



## **Pelham School Board Meeting Agenda**

**October 16, 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. Donation of trees to Pelham Memorial School
  - a) Explanation: Gino Baroni of the Trident Group has offered a gift of eleven trees to help with the landscaping for the Pelham Memorial School project. The donation is of eight Zelkova Green Trees and three Honeylocust Trees for a total donated value of \$4,191.20.
    - (1) Donation Email Gino Baroni
    - (2) Donation Email Boyden's Landscaping
    - (3) Policy KCD for reference
2. Pelham Police Department Partnership and Response
  - a) Explanation: Chief Periello will discuss ways in which the Pelham Police Department and the Pelham School District collaborate and police responses to events in our schools.
  - b) Materials: None
3. Fiscal Year 2026 Budget
  - a) Explanation: At its last meeting, the School Board voted to approve the bottom line FY26 budget to provide to the Budget Committee. This

agenda item is to review the draft warrant and understand the default budget calculation, if available.

b) Materials:

- (1) New DRAFT Warrant for March 2025
- (2) Annual Election Calendar - Deliberative Date
- (3) FY26 DRAFT Default Budget Calculation (deferred to next meeting)

4. Additional Revenue Anticipated for FY25

- a) Explanation: The NH Municipal Bond Bank has refinanced the bond that includes the funds raised for our high school project.. Business Administrator Deb Mahoney will explain the impact on the District finances.

b) Materials:

- (1) Letter

5. Reallocation to Reallocate PHS Coach Stipend

- a) Explanation: Superintendent McGee will present a memo from Athletic Director Justin Hufft asking for reallocation of an unused coaching stipend.

b) Materials:

- (1) Memo

6. Policy Review

- a) Explanation: The Policy Committee is presenting the following policy changes for consideration.

b) Materials:

- (1) First Reading
  - (a) CFB - Administrator Evaluation
- (2) Second Reading

**D. Board Member Reports**

**E. Consent Agenda**

1. Adoption of Minutes

- a) 2024.10.02 Draft Minutes
- b) 2024.10.02 Draft Non Public Minutes

2. Vendor and Payroll Manifests

- a) 558 \$658,413.23
- b) PAY558P \$ 11,508.49
- c) BFPMS74 \$ 4,281.64
- d) AP101624 \$598,868.95

3. Correspondence and Information

4. Enrollment Report

5. Staffing Updates

- a) Leaves
- b) Resignations
- c) Retirements
- d) Nominations

## **F. Future Agenda Planning**

### **G. Future Meetings**

1. October 17, 2024	Budget Committee Meeting	6:30PM
2. October 24, 2024	Budget Committee Meeting	6:30PM
3. October 30, 2023	Budget Committee Meeting	6:30PM
4. November 6, 2024	School Board Meeting	6:30PM

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

#### 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



Erin Mazzariello &lt;emazzariello@pelhamsd.org&gt;

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**FW: [External] Trees****Gino Baroni** <GBaroni@tridentgrp.com>

Thu, Oct 10, 2024 at 12:00 PM

To: Chip McGee &lt;cmcgee@pelhamsd.org&gt;, Brian Sands &lt;bsands@pelhamsd.org&gt;

Cc: Deb Mahoney &lt;dmahoney@pelhamsd.org&gt;, Zachary Medlock &lt;zmedlock@pelhamsd.org&gt;, David Mermelstein &lt;DMermelstein@tridentgrp.com&gt;, Travis Parker &lt;tparker@tridentgrp.com&gt;, Marielle Baroni-Plante &lt;mbaroni-plante@tridentgrp.com&gt;, Erin Mazzariello &lt;emazzariello@pelhamsd.org&gt;

All:

I am making a personal donation to PMS of the following trees for planting locations as shown on the attached plan provided by Brian:

- Eight (8) Zelkova Green Trees for the roadway and baseball field trees; and
- Three (3) Honeylocust Trees for the interior plantings.

They can deliver these as soon as possible. Let me know what works for you. You will need to get them planted.

Best,

Gino

**Gino J. Baroni**

155 N Broadway, Salem, New Hampshire 03079

P: (603) 898-6110 F: (603) 890-1070

*"A Schedule Defends from Chaos and Whim"*

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**From:** Brian Sands <bsands@pelhamsd.org>**Sent:** Thursday, October 10, 2024 6:53 AM**To:** Gino Baroni <GBaroni@tridentgrp.com>**Cc:** Chip McGