during nursing periods unless either (a) the nursing period falls during a regular paid break (e.g., a paid lunch), or when not completely relieved of duties during the nursing period(s). Nursing mothers shall not be required to “make up” time relating to the use of unpaid nursing periods.

# PELHAM SCHOOL DISTRICT POLICY

## ACN – NURSING MOTHERS ACCOMMODATIONS

*Category: Priority*

*Related Policies: AC, ACAC, GBEB, IHBCA, JIC*

### D. **Suitable Private Areas for Nursing**

Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day. The nursing area:

1. May be temporary or permanent.
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mother's work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
6. Shall be cleaned regularly by District staff assigned to that duty.

### E. **Nursing Mother Responsibilities**

Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

### F. **Prohibited conduct**

Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

### G. **Dissemination of policy**

This policy shall be printed or summarized in the applicable employee/student handbook and placed on the District's website.

# PELHAM SCHOOL DISTRICT POLICY

## ACN – NURSING MOTHERS ACCOMMODATIONS

*Category: Priority*

*Related Policies: AC, ACAC, GBEB, IHBCA, JIC*

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### **District Policy History:**

*Adopted: February 21, 2024*

*Revised:*

### **Legal References:**

RSA 275:78-83

20 U.S.C 1681, et seq Title IX of the Education Amendments of 1972

42 U.S.C. 2000gg Pregnant Worker Fairness Act ("PWFA")

42 U.S.C. 218d Pump for Nursing Mothers Act ("PUMP Act")

# PELHAM SCHOOL DISTRICT POLICY

## GBAM – ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: PERSONNEL

### Recommended

*Note: This would be a new policy. The EEOC's final regulation to carry out the Pregnant Workers Fairness Act (PWFA) went into effect on June 18, 2024. An updated rule for Title IX of the Education Amendments of 1972 was released in 2024. This policy was created to assist Boards in complying with both provisions.*

#### A. **Policy Purpose**

This policy is intended to help District employees receive the accommodations related to pregnancy and related conditions to which they are entitled under Board policies AC and ACAC, Title IX of the Education Amendments of 1972 (Title IX), the Pregnant Workers Fairness Act (PWFA) regarding pregnant employees and employees with pregnancy related conditions, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA).

#### B. **Definitions**

1. Pregnancy. Under the PWFA, “pregnancy” and “childbirth” refer to the pregnancy or childbirth of the specific employee in question and include, but are not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
2. Related Medical Conditions. “Related medical conditions” are medical conditions relating to the pregnancy or childbirth of the specific employee in question. This includes prenatal/antenatal, and postpartum medical conditions, as well as lactation and related conditions. See Policy ACN for lactation accommodations.
3. Reasonable Accommodations. A "reasonable accommodation" for purposes of this policy and the PWFA is an accommodation that “seems reasonable on its face, i.e., ordinarily or in the run of cases, is “feasible,” or “plausible.” Reasonable accommodations with respect to pregnancy or related conditions may include such items as:
  - a. frequent breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, using the restroom, or expressing breast milk in an appropriate lactation space (as described in Policy ACN);
  - b. schedule changes or intermittent absences to attend medical appointments;
  - c. changes in physical space or supplies (for example, access to a larger desk or a footrest);
  - d. leave;
  - e. avoiding exposure to certain chemicals;
  - f. telework;
  - g. access to reserved parking;
  - h. elevator access; or
  - i. other changes to policies, practices, or procedures.

**PELHAM SCHOOL DISTRICT POLICY**  
**GBAM – ACCOMMODATION OF PREGNANCY AND RELATED**  
**MEDICAL CONDITIONS: PERSONNEL**

**C. Interactive Process and Reasonable Accommodation**

Any employee who is pregnant or who has a related medical condition (the “Employee”) is encouraged to communicate a need for reasonable accommodation to the District by notifying [the Principal, Human Resources, or the Employee’s supervisor]. Once the District is so notified, the District will engage in an interactive process with the Employee in order to make reasonable accommodation for the Employee’s known limitations. The District shall implement such reasonable accommodation without unnecessary delay. If appropriate, the District may implement an interim reasonable accommodation while determining how best to make a reasonable accommodation.

The District shall not require the Employee to accept any accommodation or to take leave, nor will the District deny employment opportunities to the Employee or take any adverse action against the Employee because of the Employee’s need for, request of, or use of reasonable accommodation(s).

The District shall not retaliate against, coerce into, dissuade from, or otherwise act against any person for seeking reasonable accommodation or assisting another in seeking reasonable accommodation as described in this policy.

If the Employee refuses a reasonable accommodation offered by the District and, as a result, is unable to perform the essential functions of the job, and there are no alternative reasonable accommodations, the District may have satisfied its obligation to make reasonable accommodation.

**D. Supporting Documentation**

The District will only seek reasonable documentation supporting the Employee’s need for accommodation due to pregnancy or a related medical condition when such documentation is necessary to determine reasonable accommodation and/or the expected duration of the need.

The District will not seek supporting documentation when the need is obvious or already known. For example, a need for more frequent restroom breaks for a pregnant employee is obvious and, once the Employee has notified the District of the Employee’s pregnancy, the District would not require documentation supporting the ongoing need for more frequent restroom breaks.

**E. Reports or Complaints**

Reports or complaints of violations of this policy should be made according to the Grievance Procedure found in policy ACAC.

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**District Policy History:**

*Adopted:*

**PELHAM SCHOOL DISTRICT POLICY  
GBAM – ACCOMMODATION OF PREGNANCY AND RELATED  
MEDICAL CONDITIONS: PERSONNEL**

**Legal References**

**Federal Regulations**

89 FR 29182

**Description**

[Pregnant Workers Fairness Act \("PWFA"\)](#)

**Federal Statutes**

42 U.S.C. 2000gg

**Description**

[Pregnant Worker Fairness Act \("PWFA"\)](#)



# PELHAM SCHOOL DISTRICT POLICY

## IHBCA – ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

*Category: Recommended*

*Also JIE*

~~Maternal or paternal status shall not affect the rights and privileges of students to receive a public education.~~

~~Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The Board may require a physician's statement of activity limitations.~~

### **A. Policy Purpose.**

This policy is intended to enable students who are pregnant or who have related medical conditions receive the accommodations to which they are entitled under Title IX of the Education Amendments of 1972 (Title IX) and state law NH RSA 193:38.

The District does not treat students differently concerning current, potential, or past parental, family, or marital status on the basis of sex. The District does not discriminate against any student based on the student's current, potential, or past pregnancy or related conditions.

### **B. Definitions.**

1. Pregnancy. "Pregnancy" refers to the pregnancy of the specific student in question and include, but are not limited to, current pregnancy; past pregnancy; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
2. Related Medical Conditions. "Related medical conditions" are medical conditions relating to pregnancy. This includes prenatal/antenatal, and postpartum medical conditions, recovery from pregnancy as defined above, as well as lactation and related conditions. See Policy ACN for lactation accommodations.

### **C. District and Employee Responsibilities Upon Notification of Student Pregnancy or Related Condition.**

When a student, or a person who has a legal right to act on behalf of the student, informs any District employee of the student's pregnancy or related medical conditions, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's educational programs and activities.

# PELHAM SCHOOL DISTRICT POLICY

## IHBCA – ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

*Category: Recommended*

*Also JIE*

Pursuant to Board policy ACAC and Title IX, any staff member who learns that a student is pregnant or is informed of such by the pregnant student will immediately inform the Title IX Coordinator.

Consistent with RSA 186:11, IX-e, no employee of the District, including the Title IX Coordinator, may withhold from a parent/guardian information regarding a student's pregnancy unless such employee reasonably believes, and a reasonably prudent person would believe, that such disclosure would result in abuse, abandonment, or neglect. If information indicating abuse, abandonment or neglect exists, the employee is mandated to report such information as described in policy JLF and RSA 169-C:29 and 30.

### **D. Specific Actions to Prevent Discrimination and Ensure Equal Access.**

When the student, or a person who has a legal right to act on behalf of the student, informs the Title IX Coordinator of the pregnancy or related condition, the Title IX Coordinator shall act to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator must inform the person of the District's obligations and provide adequate notice of nondiscrimination.

Based on the student's individualized needs and in consultation with the student, the District will make reasonable modifications to policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator will help the student access these rights.

The student may accept or decline each reasonable modification offered by the District. If the student accepts an offered reasonable modification, the District must implement it.

Examples of reasonable modifications may include, but are not limited to, the following:

1. breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
2. intermittent absences to attend medical appointments;
3. access to extended learning opportunities, such as online or homebound education;
4. changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations;
5. allowing a student to sit or stand, or carry or keep water nearby;
6. counseling;
7. changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access;
8. other changes to policies, practices, or procedures; or

# PELHAM SCHOOL DISTRICT POLICY

## IHBCA – ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

*Category: Recommended*

*Also JIE*

9. breaks during class to express breast milk or breastfeed in an appropriate lactation space (i.e., a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and which may be used by a student for expressing breast milk or breastfeeding as needed). See Policy ACN regarding lactation.

### **E. Voluntary Leaves of Absence.**

The student may voluntarily take a leave of absence from school for, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. If the student qualifies for a longer period of leave under another District leave policy, the student is permitted to take voluntary leave under that policy instead, if the student so chooses. Upon return to school, the student will be reinstated to the academic status and, as practicable, the extracurricular status that the student held when the voluntary leave began.

### **F. Supporting Documentation.**

The District will treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions. The District may not require supporting documentation for activities that are generally available to students without documentation.

The District will only require supporting documentation when it is necessary and reasonable for determining reasonable modifications to make or whether to take additional specific actions. Supporting documentation is not necessary and reasonable when the student's need is obvious, such as when a student who is pregnant needs a bigger desk, water nearby, or restroom breaks, or when a postpartum student has lactation needs.

The District may not require a student who is pregnant or has related conditions to provide certification that the student is physically able to participate in class, programs, or extracurricular activity unless such certification is required of all students participating in the class, program, or extracurricular activity.

### **G. Complaints or Reports.**

Complaints or reports regarding violations of this policy should be made according to the procedures found in policy ACAC.

**PELHAM SCHOOL DISTRICT POLICY  
IHBCA – ACCOMMODATION OF PREGNANCY AND RELATED  
MEDICAL CONDITIONS: STUDENTS**

*Category: Recommended*

*Also JIE*

**District Policy History:**

*Adopted: August 09, 2006*

**NH Statutes**

RSA 186:11, XXXIII

RSA 193:38

**Federal Statutes**

20 U.S.C 1681, et seq

**Description**

[Discrimination](#)

[Discrimination in Public Schools](#)

**Description**

[Title IX of the Education Amendments of 1972](#)

# PELHAM SCHOOL DISTRICT POLICY

## JIE – PREGNANT STUDENTS

*Also: IHBCA*

*Category: Recommended*

*Proposed to be replaced by IHBCA*

~~Maternal or paternal status shall not affect the rights and privileges of students to receive a public education.~~

~~Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The school administration may require a physician's statement of activity limitations.~~

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### **District Policy History:**

*Adopted: July, 1998*

*Revised: November, 1999*

*Revised: November 22, 2006*

# PELHAM SCHOOL DISTRICT POLICY

## JLDBB – SUICIDE PREVENTION AND RESPONSE

*Category: Priority*

The School Board is committed to protecting the health, safety, and welfare of its students and school community. This Policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

### **A. District Suicide Prevention Plan and Biennial Review**

In accordance with RSA 193-J: Suicide Prevention Education, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the “Plan”) to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention, and response to youth suicides and suicide attempts.

#### **1. Specific Requirements for Plan Terms**

The District Suicide Prevention Plan shall include terms relating to:

- a. Suicide prevention (risk factors, warning signs, protective factors, referrals);
- b. Response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion);
- c. Student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental disorders and suicide; and help seeking strategies;
- d. Training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention and resources available within the school and community;
- e. Confidentiality considerations;
- f. Designation of any personnel, in addition to the District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons, to act as points of contact when students are believed to be at an elevated risk of suicide;
- g. Information regarding state and community resources for referral, crisis intervention, and other related information;
- h. Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;
- i. Promotion of cooperative efforts between the District and its schools and community suicide prevention program personnel;
- j. Shall include such other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, “postvention” strategies, memorial parameters, etc.).

#### **2. Biennial Review**

No less than once every two years, the Superintendent, in consultation with the District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates

# PELHAM SCHOOL DISTRICT POLICY

## JLDBB – SUICIDE PREVENTION AND RESPONSE

*Category: Priority*

shall be submitted to the Board in time for appropriate budget consideration.

### **B. Suicide Prevention Coordinator and Liaisons**

#### **1. District Suicide Prevention Coordinator**

The Superintendent shall appoint a District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:

- a. Developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
- b. Annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
- c. Developing - or assisting individual teachers with the development – of age appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
- d. Developing or assisting in the development of the annual staff training required under this Policy;
- e. Such other duties as referenced in this Policy or as assigned by the Superintendent.

#### **2. Building Suicide Prevention Liaison**

The designated school counselors at each school or, in his/her absence, the building Principal, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

### **C. Annual Staff Training**

The Superintendent shall ensure that all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

### **D. Dissemination**

Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or

## PELHAM SCHOOL DISTRICT POLICY JLDBB – SUICIDE PREVENTION AND RESPONSE

*Category: Priority*

intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

### E. **Student Identification Cards**

~~If students are issued identification cards, the National Suicide Prevention Lifeline shall be labeled on student identification cards and include the telephone number – National Suicide Prevention Lifeline 988. Prior to the start of each school year, the Superintendent shall confirm that the contact information for the National Suicide Prevention Lifeline is accurate and current.~~

The 988 Suicide Crisis Lifeline shall be labeled on student identification cards for grades 6-12 and read: "**Suicide and Crisis Lifeline: Call 988**". Prior to the start of each school year, the Superintendent shall certify that the contact information for the 988 Suicide and Crisis Lifeline is accurate and up to date. **Note:** Beginning August 13, 2024, RSA 193-K:1 requires that all new or replacement student identification cards for grades 6-12 shall also include the telephone number for the National Alliance for Eating Disorders - 866-662-1235.

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### **District Policy History:**

*Adopted: December 2, 2020*

### **Legal References:**

*RSA 193-J: Suicide Prevention Education*

*RSA 193-J:2-a: Suicide Prevention; Public School Identification Cards*

### **Other Resources:**

The New Hampshire Department of Education's Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information see:

[www.nhstudentwellness.org](http://www.nhstudentwellness.org)

American Foundation for Suicide Prevention (AFSP) - <https://www.afsp.org>

Suicide Prevention Resource Center - <http://www.sprc.org>

The National Suicide Prevention Lifeline – <https://www.suicidepreventionlifeline.org>

The Trevor Project - <https://www.thetrevorproject.org>



**PELHAM SCHOOL DISTRICT POLICY**  
**KED – FACILITIES OR SERVICES - GRIEVANCE PROCEDURE**  
**(SECTION 504)**

*Category: Priority*

- ~~1. Any qualified handicapped person, or persons, who feels subject to discrimination with respect to Section 504 of the Rehabilitation Act of 1973 has the right to file a formal grievance under Policy ACE.~~
- ~~2. Any qualified handicapped person, or persons, who has a grievance shall discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level.~~
- ~~3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party within five (5) school days, the aggrieved party shall set forth the grievance in writing to the Principal. The Principal shall communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the written grievance.~~
- ~~4. The aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Section 504 Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting.~~
- ~~5. If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Coordinator's decision, may submit a written request for a hearing with the local School Board regarding the alleged discrimination through the Superintendent of Schools. The hearing will be held within thirty (30) calendar days of the written request. The School Board must provide the aggrieved party with a written decision on the appeal within ten (10) calendar days after the hearing.~~
- ~~6. Between the dates the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the School District may continue to negotiate. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be canceled.~~
- ~~7. The decision of the School Board is final pending any further legal recourse as may be described in current local, district, state or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.~~

**PELHAM SCHOOL DISTRICT POLICY  
KED – FACILITIES OR SERVICES - GRIEVANCE PROCEDURE  
(SECTION 504)**

*Category: Priority*

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**District Policy History:**

*Adopted: July 11, 2007*

*Revised: August 10, 2022*

**Legal References:**

Section 504 of the Rehabilitation Act of 1973

34 C.F.R. § 104.7(b), Adoption of Grievance Procedures

**Pelham School Board Meeting**  
**August 14, 2024**  
**Pelham High School**  
**6:30 PM**

**School Board Members:** Troy Bressette, Chair; David Wilkerson, Vice Chair; Darlene Greenwood; Garrett Abare; and Rebecca Cummings (participating remotely)

**Superintendent:** Chip McGee

**Assistant Superintendent:** Sarah Marandos

**Business Administrator:** Deb Mahoney

**Also in Attendance:**

- Dawn Mead; Zack Medlock, Jessica Van Vranken; Brian Sands; Keith Lord; Toni Barkdoll - attended dinner at 5:00 pm.
- Diane Gorrow, Soule Kidder - attended non-public session

Prior to the meeting, the Board members ate dinner with the principals and directors.

**I. PUBLIC SESSION**

**A. Opening/Call to Order**

Chair Troy Bressette called the meeting to order at 6:10 pm.

**II. Non-Public Session**

Troy Bressette moved to enter a non-public session under RSA 91-A:3 (II) (I) – Consideration of legal advice provided by legal counsel at 6:11 pm. Garrett Abare seconded the motion. The motion passed (4-0-0).

Roll Call

Mr. Bressette - Aye

Mr. Wilkerson - Aye

Ms. Greenwood - Aye

Mr. Abare - Aye

(Ms. Cummings joined via phone at 6:15 pm)

Motion made by David Wilkerson and seconded by Garrett Abare to adjourn the non-public session at 6:55pm. The motion passed (5-0-0).

Roll Call

Mr. Bressette - Aye

Mr. Wilkerson - Aye

Ms. Greenwood - Aye  
Mr. Abare - Aye  
Ms. Cummings - Aye

### **III. Reconvened Public Session**

The Board returned to Public Session at 7:15pm, followed by the Pledge of Allegiance.

#### **A. Public Input/Comment**

a. Debbie Kruzel, 44 Beacon Hill

Ms. Kruzel wrote, "Good evening.

Thank you for the chance to speak this evening. I am DK from 76 Beacon hill Rd.

I am here regarding the YNDER pouches. It is very unfortunate that last month, with 2 school board members missing, 2 people here were in a huge rush to approve the new cell phone policy at the Middle School. I really appreciated Mr. Wilkerson's caution and continued requests for parent's feedback. He stated that "parent's feedback was important to him" before voting in regard to whether or not to encumber the funds in May.

It turns out that as a result of a FOIA request, we got 3000 emails regarding YNOER pouches. Within that 3000, there were approximately 15 emails (both positive and negative), including 1 from Mr. Brissette's wife. In addition to those emails, the Superintendent had a "focus group" with 2 parents. With an enrollment of about 350 students in the middle school, I wonder how many of the School Board members would have felt comfortable moving forward on the policy vote in July given that low amount of parent's feedback. NOT TO MENTION that when this conversation began regarding cell phones, no other options were explored! Personally, I believe that the sequestering of cell phones during all school hours (from 8-2), is unconstitutional: They are personal property and I've spoken with more than 5 middle school parents since mid-July that didn't even realize that the YNDER pouches were coming and are very against them. I wonder if the teachers had enforced the previous policy of cell phones as well as the Superintendent intends to soon, would we even be having this discussion and spending almost \$14,000 on these tyrannical pouches?

Also, as a result of the FOIA, it came to our attention that there was an invoice for YNDER pouches on May 23rd signed by Deb Mahoney and an email on June 20th to YNDER with an attached PO to order the pouches. Then, we all probably know that the 2-1 vote for the policy approval happened on July 10th. One other email of interest was from Mr. McGee to Holly Doe on 7/8 - "I am instituting the Yondr cell phone pouches at Memorial School next year." Interesting verbiage since the Policy wasn't approved until 2 days later.

As a taxpayer and working with other residents and parents in our town, I want to remind you that the voters take your oaths seriously that you will protect us and

89 our children. You, the School Board members are the boss of the  
90 Superintendent.  
91  
92 When he came up with the proposal of the YNDER pouches 1 was dismayed that  
93 no one asked what other options were there and why did the previous policy fail.  
94 Now, moving forward, I must point out that it's becoming difficult for the voters  
95 and parents to have confidence in the Superintendent. We expect the utmost  
96 integrity from someone making decisions for our children! With the purchase of  
97 the pouches prior to the voting on the policy, this does not display behavior that  
98 builds trust and honesty in the community.  
99 We are still against the use of YNDER pouches and request for another vote  
100 given the newly uncovered information. Thank you.  
101  
102 Chip spoke regarding his regret for jumping the gun. He owns that. He did have Erin send the  
103 PO to the vendor prior to having Board approval to move forward with the order.  
104  
105 He apologized directly to Deb Kruzel.  
106  
107 He advocated for us to move forward with the Yondr. Approximately 16 parents attended a  
108 parent information meeting that was held earlier that evening.  
109  
110 Troy expressed his appreciation for Chip's willingness to own his misstep.  
111  
112 Darlene spoke that she had reservations initially. She is willing to move forward and is  
113 cautiously optimistic. She said she is supporting it to see how it goes, and that it may not be  
114 forever.  
115  
116 David spoke about the clarity that the encumbrance of the funds was already done prior to the  
117 end of the fiscal year. David indicated that Deb's statement is accurate in his opinion. He said  
118 that he was disappointed in what unfolded. He accepts Chip's responsibility for it and does not  
119 expect that to happen again.  
120  
121 Troy indicated that the Board expects to have periodic reports of information on how things are  
122 going with Yondr. He also noted that the Board would be remiss if we allowed some process  
123 missteps to prevent us from moving forward with something that is intended to have such a  
124 positive impact on the learning environment for students.  
125  
126 Garrett indicated that he has been clear that he supports the implementation of Yondr.  
127  
128 Darlene spoke about how she would like to hear more about what discipline records we collect.  
129  
130 Garrett indicated that he appreciated Deb Kruzel coming forward.  
131  
132

Public input closed at 7:20 p.m.

## **B. Main Issues**

### **1. Goal Setting**

Superintendent McGee began reviewing a draft of goals for the coming school year.

## **IV. Public Input**

Garrett Abare moved to reopen public comment to allow Ellen Cormier to ask a question at 7:25pm. Troy Bressette seconded the motion. The motion passed (4-1-0, with Ms. Greenwood voting no).

Ellen Cormier 5 Mercury asked how long the pouches would be tried out at the middle school. Dr. McGee responded that they would be tried out for the school year.

## **B. Return to Main Issues**

### **2. Goal Setting**

Superintendent McGee continued to review a draft of goals for the coming school year. The Board provided feedback and direction.

## **V. Policy Review**

The Board reviewed the policy list below.

### **A. First Reading**

- a) AC - Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
- b) ACA - Discrimination and Harassment Grievance Procedure (new policy)
- c) ACAC - Title IX Prohibition of Sex Discrimination and Sex-Based Harassment: Policy and Grievance Procedure
  - (1) ACAC (current policy for reference)
- d) ACE - Procedural Safeguards: Nondiscrimination on the Basis of Disability
- e) ACN - Accommodation of Lactation Needs
- f) GBAM - Accommodation of Pregnancy and Related Medical Conditions: Personnel (new policy)
- g) IHBCA - Accommodation of Pregnancy and Related Medical Conditions: Students
  - (1) JIE - Pregnant Students (to be rescinded)
- h) JLDBB - Suicide Prevention and Response Plan
- i) KED - Facilities or Services - Grievance Procedure (Section 504) (to be rescinded)

- 177 B. Second Reading  
178 1. JKAA - Use of Restraints and Seclusion  
179 2. ACF - Food and Nutrition Services Anti-Discrimination and Civil Rights  
180 Complaints (New policy)  
181 3. ADB/GBEC - Drug-Free Workplace & Drug-Free Schools  
182 4. ADC - Prohibitions Regarding Use and Possession of Tobacco Products  
183

184 David Wilkerson moved to adopt the policies listed in the second read as presented. Garrett  
185 Abare. seconded the motion. The motion passed (5-0-0).  
186

187 **VI. Consent Agenda**  
188

189 David Wilkerson moved to adopt the consent agenda as presented. Garrett Abare seconded the  
190 motion. The motion passed (5-0-0).  
191

- 192 1. Adoption of Minutes  
193 a) 2024.06.19 School Board Minutes  
194 b) 2024.06.19 School Board Non-Public Minutes  
195 c) 2024.07.10 School Board Minutes  
196 d) 2024.07.10 School Board Non-Public Minutes  
197 2. Vendor and Payroll Manifests  
198 a) 552 \$185,832.43 (previously signed)  
199 b) PAY552P \$ 79,151.48 (previously signed)  
200 c) PAY552M \$ 201.39 (previously signed)  
201 d) BFPMS69 \$230,796.54 (previously signed)  
202 e) DU072424 \$ 19,499.85 (previously signed)  
203 f) AP072424 \$645,008.57 (previously signed)  
204 g) 553 \$ 195,709.58  
205 h) PAY553P \$ 6,410.44  
206 i) 554 \$ 179,398.92  
207 j) PAY554P \$ 6,310.55  
208 k) BFPMS70 \$ 33,993.06  
209 l) DU081424 \$ 6,030.00  
210 m) AP081424 \$1,110,201.28  
211 3. Correspondence and Information  
212 4. Enrollment Report  
213 5. Staffing Updates  
214 a) Leaves  
215 b) Resignations  
216 (1) Lisa Stevens PHS Teacher - Special Education  
217 (2) Kristen Descheneaux PMS Teacher - Grade 6 ELA  
218 (3) Dorothy Madden PMS Teacher Special Education  
219 c) Retirements  
220 d) Nominations

221	(1) Pamela Sylvain	PHS	Teacher - Math
222	(2) Timothy Jozokos	PHS	Teacher - Chemistry
223	(3) Andrew Pitney	PMS	Teacher - Grade 6 SS
224	(4) Leslie Fernandez	PES	Long Term Substitute - Grade 1
225	(5) Kerilyn Walsh	PMS	Teacher - Grade 6 ELA

226

227 **VII. Adjournment**

228 David Wilkerson moved to adjourn at 8:30 pm. Garrett Abare seconded the motion. The motion  
229 passed (5-0-0).

230

231

232 Respectfully submitted by Chip McGee, Superintendent



**Pelham School Board Meeting**  
**Non-Public Session**  
**August 14, 2024**  
**Pelham Elementary School**

**School Board Members:** Troy Bressette, Chair; David Wilkerson, Vice-Chair; Garrett Abare; Rebecca Cummings (remote); and Darlene Greenwood

**Superintendent:** Chip McGee

**Absent:** None

**Enter Non-Public Session:**

Mr. Abare moved to enter a non-public session under RSA 91-A:3 (II) (i) – Emergency Planning at 6:10 p.m. Ms. Greenwood seconded the motion. The motion passed (5-0-0).

**Roll Call:**

- a. Troy Bressette – Aye
- b. David Wilkerson – Aye
- c. Garrett Abare – Aye
- d. Rebecca Cummings – Aye
- e. Darlene Greenwood – Aye

Ms. Cummings informed the Board that she was remote and said she was alone.

**Non-Public Session:**

The Board discussed Title IX changes in regulation and the legal implications and options for the District.

**End of Non-Public**

Mr. Wilkerson moved to leave the non-public session at 6:55 p.m. Mr. Abare seconded the motion. The motion passed (5-0-0).

**Roll Call:**

- a. Troy Bressette – Aye
- b. David Wilkerson – Aye
- c. Garrett Abare – Aye
- d. Rebecca Cummings – Aye
- e. Darlene Greenwood – Aye

Respectfully Submitted,  
Matthew Sullivan  
School Board Recording Secretary

**Pelham School Board Meeting**  
**September 4, 2024**  
**Pelham Elementary School**  
**6:30 p.m.**

**School Board Members:** Troy Bressette, Chair; David Wilkerson, Vice-Chair; Rebecca Cummings; and Darlene Greenwood

**Superintendent:** Chip McGee

**Business Administrator:** Deb Mahoney

**Student Representatives:** Mya Belanger and Alexia

**Absent:** Garrett Abare and Sarah Marandos

**Also in Attendance:** PHS Principal Dawn Mead; PHS Assistant Principal Adam Barriere; PHS Assistant Principal Kelly Holmes; PES Principal Jessica Van Vranken; PES Assistant Principal Kerry Struth; PES Assistant Principal Kelly LaBonte; SPED Coordinator Beth Purcell; PMS Principal Zack Medlock; PMS Assistant Principal Todd Kress; and SPED Coordinator Cheryl Northrup

**I. Public Session:**

**A. Call to Order:**

Chair Troy Bressette called the meeting to order at 6:30 p.m.

Mr. Bressette noted the gathering's significance, describing it as the first budget meeting of the season and an opportunity to discuss the various activities that have taken place since the beginning of the school year.

**II. Opening Remarks:**

**A. Superintendent:**

Dr. McGee provided a comprehensive update on recent developments. He highlighted the District-wide staff training conducted before the school year began, which focused on trust, collegiality, and relationship-building. The training was titled "Working at the Speed of Trust" through Franklin Covey. The training was held on August 22, with over 150 staff members participating in a full-day session.

Dr. McGee also mentioned the opening of the renovated PMS and the excitement surrounding its grand reopening event scheduled for Saturday, September 28, from 12 p.m. until 3 p.m. He stressed the importance of the celebration for the community, showcasing the newly renovated building. Additionally, Dr. McGee noted that PHS had undergone some upgrades, with locker rooms being repurposed into common areas for students, creating new spaces for collaboration and engagement.

He commented that Thursday night is Parent's Information Night. The parents will be able to enter the building and see different parts of the building.

**B. Student Representative:**

Mya shared her enthusiasm for the upcoming events at PMS, including Homecoming on September 28 and the recent success of Picture Day. She commented that PHS has freshmen elections for Student Government. She also noted the positive reception of the school's new policy regarding the prohibition of personal electronic devices, expressing her surprise at how smoothly the transition had gone.

Mr. Bressette welcomed Mya and Alexia to the School Board.

54 **III. Presentations:**

55 **A. None**

56

57 **IV. Main Issues:**

58 The meeting then transitioned into the main agenda item, the annual school budget presentation. Business Administrator  
59 Deb Mahoney commented on a change to the budget schedule. She noted that anything scheduled for August 28 was  
60 moved to September 11.

61

62 Dr. McGee introduced the high school team, highlighting the extensive work that had gone into preparing the budget.  
63 He said the budget work started at the end of the last school year. Dr. McGee thanked the three teams for their hard  
64 work regarding the budget. Dr. McGee noted that he pointed out to the Principals and Directors to keep in mind that  
65 the Pelham voters did not approve the FY2025 Proposed School Budget. He aims to create a proposed budget that the  
66 voters will approve in March.

67

68 Dr. McGee asked the Leadership Teams to prioritize professional development in Literacy and Social-Emotional  
69 Support to promote belonging among staff and student connections.

70

71 Dr. McGee acknowledged the challenges of declining student enrollment and the impact of diminishing grant  
72 funding, particularly as COVID-related relief funds (**ESSER**) were ending. Despite these challenges, Dr. McGee  
73 emphasized the importance of maintaining Professional Development and Social-Emotional Support for staff and  
74 students.

75

76 The Principals and Directors were commended for their efforts in prioritizing these areas, and the Board  
77 expressed optimism about gaining voter approval for the proposed budget in the upcoming March vote.

78

79 Dr. McGee said that the District has approved the Teachers and PESPA contracts. The voters approved the contracts in  
80 March, and the increases will be approved for next year. He turned the meeting over to Principal Dawn Mead to make  
81 her introductions.

82

83 **A. FY 2026 Budget Presentation – School Budgets**

84 **a. PHS**

85 The introductions began with Kelly Holmes, an Assistant Principal. Dawn Mead, Principal of PHS, expressed  
86 excitement about having Ms. Holmes join the high school staff and noted the familiarity between them, having worked  
87 together for five years. Adam Barriere, Assistant Principal, was introduced as well.

88

89 Ms. Mead briefly mentioned a recent meeting with the Student Government, which invited her to speak about  
90 developing goals for student connectedness. She appreciated the student's involvement, as they gathered feedback  
91 directly or through a shared Google Doc. The importance of student input in these efforts was emphasized.

92

93 Ms. Mead then discussed highlights from the current year, seeking input on whether to present them immediately or  
94 integrate them throughout her report. She proceeded to review key initiatives outlined in a memo, particularly those  
95 for which the school sought Board support. One notable request was for additional picnic tables to be placed outside  
96 for regular education, which had been an ongoing request for two years. The estimated cost was approximately  
97 **\$8,070**, including shipping.

98

99 Another highlight was within the Language Arts Department, which was working to support a new Senior Elective  
100 course titled "Exploring Modern Literature." This course required additional textbooks to align with the District's  
101 University initiative. Ms. Mead shared her enthusiasm for promoting reading among students, noting her love for  
102 books.

103

104 In the Fine Arts Department, she celebrated the growth in both band and choir programs, mentioning that the size of  
105 the Band had doubled over the last five years. She highlighted the introduction of a Music Theater course and the need  
106 for additional resources, including risers for the choir. The Department also requested the restoration of the

replacement cycle for athletic uniforms and safety netting for the Harris Field, which had been delayed due to budget constraints.

Ms. Mead acknowledged a downward trend in spending in some areas, particularly Miscellaneous expenses, and noted that the school had been tracking these reductions carefully.

Ms. Mead moved forward with providing further details about the school's budget presentation. Dr. McGee explained how to read the budget lines, using an example of the "Repairs and Maintenance" line item, which covered auditorium equipment replacements and microphone batteries.

Ms. Mead also acknowledged the hard work of her administrative team, faculty, and staff in preparing the FY2026 budget, highlighting the community's support for the school's mission. Enrollment was another key topic of discussion, as the school had seen an unexpected increase in new students despite projections showing a slight decrease in overall enrollment.

The conversation then shifted to reviewing individual budget items, such as requesting additional outdoor seating (six tables at **\$1,345** per table), choral risers, and digital cameras (five at **\$450** per camera) for the Arts Department. Ms. Mead clarified that the cameras would replace older, damaged ones and explained the need for monitor pens in Digital Arts courses.

Ms. Mead mentioned that they were able to purchase the first set of choral risers, and there were no safety issues,

Mr. Bressette asked about monitor pens used in the Digital Arts program. Ms. Mead provided additional insight, noting that the pens were essential for the students to interact with design software.

Dr. McGee mentioned that Dr. Marandos maintains an instructional material schedule across the District. This allows the District to keep its investment fairly steady. Mr. Bressette asked Dr. McGee to bring the replacement schedule and future-ready plan to the meeting on September 11.

The presentation continued with a discussion about the textbooks requested in the budget, emphasizing the importance of having instructional materials across schools. It was pointed out that the purchasing process fluctuates depending on the phase. Mr. Bressette requested that a replacement schedule and future planning documents be reviewed at the next meeting. This would help achieve consistency in strategic planning for various categories.

There was also mention of increased costs under Language Arts, particularly for consumable workbooks, which need to be purchased for FY2026. Ms. Mead mentioned that the need to reinstate furniture purchases (**\$10,110**), specifically for room 102, with updates on earlier purchases for room 109.

Textbook replacements under the Language Arts budget were highlighted as supporting District literacy goals, emphasizing encouraging students to engage with physical books. A "campout" at the PHS library exemplified the importance of fostering a reading culture. There was also a noted increase in information access fees, driven by inflation and platform cost changes, particularly for apps and systems that grants had previously funded. As these grants expire, the District is absorbing the additional costs. Mr. Wilkerson requested that future budget documents indicate where grant expiration has impacted line items.

The discussion moved on to World Languages, where the primary change was the development of a library of French and Spanish paperback readers. Aside from standard inflationary increases, the Physical and Health Education budget underwent minimal change. Under Family and Consumer Sciences (FACS), the rising costs of food and increased enrollment were cited as the reasons for budget increases. Ms. Young's influence was acknowledged as inspiring greater student interest in the FACS course.

Under Technology Education (Tech-Ed), inflation and some unordered items were the primary drivers of the budget increase. Special acknowledgment was given to Mr. Tobin, who has provided significant input on the Department's purchasing needs even as he nears retirement. The Board expressed appreciation for his dedication and contributions.

The Mathematics Department budget saw only minor increases due to inflation, with no textbook replacements planned. The administration reiterated that inflationary adjustments had been applied consistently across all departments. Music Education increased due to the growing Department, particularly in choral programs, and the need for additional musical rights and equipment. Ms. Mead noted that some equipment, such as choral risers, had been moved to a more appropriate budget line.

In the Science Department, there were notable increases related to equipment replacement. Microscopes, which had been repaired extensively, now needed to be fully replaced, and outdated Vernier LabQuest kits (16 for two classes) are no longer compatible with current technology. The addition of courses like Environmental Science also necessitated the purchase of new equipment.

The Social Sciences Department budget reflected textbook replacements, while the Special Education budget remained nearly level-funded. The need for testing protocols, which had yet to be purchased in recent years, was also discussed, and the Board highlighted the careful planning involved in maintaining a tight budget.

In the Co-Curricular Department, there was hope that a Robotics Advisor would be found, as the program continues to thrive with community involvement but lacks a dedicated staff member to oversee it. The Student Government was also praised for its effective use of funds, with several planned events already scheduled for the year.

Ms. Cummings suggested that the District contact UMASS-Lowell for a Robotics Advisor. Dr. McGee mentioned that he had never seen an Advisor who was not a faculty member or parent. The discussion concluded with a reflection on the Robotics program, which has been in place for several years but remains searching for a Faculty Advisor willing to take on the extensive time commitment required.

The conversation turned to Athletics, with Athletic Director Justin Hufft unable to attend due to a scheduling conflict. The main changes discussed were the reinstatement of uniforms and the addition of netting, both previously cut due to budget constraints. Aside from these, the budget remained tight with no significant surprises. There was also a discussion on the increased costs of Contracted Services, noting a substantial jump due to inflationary pressures or expanded offerings.

Mr. Bressette mentioned the **\$4,425** increase in Athletic Trainer Services and asked Ms. Mead why the increase was so significant. She stated that the position is a contracted position.

The Board discussed facilities, specifically the need to replace rusted goalposts. Despite Mr. Sands' efforts to maintain them, they were now beyond repair, and structural concerns were noted. The proposed cost for new goalposts is **\$8,068**.

Ms. Greenwood asked about the proposed budget for porta-potties and why it was listed under Professional Services. Ms. Mahoney emphasized the need for transparency in budgeting for such services. The District uses a company to service porta potties for sporting and other events.

In the Guidance Services Department, Ms. Mead mentioned the Professional Services budget line for tutoring services for students with medical issues, such as 504 plans.

Under Nurses' Services, there were no significant changes apart from a minor adjustment in the CPR and first aid recertification budget, reflecting more accurate estimates based on past spending.

Mr. Bressette asked a question regarding the increase in the Guidance Services Department budget, with clarification provided that the additional funds were intended to cover book and academic awards, which were previously misallocated.

Ms. Mead mentioned that Speech Services, PT Services, and OT Services were level-funded.

The discussion then shifted to Other Student Services, specifically the MyFlex system used for Advisory scheduling. Ms. Mead noted that while the software had been grant-funded in the past, the current budget would need to cover its ongoing cost. The importance of this software in managing student schedules and ensuring safety was highlighted.

Under Library Services, the budget was praised for its accuracy, with specific attention given to how inflation impacted database costs. Ms. Henderson was recognized for her meticulous budgeting, which allowed for the removal of unused subscriptions.

The proposed budget for the Computer Tech Department decreased by **\$81,840** because no labs are due for replacement.

In the final section on School Administration, no significant changes were noted besides a slight increase in the miscellaneous budget to support District climate and culture initiatives.

Ms. Mead noted that, based on research and past spending trends, the cost had decreased due to moving certain items under Counseling. She acknowledged Natasha for her efforts in providing realistic numbers on past expenditures, which some members deemed concerning.

Ms. Cummings raised a question regarding what 890 – Miscellaneous was. Ms. Mead said it was used to support cultural groups and miscellaneous expenses. It was clarified that various voices were involved, including parents, students, and faculty. The group also discussed the celebration of faculty and staff throughout the year, including events like the Final Friday Pancake Breakfast and a Hump Day recognition, where staff members receive pins for their contributions. The first Parent Voice meeting was scheduled for September 19.

Attention was brought to contracted 433—Repair and Maintenance costs, which had decreased. The Board discussed Emergency Management expenses and safety equipment installed in the buildings, which the Board authorized for all three schools.

Ms. Mead noted that the increase in transportation costs was not due to additional buses or bus routes but rather the overall cost of busing.

The conversation moved to page 20, focusing on PHS Co-Curricular Transportation. It was highlighted that teachers and faculty members have incorporated real-life experiences, such as a visit to Walden Pond, into the Curriculum. The budget lines were adjusted to communicate the allocation of funds better.

In conclusion, a member shared their bottom-line proposal, noting that, from a fiscal perspective, the team was moving in the right direction despite challenges, including a **10%** reduction of **\$111,970.06**.

The Board thanked the PHS Team for the presentation and their efforts.

b. **PES**

The meeting shifted to the PES proposed budget. Jessica Van Vranken, Principal of PES, addressed the Board by introducing her team, which included Kelly LaBonte, Assistant Principal, Beth Purcell, SPED Coordinator, and Kerry Struth, Assistant Principal. Ms. VanVranken thanked the School Board and the community for their ongoing support, particularly in school funding.

Ms. Van Vranken explained the process her team followed in preparing the budget for the upcoming fiscal year, noting that they began in May by meeting with staff to discuss needs and requests. She highlighted that even in a challenging financial year, they managed to secure items for their Grade 4 curriculum and replace classroom furniture, all of which contributed to creating a more inclusive learning environment.

The PES Team considered both current and projected enrollment figures for FY2026, with 721 students in grades K-5 and a total school population, including preschool students, of 793. These figures influenced the budgeting process, and Ms. Van Vranken acknowledged that some budget items may fluctuate, particularly in Unified Arts, Curriculum, and whole-school materials. She explained that preschool-related expenses were mainly captured under Special Education lines.

Ms. Van Vranken drew attention to two specific requests. First, the school requested Board support for an additional Special Education Teacher due to an increase in the Special Education population, which currently stands at 127 identified students. She mentioned discussing this further during the Salaries and Benefits presentation in two weeks. Secondly, Ms. Van Vranken highlighted the need to accelerate the building's installation of air conditioning (AC). While the second floor and certain offices were already equipped, the first floor still required AC, and the team was tracking classroom temperatures to support this request.

Next, Ms. Van Vranken reviewed key budget items, starting with a request for a site license for IXL software. Currently used for Mathematics, the school wanted to expand its use to support Literacy. She also mentioned a need for sound panels in the student dining area, which was used as a makeshift classroom for the Band due to space constraints. Currently, Grades 4 and 5 are broken up into seven Unified Arts.

The furniture replacement plan was another major focus of the budget. Ms. Van Vranken noted that this was the third year of the plan, with the school prioritizing the replacement of Grades 4 and 5 desks and chairs. Additionally, the staff room and reception area furniture, which is over 20 years old, needed updating. Other requests included funding a STEAM lab curriculum and updating Promethean Boards, which were between five and seven years old and needed replacement. Mr. Lord will discuss the Promethean Boards in two weeks.

Ms. Van Vranken began to walk the Board through specific budget lines, highlighting significant increases, such as the **\$11,575** rise in the rental lease software line for IXL. She clarified that this figure included Mathematics and English Language Arts (ELA) licenses. However, the final amount will be adjusted once the exact price for the ELA license is confirmed.

Ms. Van Vranken continued the discussion regarding the budgeted curriculum items, including **\$7,500** allocated for Curriculum, which will be reviewed next week, alongside **\$5,900** for PMS. It was noted that the Mathematics curriculum is assigned to the District, while the ELA request is for PES. A revised presentation will be provided later, and there was clarification around an anticipated saving of **\$3,300**.

The conversation moved to the supplies line on Page 1, where inflation was noted as a contributing factor to the increase. On Page 2, Grade 3 requested flexible seating options, including sling-back chairs and mats for the floor, and Grade 5 requested wireless whiteboards. Clarification was provided on the seating line items, and it was confirmed that costs were **\$708** for the chairs and **\$439** for the mats.

On Page 3, sound panels and furniture replacement were mentioned, with 150 desks aligned with the District's furniture replacement plan. Additionally, classroom clipboards and the implementation of new whiteboards in the SEL program, where students worked on dry-erase tables, were mentioned.

The Physical Education budget increased by **\$3,984** for golf equipment, including golf packs and a portable golf cart. Mathematics education also saw an increase of **\$2,500**, attributed to floor markers with numbers 1-100 intended to assist students in mathematics activities. Potential savings are being explored through in-district printing capabilities.

The textbook replacement line on Page 5 showed an increase of **\$714** for new music materials needed by the Choir program. The Choir Teacher, who now oversees 100 students, requested copyrighted music for educational purposes. The Social Science budget saw an increase of **\$2,021**, which included the restoration to **\$500** after a previous reduction to **\$300**.

The STEAM budget on Page 6 showed a decrease of **\$2,154** due to a reduction in per-student costs. The Curriculum also included a new request for Typing Club Online, which a grant had previously covered. The program had high participation rates and was supported by instructional coaches.

Further discussion was held regarding the cost of SAM Labs (**\$3,758**), which will be an annual expense. The potential for collaboration between PES and PMS STEAM Teachers was raised.

In terms of equipment replacement, an 18-piece classroom kit was requested to replace worn-out existing kits.

The Reading Department has a proposed increase of **\$1,597**. Ms. Van Vranken discussed software line items, including an online subscription for Foundations, which had previously been part of a different budget line, and a new request for the Haggerty Online subscription, supporting phonics programs in Grades K-1. A question was raised about the criteria for moving items from Information Access to Software, with clarification provided that the state is still reviewing how to categorize these expenses.

The discussion continued onto Special Education on Page 9, where there was a proposal for **\$244** to cover shredding bins for old IEPs. Previously funded through the District, this cost was now included in the Special Education budget. The shredding service visits six times a year, with an additional pickup in June to manage the increased volume of IEPs collected at the end of the school year.

Ms. Van Vranken ensured that all Special Education documents were disposed of securely, with confidence in the container capacity and service schedule.

Ms. Van Vranken stated that the Travel and Mileage line was set to the pre-default level, adjusted for inflation, resulting in a minor change of **\$63**. Mr. Bressette asked why the previous year's amount was so low. It was clarified that this budget relates to the SPED Coordinator, and the adjustment reflects a **4.4%** inflationary increase from **\$1,888** to **\$1,971**. A brief discussion followed regarding spending in fiscal year 2024, during which **\$7,150** was noted, likely due to a transition in personnel.

The supply line increased by **\$1,365**, including costs for general and Special Education supplies and new materials needed for visually impaired students. Some classroom adjustments, such as the installation of a yellow line to assist visually impaired students, were also highlighted.

The furniture replacement line showed a request for **\$1,000** to complete a classroom setup. The team is assessing current needs, but the students enjoy the new seating options, including chairs, blocks, and round soft seats.

A decrease in the Self-Funded programs line was noted, attributed to reduced expenses for field trips in fiscal year 2024. The school covered the costs, but this excludes contributions from the PTA, which often assists with field trips.

Under Guidance Services, a new request for a career fair for students across different grade levels was made. This initiative aims to introduce students to various career paths and has sparked enthusiasm among the Guidance Counselors.

Two file cabinets in the Nurse's Office are due for replacement, as the current ones are becoming unfit for use.

The Psych Services Department has increased school site testing protocols, with five new protocols being implemented. Contracted services previously handled these but are now managed in-house, necessitating the procurement of additional tools to support student learning better.



No significant items were noted on pages 14 and 15, and the discussion moved to School Assemblies, where a budget of approximately **\$2,000** was allocated. Last year, the school hosted the “Amazing Art Hero” assembly, and plans for this year’s events are still being discussed.

Mr. Wilkerson noted that a statue of Christa McAuliffe was unveiled on the grounds of New Hampshire’s Statehouse.

The Computer Technology Department showed a decrease of **\$2,044** due to the reallocation of certain items, while an increase of **\$1,043** was noted for the Panther Tech student leaders' program. The program, which engages students in creating Friday announcements and managing technology, has been well-received.

The Equipment Replacement line saw a significant cost of **\$18,269** for replacing virtual reality headsets for virtual field trips. The current sets are outdated, with some no longer functioning, and the plan is to purchase new kits. A yearly fee for maintaining these headsets was also mentioned, though the exact upgrade process for future iterations is yet to be clarified.

Ms. Van Vranken mentioned the (28 at \$3,400) promethium boards for half the building. The total proposed cost is **\$95,200**.

Under Contracted Repair and Maintenance, an increase of **\$5,864** was noted, largely related to reviewing copier and printer services across multiple buildings.

A new line item for Data Communication was introduced to support the school’s dismissal program, "Pickup Patrol." This program allows parents to update dismissal plans electronically, reducing the need for phone calls or notes.

Mr. Wilkerson asked if the system requires a separate Wi-Fi service, and it was noted that further discussion with the Technology Team was needed.

The Travel and Mileage budget for the Special Education Coordinator was reiterated. In the furniture replacement section, the Assistant Principal requested to replace the current office furniture, which is over 23 years old and showing signs of wear.

The conversation then shifted to the Supply line on page 19, specifically concerning replacing emergency backpacks in the building. Every classroom has a backpack containing emergency supplies needed during an evacuation or emergency. Ms. Van Vranken noted that sometimes teachers can be seen walking around with these backpacks.

Mr. Bressette asked how often the backpacks are replenished or replaced. The nurse oversees the replenishment process, but some backpacks become worn or ripped, often due to their placement by the door, where students can catch or tug them on. The backpacks are used frequently, particularly when students go out for recess or leave the classroom for any reason, which causes wear and tear over time.

The PES Team was thanked for their effort and presentation.

c. **PMS**

Mr. Medlock thanked the Board for taking the time to be present. He acknowledged his team members, including Cheryl Northrop, SPED Coordinator, and Todd Kress, Assistant Principal. He also thanked the Teachers, Athletic Director, and other contributors to the budget process. Special recognition was given to Dr. Marandos and Ms. Mahoney for their ongoing support.

Mr. Medlock noted that this was his first time overseeing the entire school budget, having previously worked within the Athletic Department. He reviewed the budget to ensure alignment with the needs of the newly renovated school building and its resources. He emphasized the importance of fostering a robust middle school culture and improving teaching and learning environments.

The school's construction project has provided new furniture, with additional storage on-site containing more furniture. Mr. Medlock explained that the budget would not require further furniture purchases for the next two years, as reflected in the replacement cycle planned until 2027. He compared this schedule to other schools like Burlington, where similar systematic replacements have been implemented. He also mentioned a slight decrease in student enrollment for the upcoming year, leading to reductions in individual student fees across the budget.

Mr. Medlock directed the Board's attention to a memo, highlighting notable increases and decreases in the budget. He explained that smaller budgetary changes that did not reflect significant increases would not be discussed unless requested. He then opened the floor for questions, mentioning the furniture replacement lines that have been zeroed out since the school is fully furnished. A notable decrease was mentioned in the budget for author visits, a **\$3,000** reduction, as the program is no longer part of the middle school curriculum.

Further reductions included **\$13,748** for Social Studies textbooks acquired last year. However, a notable increase was found in the Mathematics curriculum, with **\$82,000** earmarked for a District-wide instructional materials replacement plan set on a six-year cycle.

Mr. Medlock also discussed increases in the Music program's budget, aimed at returning to pre-COVID levels. An expansion in both chorus and Band led to more funds for instrument maintenance and new supplies. Additionally, Athletics saw a **\$6,200** increase, partly due to a new mascot costume and the repairs of the second year of gym damage. Another increase involved athletic league dues, fees, and officials' fees for games.

As Mr. Medlock continued through the budget, he pointed out a shift in funding for supplies in Art Education, with the decision to move away from the Illustrator program in favor of more hands-on materials. In English Language Arts (ELA), there was an increase in supply funds for newer teachers, while established staff, such as Mr. Perez, saw a decrease in supply needs. There was also a movement of budget items in the Health program, with adjustments for teacher materials access fees.

Mr. Medlock also touched on the inflationary costs impacting Family and Consumer Science (FACS) education, particularly food prices. Despite limited class sizes due to space constraints, participation remains high. He noted that this inflationary pressure is reflected in the increase of **\$2,812** in the program's budget.

He assured the Board that the budget balanced necessary upgrades and the natural cycle of equipment replacements, using examples from Science Education, where supplies such as beakers and other lab materials need periodic replenishment.

Overall, Mr. Medlock underscored the school's careful management of resources, ensuring the appropriate replacement of equipment and furniture while considering the inflationary costs affecting various programs. The budget reflects a thoughtful approach to maintaining the quality of education while managing the costs of running a newly renovated building.

Mr. Medlock ensured that any concerns were addressed as the presentation continued, especially regarding aligning budget adjustments with the actual needs of staff and students. The focus shifted to page 7, where no significant updates were noted, and no questions arose.

On page 8, it was highlighted that the Special Education budget has been streamlined under the new Department Head. The materials were reviewed, and reductions were made where necessary to optimize the overall budget.

Page 9 introduced updates on Athletics and Co-Curricular activities, including a notable addition: E-Sports. Funded through a technology grant, E-Sports will be introduced at PMS as a competitive gaming program. This initiative aims to engage students who may not participate in traditional sports, offering them a new avenue for involvement and competition.

E-sports is recognized as a rapidly growing activity with significant popularity at the high school level. The program will start as a club led by Patty Lamontagne and, if successful, could expand into the high school level. Initial reactions from students have been overwhelmingly positive, with strong interest expressed during early announcements.

The discussion then addressed the equipment needed for E-Sports, including Nintendo Switches and controllers. The goal is to make the program accessible and engaging for all interested students, including those who may not otherwise participate in competitive sports. The equipment and ongoing expenses are relatively minimal compared to traditional sports, making it a cost-effective addition to the school's offerings.

On page 10, the conversation covered increases in fees from the Tri-County area. Page 11 had no notable updates, and on page 12, a decrease in Professional Services was noted due to the removal of a contract with a nursing agency. The District will now support student needs internally, using administrative staff to cover any required nursing services.

Page 13 revealed no significant changes except for reallocating funds for instructional improvement, which has been moved from PMS to the District budget. This adjustment better aligns the expenditure with District-wide practices.

On page 14, a significant increase was noted for replacing PMS computers. This expense is part of the District's planned technology upgrade.

Page 15 showed no major changes, reflecting typical fluctuations due to inflation and other minor adjustments. Page 16 discussed contractors and emergency management services, while page 17 addressed a change in the transportation budget to include transportation for Grade 8 students attending a program at Tuscan Village.

The Board thanked Mr. Medlock for the thorough work done in preparing the budget.

#### **A. Goals:**

Dr. McGee reviewed the feedback from the retreat and revised the goals. Notably, the goals were reordered according to the Board's suggested priority. The first goal, still in development, now prominently addresses student connections, reflecting the Board's feedback, with an emphasis on integrating it into the school level.

For Goal 2, changes were made to include a range of measures rather than focusing on a single measure. These now cover Grade 11 to be in the top five and improve college and career readiness percentages. Additionally, internal measures are included for Grades K through 2 and Grades 9 through 10. While Grade 12 was not included due to existing goal setting, Literacy from preschool was added. The goal will also report annually on Mathematics performance through a dashboard.

Goal 3, centered on improving workplace culture and belonging, has been adjusted to include three measures:

- a. Employee retention.
- b. Baseline data from a survey conducted by Franklin Covey on September 26.
- c. Specific actions are taken to enhance the work experience. The action items for human resources include ongoing recruitment and retention efforts.

Dr. McGee requested the Board's support for these changes so that the professional community could be informed. The goal is for at least 80% of the staff to take the survey.

Mr. Wilkerson moved to approve the revised Goals 2 and 3. Ms. Cummings seconded the motion, which passed (4-0-0).

#### **V. Policy Review:**

The Board reviewed the policy listed below.

##### **a. First Reading:**

- i. None

**b. Second Reading:**

- i. AC - Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan.
- ii. ACA - Discrimination and Harassment Grievance Procedure (New Policy).
- iii. ACAC - Title IX Prohibition of Sex Discrimination and Sex-Based Harassment: Policy and Grievance Procedure.
  - a. ACAC (current policy for reference).
- iv. ACE - Procedural Safeguards: Nondiscrimination based on Disability.
- v. ACN - Accommodation of Lactation Needs.
- vi. GBAM - Accommodation of Pregnancy and Related Medical Conditions: Personnel (New Policy).
- vii. IHBCA - Accommodation of Pregnancy and Related Medical Conditions: Students.
  - b. JIE - Pregnant Students (To be Rescinded).
- viii. JLDDB - Suicide Prevention and Response Plan.
- ix. KED - Facilities or Services - Grievance Procedure (Section 504) (To be Rescinded).

The Board tabled voting to approve the policies. The Board will vote on them at another meeting.

**VIII. Other:**

- A. None

**IX. Board Member Reports:**

- A. Ms. Greenwood shared updates about the Grand Reopening Committee, detailing plans for a half-hour ceremony, building tours, and a slideshow. Students will also participate in a scavenger hunt. There was a discussion regarding providing a virtual tour for those unable to attend in person.

**X. Consent Agenda:**

**A. Adoption of Minutes**

- a. August 14, 2024 – Draft Public Minutes
- b. August 14, 2024 – Draft Non-Public Minutes

The Board tabled voting to approve the minutes. The Board will vote on them at another meeting.

Mr. Wilkerson moved to suspend the question of minutes. Ms. Cummings seconded the motion. The motion passed (4-0-0).

**A. Vendor and Payroll Manifests**

- a. PAY555 \$ 615,298.86
- b. PAY555P \$ 248,171.39
- c. AP090424 \$1,032,947.64
- d. BFPMS71 \$68,692.56
- e. DU090424 \$1,019.00

**C. Correspondence & Information**

- a. None

**D. Enrollment Report**

- a. None

**E. Staffing Updates**

**a. Leaves:**

- i. None

**b. Resignations:**

- i. None

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c. **Retirements:**

i. None

d. **Nominations:**

i.	Megan Beal	PES	Long-Term Substitute
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Mr. Wilkerson moved to adopt the Consent Agenda, as amended. Ms. Cummings seconded the motion, which passed (4-0-0).

## XI. Future Agenda Planning:

### A. No Future Agenda Planning

## XII. Future Meetings:

A. 09/11/2024 – 6:30 p.m. School Board Meeting @ PES Library

B. 09/25/2024 – 6:30 p.m. School Board Meeting @ PES Library

**XIII. Adjournment:**

Mr. Wilkerson moved to adjourn the School Board Meeting at 9:12 p.m. Ms. Greenwood seconded the motion, which passed (4-0-0).

Respectfully Submitted,  
Matthew Sullivan  
School Board Recording Secretary

PELHAM SCHOOL DISTRICT PAYROLL VOUCHER

Voucher No: 556
 Voucher Date: 9/12/2024
 Prepared By: Meghan Deschenes
 Generated Date: 9/11/2024

PELHAM SCHOOL DISTRICT is hereby authorized to draw warrants against PELHAM SCHOOL DISTRICT funds for the sum of \$632,810.23 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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  
 GARRETT ABARE SCHOOL BOARD  
 TROY BRESSETTE SCHOOL BOARD CHAIR  
 REBECCA CUMMINGS SCHOOL BOARD  
 DARLENE GREENWOOD SCHOOL BOARD  
 G. DAVID WILKERSON SCHOOL BOARD VICE CHAIR  
 PELHAM SCHOOL DISTRICT

	AMOUNT
DIRECT DEPOSIT	\$471,827.55
CHECKS	\$9,204.78
MANUAL	\$1,835.95
VOID	\$0.00
FEDERAL TAXES	\$146,226.50
MASS TAXES	\$3,715.45
TOTAL:	\$632,810.23

Arlanna Garcia, TREASURER

SUNGARD K-12 EDUCATION  
DATE: 09/05/2024  
TIME: 14:41:40

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK REGISTER(CONCISE)

PAGE NUMBER: 1  
PAYREP83

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MANUAL CHECKS

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DATE: 09/06/2024

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TOTAL					
CHECKS: 1	.00	1,835.95			

*Deborah Mahoney*  
9-5-24

SUNGARD K-12 EDUCATION  
DATE: 09/10/2024  
TIME: 15:58:38

PELHAM SCHOOL DISTRICT - SAU 28  
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V180055	2114	LASKY, MELISSA S	386.34	.00
V180056	2162	PEDDLE, CAILYN G	406.34	.00
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V180097	2062	FALLON, MACKENZIE	783.51	.00



SUNGARD K-12 EDUCATION  
DATE: 09/10/2024  
TIME: 15:58:38

PELHAM SCHOOL DISTRICT - SAU 28  
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V180130	2009	KOWAL, SAMUEL A	1,358.58	.00
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SUNGARD K-12 EDUCATION  
DATE: 09/10/2024  
TIME: 15:58:38

PELHAM SCHOOL DISTRICT - SAU 28  
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V180163	828	NOTTEBART, MARY T	931.33	.00
V180164	1743	PACE, CAITLIN E	927.36	.00
V180165	1554	PALINGO, LINDA R	749.74	.00
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V180169	2130	PLANTE, ELISSA	1,583.42	.00
V180170	1896	PORTALLA, ANGELA J	1,242.63	.00
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V180176	118	ROBERSON, NICOLE M	2,006.47	.00
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V180178	2199	RODRIGUEZ, HOLLY JK	2,270.01	.00
V180179	2147	SAN ANTONIO, KAILEY	2,095.90	.00
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V180199	2131	WONG-SIERRA, CHRYSTA	1,792.18	.00
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V180201	306	ZIDEK, JILL E	2,307.78	.00
V180202	2167	ALARIE, VICTORIA	405.36	.00
V180203	1912	ARSENEAULT, JACOB M	1,053.08	.00
V180204	2202	BARNES, NATASHA	1,367.13	.00
V180205	1806	BARRIERE, ADAM J	2,892.84	.00
V180206	2136	BOWMAN, ALISON D	1,460.48	.00
V180207	669	BRAY, CYNTHIA	1,006.20	.00
V180208	1651	BRUNELLE, CYNTHIA S	1,885.64	.00
V180209	2217	BURGESS, LAUREN	1,146.79	.00

SUNGARD K-12 EDUCATION  
DATE: 09/10/2024  
TIME: 15:58:38

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK REGISTER  
PAY RUN 556 FY25-9/12/2024

PAGE NUMBER: 4  
MODULE NUM: PAYCHK33  
PAY PERIOD END 09/05/2024  
CHECK DATE 09/12/2024

CHECK NO	EMPLOYEE NUMBER	-----EMPLOYEE-----	DEPOSIT AMOUNT	CHECK AMOUNT
V180210	395	BYRNE, KATHRENE M	1,945.62	.00
V180211	1186	CARMODY, KAITLIN M	2,805.55	.00
V180212	1303	CHARBONNEAU, STEPHEN	1,846.33	.00
V180213	2187	CHEATHAM, JENNIFER Q	1,584.54	.00
V180214	1551	CHURCHILL, KAREN A	1,749.74	.00
V180215	1029	CLARK, RYAN	1,690.10	.00
V180216	2085	COLEMAN, DARRIN	1,460.48	.00
V180217	1589	CURTIN, CHRISTOPHER B	2,318.22	.00
V180218	2021	DAILEY, JOSEPH A	804.80	.00
V180219	1245	DAY, KRISTA	1,943.50	.00
V180220	1602	DECINTO, BRYAN C	831.28	.00
V180221	1869	DEMETRION, DARLENE E	1,865.35	.00
V180222	1628	DETELLIS, NORA L M	2,214.83	.00
V180223	1872	DOWDLE, BELINDA D	850.12	.00
V180224	2073	EMMETT, HOLLY L	1,651.37	.00
V180225	1783	ENGLISH, AMELIA R	715.74	.00
V180226	2081	ERELLI, ERICA N	1,366.80	.00
V180227	2072	FITZPATRICK, LEO J	1,310.29	.00
V180228	2070	FOX, MICHELLE L	1,593.34	.00
V180229	2129	FRECHETTE, ERIN L	935.37	.00
V180230	2141	GAUTHIER, ALEXANDRIA	1,378.07	.00
V180231	2208	GIZZI, JADE T	1,507.18	.00
V180232	153	GOUPIL, SHARON A	644.75	.00
V180233	1495	GRIFFIN, PAUL D	1,321.95	.00
V180234	2211	GUENTHER, MICHELLE	857.83	.00
V180235	1695	HENDERSON, ERIN P	1,782.24	.00
V180236	1856	HOGUE, LARA P	1,716.21	.00
V180237	585	HOLDEN, JANET	2,318.71	.00
V180238	2197	HOLMES, KELLY A	2,974.14	.00
V180239	2198	HUFFT, JUSTIN C	2,901.92	.00
V180240	1031	HURLEY, THOMAS	903.09	.00
V180241	2069	HUSBY, TRISTAN K	1,436.10	.00
V180242	941	JARVIS, DEBORAH L	1,859.11	.00
V180243	1716	JONES, DANIEL F	1,523.21	.00
V180244	2224	JOZOKOS, TIMOTHY J	1,663.58	.00
V180245	2071	KONDI, CATHERINE J	1,763.65	.00
V180246	449	KRESS, HEATHER LAGASSE	2,265.32	.00
V180247	1045	KUBIT, KIMBERLY	1,024.65	.00
V180248	1736	KUDALIS, TAYLOR J	1,389.44	.00
V180249	549	LALIBERTE, ALLISON	2,274.04	.00
V180250	1739	LEONDIRES, DEBORAH K	1,684.18	.00
V180251	2110	LEPPANEN, TESSA M	1,114.16	.00
V180252	1724	MAKARA, JESSICA	1,672.01	.00
V180253	530	MARTIN, LORRIE A	975.27	.00
V180254	1634	MARTINS, KALEIGH F	1,741.02	.00
V180255	1731	MASSAHOS, LISA A	1,047.68	.00
V180256	1702	MEAD, DAWN M	3,499.71	.00
V180257	1461	MORGAN, RICKARD J	1,543.54	.00
V180258	2157	MORRIN, REBECCA	1,671.88	.00
V180259	1905	NESKEY, KAREN R	1,067.86	.00
V180260	1877	NOLIN, AUDRA J	2,063.14	.00
V180261	523	NUGENT, JENNIFER M	2,020.11	.00
V180262	1450	PARENT, JESSICA L	1,656.46	.00
V180263	43	PERIGNY, GUY G	978.77	.00
V180264	2212	PERREAULT, JANE	814.13	.00
V180265	2219	PHELAN, JULIE	2,285.01	.00

SUNGARD K-12 EDUCATION  
DATE: 09/10/2024  
TIME: 15:58:38

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK REGISTER  
PAY RUN 556 FY25-9/12/2024

PAGE NUMBER: 5  
MODULE NUM: PAYCHK33  
PAY PERIOD END 09/05/2024  
CHECK DATE 09/12/2024

CHECK NO	EMPLOYEE NUMBER	-----EMPLOYEE-----	DEPOSIT AMOUNT	CHECK AMOUNT
V180266	1624	ROBINSON, SHAWNI R	2,088.51	.00
V180267	1975	ROONEY, KRISTEN R	1,588.01	.00
V180268	1664	ROSSE, LEIGH ANN	1,958.51	.00
V180269	2083	SANCHIS, BERNARD	726.90	.00
V180270	1978	SANDS, BRIAN T	3,083.10	.00
V180271	567	SCANLON, IRENE	959.93	.00
V180272	568	SCANZANI, LOUISE	895.81	.00
V180273	2087	SCANZANI, WILLIAM	768.72	.00
V180274	2057	SEARLES, MARK E	1,949.11	.00
V180275	1583	SHUMWAY, RYAN MITCHELL	1,491.46	.00
V180276	2079	SIMBERG, AMY M	1,481.86	.00
V180277	2064	ST. PETER, GAIL A	438.81	.00
V180278	2230	SYLVAIN, PAMELA D	2,186.89	.00
V180279	1733	TANDY, DIANE L	2,669.99	.00
V180280	309	TOBIN, JEFFREY	2,209.32	.00
V180281	55	TORRISI, DAVID P	1,584.77	.00
V180282	2216	TRISCIANI, JOHN C	638.70	.00
V180283	548	WAGNER, JEANNA	2,604.83	.00
V180284	1752	WATERS, PETER C	1,749.21	.00
V180285	508	WILKINS JR, RAYMOND T	1,764.44	.00
V180286	1946	YOUNG, LINDSEY D	1,573.37	.00
V180287	2037	ZILIFIAN, VAHRAM A	1,513.37	.00
V180288	1832	AYOTTE, KENNETH D	1,396.36	.00
V180289	157	BARRIOS, SARAH E	1,314.10	.00
V180290	1427	BEINEKE, HEIDI L	1,731.49	.00
V180291	1378	BELIVEAU, EILEEN M	2,103.08	.00
V180292	2000	BOSWELL, KATIE A	1,572.28	.00
V180293	534	BRANCO, AMY L	2,305.80	.00
V180294	1494	BREAULT, STEPHANIE L	762.20	.00
V180295	312	BRYANT, JAMIE R	2,023.94	.00
V180296	42	CARTEN, KARENA S	2,259.62	.00
V180297	399	CARTIER, KATHLEEN G	2,077.24	.00
V180298	27	CASAVANT, DIANE T	992.87	.00
V180299	1547	CHATEL, CATHY F	484.52	.00
V180300	163	COUTU, RANDY R	2,130.85	.00
V180301	1474	CURFMAN, CHARLES L	1,679.82	.00
V180302	1744	DELUCIA, MEGAN C	1,651.42	.00
V180303	2093	DRISCOLL, BRIAN K	1,904.68	.00
V180304	2139	EMERY, KAREN	2,243.93	.00
V180305	248	ENO, SARA ANN	1,579.01	.00
V180306	215	ERNST, CATHLEEN A	1,067.98	.00
V180307	2218	FUSCO, ANTHONY	1,758.79	.00
V180308	2233	GRASSO, KERILYN	2,265.49	.00
V180309	2153	HUIZENGA, NOAH J	1,366.73	.00
V180310	45	JEAN, KELLY A	761.18	.00
V180311	1460	KAVARNOS, JAMES M	1,361.86	.00
V180312	1812	KELLY, EILEEN B	1,468.98	.00
V180313	445	KIVIKOSKI, JEAN M	1,471.12	.00
V180314	446	KRESS, TODD W	2,933.46	.00
V180315	450	LAMONTAGNE, PATRICIA A	1,959.62	.00
V180316	1402	LEE, TARYN G	1,797.55	.00
V180317	1237	LORENTZEN, CHRISTOPHER	1,319.76	.00
V180318	454	LOVETT, BARBARA ANN	3,116.58	.00
V180319	2156	MACKINNON, JENNA	1,326.52	.00
V180320	2090	MARTIN, ALICIA M	569.75	.00
V180321	1836	MARVIN, MELISSA E	713.94	.00

SUNGARD K-12 EDUCATION  
DATE: 09/10/2024  
TIME: 15:58:38

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK REGISTER  
PAY RUN 556 FY25-9/12/2024

PAGE NUMBER: 6  
MODULE NUM: PAYCHK33  
PAY PERIOD END 09/05/2024  
CHECK DATE 09/12/2024

CHECK NO	EMPLOYEE NUMBER	-----EMPLOYEE-----	DEPOSIT AMOUNT	CHECK AMOUNT
V180322	1729	MCCUNE, ERIN K	1,894.25	.00
V180323	1977	MEDLOCK, ZACHARY BRIAN	3,425.66	.00
V180324	2107	MONTMINY, HANNAH M	712.70	.00
V180325	1820	MORRISON, JOANNE M	1,566.76	.00
V180326	1773	MURPHY, RONALD P	817.24	.00
V180327	2060	NORTHRUP, CHERYL	2,696.09	.00
V180328	1993	OROZCO UMANA, LESLIE G	1,775.01	.00
V180329	2054	PATTERSON, REBECCA M	1,959.50	.00
V180330	1831	PEREZ, ANDRES	1,421.08	.00
V180331	1426	PERRY, BEVERLY M	1,098.50	.00
V180332	2225	PITNEY, ANDREW J	1,265.78	.00
V180333	1694	PRAETZ, DANIEL J	1,701.20	.00
V180334	2096	QUICK, LAURIE	739.23	.00
V180335	1612	RALLS, KATIE E	1,689.33	.00
V180336	2158	RANCOURT, CHEYENNE M	1,644.06	.00
V180337	1957	RAYMOND, KELLEY A	834.57	.00
V180338	1228	SANDERS, ANN-MARIE	1,882.40	.00
V180339	1309	SAUNDERS, ELISA L	2,003.81	.00
V180340	2200	SCIONTI, CAROL A	2,833.75	.00
V180341	2058	SECCARECCIO, MICHELLE L	1,411.40	.00
V180342	491	SHANTELER, JUDITH L	2,064.15	.00
V180343	1817	SMITH, ASHLEY S	2,248.28	.00
V180344	1788	STECK-LUBAO, JENNIFER M	1,426.26	.00
V180345	133	TAYLOR, LAURA J	1,062.71	.00
V180346	91	TESSIER, KELLY A	1,968.66	.00
V180347	96	VANTI, LINDA R	1,048.08	.00
V180348	2169	ZECCHINI, ELICIA D	1,866.42	.00
V180349	1987	ZYBERT, JANELLE N	2,021.26	.00
V180350	2122	BARKDOLL, TONI M	3,105.95	.00
V180351	1318	BARR, MEGAN T	1,404.45	.00
V180352	1960	DESCHENES, MEGHAN	823.67	.00
V180353	1294	DOUCETTE, JOYCE P	1,895.97	.00
V180354	1440	LAVACCHIA, CHRISTINE R	1,822.68	.00
V180355	2044	LORD, KEITH A	3,038.79	.00
V180356	1293	MAHONEY, DEBORAH A	3,588.62	.00
V180357	1609	MARANDOS, SARAH E	3,357.75	.00
V180358	1362	MAZZARIELLO, ERIN M	1,581.06	.00
V180359	1866	MCGEE, ERIC S	3,727.30	.00
V180360	2123	NOYES, KIMBERLY E	3,388.06	.00
V180361	1361	RODRIGUE, KRISTEN A	1,639.26	.00
V180362	1796	TETREAU, CHRISTINA G	822.03	.00
V180363	2161	HALL, DERREK A	488.15	.00
V180364	1779	HALL, KEVIN R	518.86	.00
TOTAL		323 CHECKS ISSUED	471,827.55	9,204.78

Deborah Mahoney  
9/10/24

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!

<b>EFT ACKNOWLEDGEMENT NUMBER:</b>	270465545193737
------------------------------------	-----------------

#### 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
<b>Taxpayer EIN</b>	xxxxx0676
<b>Tax Form</b>	941 Employers Federal Tax
<b>Tax Type</b>	Federal Tax Deposit
<b>Tax Period</b>	Q3/2024
<b>Payment Amount</b>	\$419.32
<b>Settlement Date</b>	09/11/2024
<b>Subcategories:</b>	
<b>1 Social Security</b>	\$259.78
<b>2 Medicare</b>	\$60.76
<b>3 Tax Withholding</b>	\$98.78
<b>Account Number</b>	xxxxxx6612
<b>Account Type</b>	CHECKING
<b>Routing Number</b>	011401533
<b>Bank Name</b>	CITIZENS BANK NA

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:	270465750460978
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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	Q3/2024
Payment Amount	\$146,226.50
Settlement Date	09/13/2024
Subcategories:	
1 Social Security	\$78,378.50
2 Medicare	\$18,330.58
3 Tax Withholding	\$49,517.42
Account Number	xxxxxx6612
Account Type	CHECKING
Routing Number	011401533
Bank Name	CITIZENS BANK NA



Mass.gov



MassTaxConnect



## < Payment Options

### Payment - Confirmation

- **Confirmation Number:** 1-002-655-520
- **Submitted Date and Time:** 9/11/2024 7:58:54 AM
- **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 9/13/2024. You can delete your pending scheduled payment until 4:00pm on 9/12/2024.

- **Paid For:** PELHAM SCHOOL DISTRICT
- **Account ID:** WTH-10997662-002
- **Paid From:** CITIZENS BANK NA \*\*\*\*6612
- **Payment Amount:** \$3,715.45
- **Filing Period:** 30-Sep-2024
- **Payment Effective Date:** 9/13/2024
- **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



PELHAM SCHOOL DISTRICT VOUCHER

Voucher No: PAY556P      Voucher Date: 9/12/2024      Prepared By: Joyce Doucette  
 Printed: 9/11/2024

PELHAM SCHOOL DISTRICT is hereby authorized to draw warrants against PELHAM SCHOOL DISTRICT funds for the sum of **\$10,563.22** on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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  
 GARRETT ABARE      SCHOOL BOARD  
 TROY BRESSETTE      SCHOOL BOARD CHAIR  
 REBECCA CUMMINGS      SCHOOL BOARD  
 DARLENE GREENWOOD      SCHOOL BOARD  
 G. DAVID WILKERSON      SCHOOL BOARD VICE CHAIR

PELHAM SCHOOL DISTRICT

ARLANNA GARCIA, TREASURER

FUND	DESCRIPTION	AMOUNT
10	GENERAL FUND/CHECKS	\$0.00
10	GENERAL FUND/EFT	\$10,563.22
TOTAL:		<u><u>\$10,563.22</u></u>

POWERSCHOOL LLC  
DATE: 09/11/2024  
TIME: 08:48:19

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK AND VOUCHER REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/25

FUND - 10 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V59987	A1010	09/12/24	3913 000388 - ASPIRE	L4730	DED:6218 ASPIRE	1,865.00
V59988	A1010	09/12/24	12 COREBRIDGE FINANCIAL	L4730	DED:6214 COREBRIDGE	400.00
V59989	A1010	09/12/24	7 EQUITABLE EQUI-VEST	L4730	DED:6000 AXA EQUIT	1,680.00
V59989	A1010	09/12/24	7 EQUITABLE EQUI-VEST	L4730	DED:6001 AXA EQUIT	640.71
V59989	A1010	09/12/24	7 EQUITABLE EQUI-VEST	L4730	DED:6200 AXA EQUIT	470.00
		TOTAL VOUCHER				2,790.71
V59990	A1010	09/12/24	8 FIDELITY-PLAN51251	L4730	DED:6002 FIDELITY	905.00
V59990	A1010	09/12/24	8 FIDELITY-PLAN51251	L4730	DED:6003 FIDELITY	1,386.96
V59990	A1010	09/12/24	8 FIDELITY-PLAN51251	L4730	DED:6202 FIDELITY	1,356.00
V59990	A1010	09/12/24	8 FIDELITY-PLAN51251	L4730	DED:6203 FIDELITY	204.55
		TOTAL VOUCHER				3,852.51
V59991	A1010	09/12/24	6 HORACE MANN LIFE	L4730	DED:6006 HMANN	1,505.00
V59992	A1010	09/12/24	2764 SECURITY BENEFIT CORPORAT	L4730	DED:6012 SECBENEFIT	150.00
		TOTAL FUND				10,563.22
		TOTAL REPORT				10,563.22

PELHAM SCHOOL DISTRICT VOUCHER

Voucher No: DU091124
 Voucher Date: 9/11/2024
 Prepared By: Joyce Doucette
 Generated Date: 9/11/2024

PELHAM SCHOOL DISTRICT is hereby authorized to draw warrants against PELHAM SCHOOL DISTRICT funds for the sum of \$240.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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.

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ERIC MCGEE SUPERINTENDENT OF SCHOOLS  
 GARRETT ABARE SCHOOL BOARD  
 TROY BRESSETTE SCHOOL BOARD CHAIR  
 REBECCA CUMMINGS SCHOOL BOARD  
 DARLENE GREENWOOD SCHOOL BOARD  
 G. DAVID WILKERSON SCHOOL BOARD VICE CHAIR

PELHAM SCHOOL DISTRICT

ARLANNA GARCIA, TREASURER

FUND	DESCRIPTION	AMOUNT
10	GENERAL FUND	\$240.00
21	FOOD SERVICE FUND	\$0.00
22	GRANTS FUND	\$0.00
25	OTHER SPECIAL FUND	\$0.00
10	EFT -GENERAL FUND	\$0.00
21	EFT -FOOD SERVICE FUND	\$0.00
22	EFT -GRANTS FUND	\$0.00
25	EFT -OTHER SPECIAL FUND	\$0.00
TOTAL:		\$240.00

POWERSCHOOL LLC  
DATE: 09/11/2024  
TIME: 10:29:14

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/25

FUND - 10 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
19	A1011	09/11/24	315	NATIONAL ASSOCIATION OF S 810	NATIONAL ASSOCIATION OF S	95.00
20	A1010	09/11/24	5475	NH SCHOOL NURSES ASSOCIAT 810	KIRSTEN COGAN RENEWAL	45.00
21	A1011	09/11/24	5604	NH ASSOC OF STUDENT COUNC 810	NEW HAMPSHIRE ASSOCIATION	100.00
TOTAL FUND						240.00
TOTAL REPORT						240.00

PELHAM SCHOOL DISTRICT VOUCHER

Voucher No: BFPMS72
 Voucher Date: 9/11/2024
 Prepared By: Joyce Doucette  
 Generated Date: 9/11/2024

PELHAM SCHOOL DISTRICT is hereby authorized to draw warrants against PELHAM SCHOOL DISTRICT funds for the sum of \$12,256.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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

GARRETT ABARE
 SCHOOL BOARD

TROY BRESSETTE
 SCHOOL BOARD CHAIR

REBECCA CUMMINGS
 SCHOOL BOARD

DARLENE GREENWOOD
 SCHOOL BOARD

G. DAVID WILKERSON
 SCHOOL BOARD VICE CHAIR

PELHAM SCHOOL DISTRICT

ARLANNA GARCIA, TREASURER

FUND	DESCRIPTION	AMOUNT
30	BUILDING FUND	\$0.00
30	EFT -BUILDING FUND	\$12,256.36
	TOTAL:	\$12,256.36

POWERSCHOOL LLC  
DATE: 09/11/2024  
TIME: 11:14:03

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK AND VOUCHER REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/25

FUND - 10 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	ESTIMATED SHIPPING/HANDLI	165.00
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	SIT-TO-STAND STOOL, MOTIO	1,409.28
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	STANDING-HEIGHT COMPACT M	29.08
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	ESTIMATED SHIPPING/HANDLI	488.77
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	SHAPES SERIES CURVED MEDI	1,923.87
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	ESTIMATED SHIPPING/HANDLI	847.22
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	SHAPE SERIES II BAR-HEIGH	1,058.64
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	SHAPE SERIES II BAR-HEIGH	1,058.64
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	SOFA W/TABLET ARMS, SHAPE	1,332.88
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	SOFT CASUAL FLOOR ROCKER,	627.52
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	ESTIMATED SHIPPING/HANDLI	126.71
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	STANDING-HEIGHT COMPACT M	946.80
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	CHEVRON FUN RUG - PATTERN	380.88
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	FURNITURE BUILD/INSTALLAT	1,972.00
V59993	L4020	09/11/24	1804 SCHOOL OUTFITTERS	733	STANDING-HEIGHT COMPACT M	-110.93
			TOTAL VOUCHER			12,256.36
			TOTAL FUND			12,256.36
			TOTAL REPORT			12,256.36

**PELHAM SCHOOL DISTRICT VOUCHER**

**Voucher No:** AP091124
**Voucher Date:** 9/11/2024
**Prepared By:** Joyce Doucette  
*Generated Date:* 9/11/2024

PELHAM SCHOOL DISTRICT is hereby authorized to draw warrants against PELHAM SCHOOL DISTRICT funds for the sum of \$218,850.85 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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  
 \_\_\_\_\_  
 GARRETT ABARE SCHOOL BOARD  
 \_\_\_\_\_  
 TROY BRESSETTE SCHOOL BOARD CHAIR  
 \_\_\_\_\_  
 REBECCA CUMMINGS SCHOOL BOARD  
 \_\_\_\_\_  
 DARLENE GREENWOOD SCHOOL BOARD  
 \_\_\_\_\_  
 G. DAVID WILKERSON SCHOOL BOARD VICE CHAIR

**PELHAM SCHOOL DISTRICT**

\_\_\_\_\_  
 ARLANNA GARCIA, TREASURER

FUND	DESCRIPTION	AMOUNT
10	GENERAL FUND	\$54,048.10
21	FOOD SERVICE FUND	\$999.63
22	GRANTS FUND	\$3,150.00
25	OTHER SPECIAL FUND	\$0.00
10	EFT -GENERAL FUND	\$136,989.82
21	EFT -FOOD SERVICE FUND	\$5,356.10
22	EFT -GRANTS FUND	\$18,307.20
25	EFT -OTHER SPECIAL FUND	\$0.00
TOTAL:		\$218,850.85

POWERSCHOOL LLC  
DATE: 09/11/2024  
TIME: 11:57:22

PELHAM SCHOOL DISTRICT - SAU 28  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/25

FUND - 10 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
59994	L4020	09/11/24	4223 BELLAVANCE BEVERAGE CO.	630	AUGUST - NOVEMBER BEVERAG	439.85
59995	A1010	09/11/24	5652 BRINE TEAM SALES	738	WOMENS V NECK TEE	270.00
59996	A1010	09/11/24	4600 FIRST LIGHT FIBER	532	2G FIBER INTERNET SERVICE	1,450.00
59997	A1010	09/11/24	5765 JUSTIN C HUFFT	890	PIZZA FOR THE FOOTBALL TE	272.62
59998	A1010	09/11/24	1434 HEATHER LAGASSE KRESS	890	EXPLODING KITTEN GAME - W	25.98
59998	A1010	09/11/24	1434 HEATHER LAGASSE KRESS	890	H MARK BAG GRAND MULTCR T	5.49
59998	A1010	09/11/24	1434 HEATHER LAGASSE KRESS	890	S LIGHT UP PUFFER BALL 8	6.99
59998	A1010	09/11/24	1434 HEATHER LAGASSE KRESS	890	SUN SQUAD BEACH BALL - WA	2.00
59998	A1010	09/11/24	1434 HEATHER LAGASSE KRESS	890	WHAT DO YOU MEME GAME - W	20.49
	TOTAL CHECK					60.95
59999	A1010	09/11/24	3444 LIBERTY UTILITIES	622	ELECTRICAL SERVICE 7/26-8	353.23
59999	A1010	09/11/24	3444 LIBERTY UTILITIES	622	ELECTRICAL SERVICE 7/26-8	10,760.64
59999	A1010	09/11/24	3444 LIBERTY UTILITIES	622	ELECTRICAL SERVICE 7/26-8	12,733.57
59999	A1010	09/11/24	3444 LIBERTY UTILITIES	622	ELECTRICAL SERVICE 7/26-8	17,650.65
	TOTAL CHECK					41,498.09
60000	A1010	09/11/24	4884 LIBERTY UTILITIES - NG	625	NATURAL GAS USAGE 7/30-8/	94.97
60000	A1010	09/11/24	4884 LIBERTY UTILITIES - NG	625	NATURAL GAS USAGE 7/30-8/	346.92
60000	A1010	09/11/24	4884 LIBERTY UTILITIES - NG	625	NATURAL GAS USAGE 7/30-8/	352.85
60000	A1010	09/11/24	4884 LIBERTY UTILITIES - NG	625	NATURAL GAS USAGE 7/30-8/	1,414.02
	TOTAL CHECK					2,208.76
60001	A1010	09/11/24	5594 MILLENNIUM RUNNING	810	BOYS TEAM REGISTRATION FE	125.00
60001	A1010	09/11/24	5594 MILLENNIUM RUNNING	810	GIRLS TEAM REGISTRATION F	125.00
	TOTAL CHECK					250.00
60002	L4020	09/11/24	5682 JESSICA MINAHAN, LLC	320	FULL DAY PRESENTATION 8/2	3,000.00
60002	L4020	09/11/24	5682 JESSICA MINAHAN, LLC	320	TRAVEL EXPENSES	150.00
	TOTAL CHECK					3,150.00
60003	L4020	09/11/24	5091 NORTHEAST CUTLERY INC.	430	AUGUST - NOVEMBER KNIFE S	49.00
60003	L4020	09/11/24	5091 NORTHEAST CUTLERY INC.	430	AUGUST - NOVEMBER KNIFE S	49.00
60003	L4020	09/11/24	5091 NORTHEAST CUTLERY INC.	430	AUGUST - NOVEMBER KNIFE S	49.00
	TOTAL CHECK					147.00
60004	L4020	09/11/24	5313 POLAR BEVERAGES	630	AUGUST - NOVEMBER BEVERAG	180.97
60005	A1010	09/11/24	60 SCHOOL HEALTH CORPORATION	610	NITRILE EXAM GLOVES M	62.12
60005	A1010	09/11/24	60 SCHOOL HEALTH CORPORATION	610	NITRILE GLOVES L	91.22
60005	A1010	09/11/24	60 SCHOOL HEALTH CORPORATION	610	NITRILE GLOVES XL	97.74
	TOTAL CHECK					251.08
60006	A1010	09/11/24	668 STATE OF NEW HAMPSHIRE CR	280	REPLENISH CRIMINAL RECORD	2,000.00
60007	A1010	09/11/24	3240 STUDENT TRANSPORTATION OF	519	PHS ATHLETIC BUS INVOICE	3,892.38
60008	A1010	09/11/24	1497 TEACHER DIRECT	610	12 CT MY TEACHER BELIEVES	7.76
60008	A1010	09/11/24	1497 TEACHER DIRECT	610	20 CT MY WORD BOOK PERSON	39.88
60008	A1010	09/11/24	1497 TEACHER DIRECT	610	9 X 12 BRIGHT GREEN PAPER	1.98
60008	A1010	09/11/24	1497 TEACHER DIRECT	610	9 X 12 HOLIDAY GREEN PAPE	5.94
60008	A1010	09/11/24	1497 TEACHER DIRECT	610	9 X 12 YELLOW SUNWORKS CO	5.94



PELHAM SCHOOL DISTRICT - SAU 28  
CHECK REGISTER

FUND - 10 - GENERAL FUND

CHECK	NUMBER	CASH ACCT	DATE	ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
60008		A1010	09/11/24	1497	TEACHER DIRECT	610	CLASSROOM COTTAGE BLUE PE	4.88
60008		A1010	09/11/24	1497	TEACHER DIRECT	610	CLASSROOM COTTAGE BUTTERC	4.88
60008		A1010	09/11/24	1497	TEACHER DIRECT	610	CLASSROOM COTTAGE PENNANT	7.88
60008		A1010	09/11/24	1497	TEACHER DIRECT	610	MAVALUS TAPE ASSORTED COL	19.88
		TOTAL CHECK						99.02
60009		A1010	09/11/24	441	NH DEPARTMENT OF LABOR	433	YEARLY CERTIFICATION FOR	100.00
60010		L4020	09/11/24	198	STATE OF NH, TREASURER	630	PMS COMMODITIES - AUGUST	101.25
60010		L4020	09/11/24	198	STATE OF NH, TREASURER	630	PES COMMODITIES - AUGUST	71.25
		TOTAL CHECK						172.50
60011		A1010	09/11/24	5188	TRIANGLE PORTABLE SERVICE	890	PORTA POTTIES	1,022.50
60012		A1010	09/11/24	838	VERIZON WIRELESS	531	DISTRICT CELL PHONE SERVI	452.59
60012		A1010	09/11/24	838	VERIZON WIRELESS	532	MOBILE BROADBAND 3 TABLET	120.03
60012		A1010	09/11/24	838	VERIZON WIRELESS	532	MOBILE BROADBAND 4 TABLET	50.04
60012		A1010	09/11/24	838	VERIZON WIRELESS	532	MOBILE BROADBAND 4 TABLET	50.04
60012		L4020	09/11/24	838	VERIZON WIRELESS	531	NUTRITION CELL PHONE SERV	59.31
		TOTAL CHECK						732.01
TOTAL FUND								58,197.73
TOTAL REPORT								58,197.73

POWERSCHOOL LLC  
DATE: 09/11/2024  
TIME: 12:20:06

PELHAM SCHOOL DISTRICT - SAU 28  
VOUCHER REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/25

FUND - 10 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V60013			AMAZON CAPITAL SERVICES,	4967	VOID: MULTI STUB VOUCHER	
V60014			AMAZON CAPITAL SERVICES,	4967	VOID: MULTI STUB VOUCHER	
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	ANATOMY AND PHYSIOLOGY CO	230.24
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	124 PCS BOHO CLASSROOM DE	16.62
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	ADHESIVE HOOKS, 18 LBS CA	8.90
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	GENERAL SCHOOL SUPPLIES -	32.53
V60015	L4020	09/11/24	AMAZON CAPITAL SERVICES,	610	DISTRICT CATERING SUPPLIE	-70.17
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	10 POCKET DESK ORGANIZER	52.13
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	30 SHEET CAPACITY STAPLER	17.18
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	8 PCS COLORED MASKING TAP	6.23
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	STICKY EASEL PAD, 25"x30"	36.95
V60015	L4020	09/11/24	AMAZON CAPITAL SERVICES,	610	EASEL PK CLASSROOM - REPL	69.00
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	LORELL CORK STIP BULLETIN	54.46
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	HEALTH SUPPLIES - SEE ATT	162.57
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	BIRTHDAY HATS	8.31
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	BRAIN FLAKES	15.70
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	CARD STOCK	6.46
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	CONNECT 4	9.23
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	CONSTRUCTION PAPER ORGANI	25.78
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	GAME BOARD PIECES	5.26
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	HAPPY BIRTHDAY	9.23
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	KEY CHAINS	12.93
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	MATH SWATTER GAME	16.62
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	MORNING MEETING CHIPS	9.23
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	PENCIL BOXES	59.12
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	POP ADDITION AND SUBTRACT	8.38
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	POP IT TEN FRAMES	19.38
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	SNAP IT MATH	10.15
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	SPELLIGATOR GAME	27.71
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	SUPER BLENDS GAME	18.47
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	TODAY IS YESTERDAY WAS TO	5.53
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	WORD SEEDS GAME	18.47
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	2" BINDER CLIPS	9.95
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	DISPENSER POP-UP STICKY N	8.37
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	FOLDER LABELS	26.99
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	3 POCKET MAGNETIC FILE HO	35.99
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	ANDAZ PRESS CLASSROOM TEA	8.99
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	16 PACK DESK PRIVACY FOLD	48.97
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	300 PCS AFFIRMATION STICK	12.86
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	AA ALKALINE BATTERIES, 30	47.01
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	KRAFT PAPER SHEETS, 15x20	41.16
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	3D PRINTER	411.72
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	UTEX TOY STORAGE ORGANIZE	85.58
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	GENERAL SCHOOL SUPPLIES -	188.14
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	#2 PENCILS, PRE-SHARPENED	8.89
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	50 COUNTRIES INTERNATIONAL	13.85
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	SUPPLIES: MARKERS, GAMES,	379.82
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	640	ENGLISH DEPARTMENT SUPPLI	40.58
V60015	L4020	09/11/24	AMAZON CAPITAL SERVICES,	610	DISTRICT CATERING SUPPLIE	-71.97
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	PENCIL BOXES	64.98
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	SPELLIGATOR GAME	27.12
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	TODAY IS YESTERDAY WAS TO	6.99
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	CLEAR PLASTIC MAILBOX FOR	16.90
V60015	A1010	09/11/24	AMAZON CAPITAL SERVICES,	610	DESK CHAIR	229.99

POWERSCHOOL LLC  
DATE: 09/11/2024  
TIME: 12:20:06

PELHAM SCHOOL DISTRICT - SAU 28  
VOUCHER REGISTER

PAGE NUMBER: 2  
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ACCOUNTING PERIOD: 3/25

FUND - 10 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT	
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	NURSE SUPPLIES FOR START	286.29
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	550PCS FERRITE PUTTY, FID	41.63
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	76 PACK SENSORY FIDGET TO	48.49
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	FIDGET TOYS SET, 80 PACK	44.57
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	MORF FIDGET WORM TOY - DE	13.38
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	SCIONE FIDGET SPINNERS, 2	51.29
V60015	L4020	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	WAGON FOR NEW PK CLASSROO	95.99
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	PAPER NAPKINS	6.38
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	PAPER PLATES	12.54
V60015	L4020	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	NEW PK CLASSROOM SUPPLIES	18.85
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	737	DESK CHAIR TO REPLACE BRO	229.99
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	PLASTIC STORAGE BOX, WHIT	43.98
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	550PCS FERRITE PUTTY, FID	13.61
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	76 PACK SENSORY FIDGET TO	15.85
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	FIDGET TOYS SET, 80 PACK	14.57
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	MORF FIDGET WORM TOY - DE	4.38
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	SCIONE FIDGET SPINNERS, 2	16.77
V60015	L4020	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	DISTRICT CATERING SUPPLIE	142.14
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	ESTIMATED SHIPPING/HANDLI	9.95
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	HEALTH SUPPLIES - SEE ATT	1,173.16
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	4K DOCUMENT CAMERA	260.04
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	DELL 27' MONITORS	1,619.91
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	LENOVO THINKPAD USB-C TO	1,094.64
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	LIGITECH MK270 WIRELESS K	233.30
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	POP IT TEN FRAMES	-17.96
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	STANDING DESK TO BE USED	67.77
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	2-HOLE PUNCHER	12.44
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	SPECIAL EDUCATION FOLDERS	54.78
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	HOMLAND TOILET SAFETY RAI	53.99
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	BIG FEELINGS OF PINEAPPLE	68.39
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	LITTLE SPOT OF CELEBRATIO	179.95
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	220 DEGREE DOOR VIEWER	170.80
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	BIG FEELINGS OF PINEAPPLE	-68.39
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	LITTLE SPOT OF CELEBRATIO	-179.95
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	POP ADDITION AND SUBTRACT	-12.49
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	MOBILE DESK	397.98
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	HAPPY BIRTHDAY	-9.69
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	6 PACK, MAGNETIC DRY ERAS	8.99
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	ESTIMATED SHIPPING/HANDLI	4.95
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	EXPO DRY ERASE MARKER ERA	14.81
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	INTERNET JARGON, TECHNOLO	7.71
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	SANDISK MEMORY CARD	28.57
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	SCENE ON SCREEN TRACK MOV	8.99
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	UNI SD CARD READER	29.97
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	SUPPLIES NEEDED FOR CLASS	85.93
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	BIG FEELINGS OF PINEAPPLE	68.74
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	CALM STICKERS	9.99
V60015	A1010	09/11/24	4967	AMAZON CAPITAL SERVICES,	610	LITTLE SPOT OF CELEBRATIO	178.40
TOTAL VOUCHER							9,201.85
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	CENTRAL STATION MONITORIN	113.70
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	SMARTPHONE APP	31.68
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	SURESS/HOLD-UP/PANIC MONI	11.37
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	CENTRAL STATION MONITORIN	113.70
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	DURESS/HOLD-UP/PANIC MONI	3.00
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	FREEZER MONITORING	20.13

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CHECK NUMBER	CASH ACCT	DATE ISSUED		VENDOR	ACCT	DESCRIPTION	AMOUNT
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	SMARTPHONE APP	31.68
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	MONITORING SERVICES	180.69
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	CENTRAL STATION MONITORIN	121.44
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	DURESS/HOLD-UP/PANIC MONI	12.15
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	FREEZER MONITORING	25.56
V60016	A1010	09/11/24	2298	AMERICAN ALARM & COMMUNIC	433	SMART PHONE APP	33.84
				TOTAL VOUCHER			698.94
V60017	A1010	09/11/24	1173	BOOTHBY THERAPY SERVICES,	330	SPEECH & LANGUAGE ASSISTA	118.50
V60017	A1010	09/11/24	1173	BOOTHBY THERAPY SERVICES,	330	SPEECH & LANGUAGE ASSISTA	2,409.50
V60017	A1010	09/11/24	1173	BOOTHBY THERAPY SERVICES,	330	SLP PES GRADES 2-5 JN	3,437.50
V60017	A1010	09/11/24	1173	BOOTHBY THERAPY SERVICES,	330	SPECIAL EDUCATION TEACHER	3,200.00
V60017	L4020	09/11/24	1173	BOOTHBY THERAPY SERVICES,	330	CONTRACT SLA PK - 3 D/WK	612.25
V60017	A1010	09/11/24	1173	BOOTHBY THERAPY SERVICES,	330	SCHOOL PSYCHOLOGIST PMS/P	4,340.00
V60017	A1010	09/11/24	1173	BOOTHBY THERAPY SERVICES,	330	SCHOOL PSYCHOLOGIST VIRTU	140.00
				TOTAL VOUCHER			14,257.75
V60018	A1010	09/11/24	465	CONSOLIDATED COMMUNICATIO	531	BUSINESS PHONE/CENTRUX LI	1,657.06
V60018	A1010	09/11/24	465	CONSOLIDATED COMMUNICATIO	532	INTERNET SERVICE	724.57
				TOTAL VOUCHER			2,381.63
V60019	A1010	09/11/24	4376	GAME ONE	610	BASKETBALL JERSEYS - YOUT	349.90
V60019	A1010	09/11/24	4376	GAME ONE	610	BASKETBALL JERSEYS, MEN'S	559.84
V60019	A1010	09/11/24	4376	GAME ONE	610	BASKETBALL JERSEYS, WOMEN	559.84
V60019	A1010	09/11/24	4376	GAME ONE	610	ESTIMATED SHIPPING/HANDLI	80.00
				TOTAL VOUCHER			1,549.58
V60020	A1010	09/11/24	97	GOVCONNECTION, INC.	650	12 MONTHS ADOBE CREATIVE	2,496.00
V60020	A1010	09/11/24	97	GOVCONNECTION, INC.	650	ADOBE PRO DC	122.28
				TOTAL VOUCHER			2,618.28
V60021	A1010	09/11/24	463	HEALTH TRUST	330	FSA ADMIN FEE - INV # 860	2.75
V60022	L4020	09/11/24	5208	HERTZ FURNITURE SYSTEM, L	733	DELIVERY SETUP AND REMOVA	1,800.00
V60022	L4020	09/11/24	5208	HERTZ FURNITURE SYSTEM, L	733	PES PALS ROOM PARTITION C	15,087.07
V60022	A1010	09/11/24	5208	HERTZ FURNITURE SYSTEM, L	737	18" CLASSROOM CHAIRS	933.75
V60022	A1010	09/11/24	5208	HERTZ FURNITURE SYSTEM, L	737	CLASSROOM DESKS	3,446.25
V60022	A1010	09/11/24	5208	HERTZ FURNITURE SYSTEM, L	737	ESTIMATED SHIPPING/HANDLI	300.00
				TOTAL VOUCHER			21,567.07
V60023	A1010	09/11/24	483	J.W. PEPPER & SON, INC.	640	CHOIR TEXTBOOKS - SEE ATT	514.98
V60023	A1010	09/11/24	483	J.W. PEPPER & SON, INC.	640	ESTIMATED SHIPPING/HANDLI	22.99
V60023	A1010	09/11/24	483	J.W. PEPPER & SON, INC.	640	CHOIR TEXTBOOKS - SEE ATT	296.53
				TOTAL VOUCHER			834.50
V60024	A1010	09/11/24	3744	JP PEST SERVICES INC.	433	MONTHLY PEST SERVICE FOR	290.00
V60024	A1010	09/11/24	3744	JP PEST SERVICES INC.	433	MONTHLY PEST SERVICE FOR	131.56
				TOTAL VOUCHER			421.56
V60025	A1010	09/11/24	3781	JUSTICE RESOURCE INSTITUT	569	ESY TUITION TO GLENHAVEN	24,019.73
V60026	A1010	09/11/24	4582	KAMCO SUPPLY CORP OF BOST	275	TRAINING FOR TWO PEOPLE O	973.50
V60026	A1010	09/11/24	4582	KAMCO SUPPLY CORP OF BOST	433	LOCK REPAIR PRE K	375.00
				TOTAL VOUCHER			1,348.50
V60027	A1010	09/11/24	5477	K-TOWN DISPOSAL	421	TRASH DISPOSAL SERVICES -	1,994.00

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V60027	A1010	09/11/24	5477 K-TOWN DISPOSAL	421	TRASH DISPOSAL SERVICES -	1,784.00
V60027	A1010	09/11/24	5477 K-TOWN DISPOSAL	421	TRASH DISPOSAL SERVICES -	2,204.00
			TOTAL VOUCHER			5,982.00
V60028	A1010	09/11/24	5482 SHAWNA M LACASSE	273	PEA WK : THE EDUCATOR SUM	65.00
V60029	A1010	09/11/24	4390 TARYN G LEE	610	REIMB. SUPPLIES FOR SCIEN	26.98
V60029	A1010	09/11/24	4390 TARYN G LEE	610	REIMB. SUPPLIES FOR SCIEN	19.96
			TOTAL VOUCHER			46.94
V60030	A1010	09/11/24	4476 ERIN M MAZZARIELLO	580	AUGUST MILEAGE REIMBURSEM	32.85
V60031	A1010	09/11/24	99 MCGRAW-HILL EDUCATION, IN	640	SOCIAL STUDIES US & WORLD	397.38
V60031	A1010	09/11/24	99 MCGRAW-HILL EDUCATION, IN	640	SOCIAL STUDIES US & WORLD	31,503.60
V60031	A1010	09/11/24	99 MCGRAW-HILL EDUCATION, IN	640	SOCIAL STUDIES US & WORLD	-397.38
			TOTAL VOUCHER			31,503.60
V60032	A1010	09/11/24	3890 NEW ENGLAND COPY SPECIALI	433	PHS - COPIER USAGE - MONT	112.37
V60032	A1010	09/11/24	3890 NEW ENGLAND COPY SPECIALI	433	PHS - COPIER USAGE - MONT	6.47
			TOTAL VOUCHER			118.84
V60033	A1010	09/11/24	4529 NEWSELA, INC.	446	PMS 24-25 RENEWAL	6,150.15
V60034	A1010	09/11/24	2557 PEARSON CLINICAL ASSESSME	643	Q-INTERACTIVE STANDARD LI	2,650.00
V60034	A1010	09/11/24	2557 PEARSON CLINICAL ASSESSME	325	A103000373066 BOT-3 FINE	836.00
V60034	A1010	09/11/24	2557 PEARSON CLINICAL ASSESSME	325	ESTIMATED SHIPPING/HANDLI	41.80
			TOTAL VOUCHER			3,527.80
V60035	L4020	09/11/24	4224 PERFORMANCE FOOD SERV NOR	630	AUGUST - NOVEMBER PFG DEL	-41.04
V60035	L4020	09/11/24	4224 PERFORMANCE FOOD SERV NOR	630	AUGUST - NOVEMBER PFG DEL	1,422.97
V60035	L4020	09/11/24	4224 PERFORMANCE FOOD SERV NOR	630	AUGUST - NOVEMBER PFG DEL	1,537.49
V60035	L4020	09/11/24	4224 PERFORMANCE FOOD SERV NOR	630	AUGUST - NOVEMBER PFG DEL	1,591.49
			TOTAL VOUCHER			4,510.91
V60036	A1010	09/11/24	4271 PORT LIGHTING SYSTEMS	430	REPAIR OF A STAGE LIGHT A	343.75
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	65 WHITE STONEWARE	386.70
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	ESTIMATED SHIPPING/HANDLI	110.00
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW501P WHITE GLOSS	30.78
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW502 YELLOW GLOSS	30.78
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW503P ORANGE GLOSS	33.60
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW504 RED GLOSS	34.08
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW505P PURPLE GLOSS	34.56
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW507 BRIGHT GREEN GLOSS	30.78
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW508P BLACK GLOSS	30.51
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW510P BLUE GLOSS	30.78
V60037	A1010	09/11/24	4297 PORTLAND POTTERY	610	SW513P BROWN GLOSS	26.79
			TOTAL VOUCHER			779.36
V60038	A1010	09/11/24	1700 POWER UP GENERATOR SERVIC	433	PREVENTATIVE MAINTENANCE	275.00
V60038	A1010	09/11/24	1700 POWER UP GENERATOR SERVIC	433	PREVENTATIVE MAINTENANCE	275.00
V60038	A1010	09/11/24	1700 POWER UP GENERATOR SERVIC	433	PREVENTATIVE MAINTENANCE	436.98
			TOTAL VOUCHER			986.98
V60039	A1010	09/11/24	4104 POWERSCHOOL GROUP LLC	446	EFINANCE PLUS FINANCIAL A	3,953.71

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V60040	L4020	09/11/24	199 SERESC	330	IEE PSYCH EVALUATION FOR	624.04
V60041	A1010	09/11/24	5158 SPRAGUE OPERATING RESOURC	625	NATURAL GAS SUPPLIER - MO	438.60
V60041	A1010	09/11/24	5158 SPRAGUE OPERATING RESOURC	625	NATURAL GAS SUPPLIER - MO	684.30
V60041	A1010	09/11/24	5158 SPRAGUE OPERATING RESOURC	625	NATURAL GAS SUPPLIER - MO	825.90
V60041	A1010	09/11/24	5158 SPRAGUE OPERATING RESOURC	625	NATURAL GAS SUPPLIER - MO	69.30
TOTAL VOUCHER						2,018.10
V60042	A1010	09/11/24	897 STANLEY ELEVATOR COMPANY,	433	BI-MONTHLY ELEVATOR CONTR	164.00
V60042	A1010	09/11/24	897 STANLEY ELEVATOR COMPANY,	433	BI-MONTHLY ELEVATOR CONTR	2,508.00
TOTAL VOUCHER						2,672.00
V60043	A1010	09/11/24	3457 STAPLES ADVANTAGE	610	MONTHLY DESK PAD CALENDER	31.17
V60043	A1010	09/11/24	3457 STAPLES ADVANTAGE	610	STAPLES NOTE PADS	14.48
TOTAL VOUCHER						45.65
V60044	A1010	09/11/24	4294 THE METRO GROUP, INC.	432	YEARLY WATER TREATMENT FO	360.00
V60045	A1010	09/11/24	44 THERAPRO, INC.	610	DAYC-2: COGNITIVE DOMAIN	57.50
V60046	A1010	09/11/24	205 TOWN OF PELHAM	626	FUEL FOR DISTRICT VEHICLE	67.31
V60047	A1010	09/11/24	3718 U.S. OMNI	330	COMMON REMITTER AND COMPL	40.00
V60048			475 WB MASON COMPANY, INC.		VOID: MULTI STUB VOUCHER	
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	498.20
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	430.32
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	249.11
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	470.34
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	26.39
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	28.14
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	103.75
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	3.59
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	5.95
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	4.68
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	7.51
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	15.98
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	18.65
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	11.27
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	14.36
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	32.12
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	564.07
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	15.19
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	COPY PAPER	637.00
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	6.57
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	OFFICE SUPPLIES - SEE ATT	649.26
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	OFFICE SUPPLIES - SEE ATT	5.62
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	13.14
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	6.56
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	18.78
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	31.94
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	OFFICE SUPPLIES - SEE ATT	30.49
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	9.76
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	COPY PAPER	637.00
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	OFFICE SUPPLIES - SEE ATT	11.27

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V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	OFFICE SUPPLIES - SEE ATT	24.90
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HIGH SPEED TAN BURNISHING	75.74
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	COPY PAPER FOR SCHOOL YEA	1,274.00
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	CLASSROOM SUPPLIES - SEE	12.86
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	WATER BOTTLE DEPOSIT	18.00
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	WATER FOR KITCHEN	47.91
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	HEALTH SUPPLIES - SEE ATT	-16.62
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	COPY PAPER	-637.00
V60049	A1010	09/11/24	475 WB MASON COMPANY, INC.	610	WATER BOTTLE DEPOSIT	-18.00
V60049	L4020	09/11/24	475 WB MASON COMPANY, INC.	610	AUGUST PAPER SUPPLIES - P	230.52
V60049	L4020	09/11/24	475 WB MASON COMPANY, INC.	610	AUGUST PAPER SUPPLIES - P	346.77
V60049	L4020	09/11/24	475 WB MASON COMPANY, INC.	610	AUGUST PAPER SUPPLIES - P	267.90
TOTAL VOUCHER						6,183.99
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY GREASE TRAP REMOVA	1,378.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY GREASE TRAP REMOVA	1,378.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY PUMPING OF SEPTIC	915.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY PUMPING OF SEPTIC	915.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY PUMPING OF SEPTIC	670.50
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	860.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	860.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	860.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	784.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	784.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	860.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	784.00
V60050	A1010	09/11/24	5665 WIND RIVER ENVIRONMENTAL	412	YEARLY SEPTIC SYSTEM REMO	632.00
TOTAL VOUCHER						11,680.50
TOTAL FUND						160,653.12
TOTAL REPORT						160,653.12

PELHAM SCHOOL DISTRICT, SAU28

Professional Nomination

Academic Year: 2024-2025

School Board Meeting 09/11/2024

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NAME	POSITION LOCATION	SALARY GRADE/STEP	POSITION ASSIGNMENT
Kelly Lemerise	PHS	\$63,889 MA+15, step 11	Special Education Teacher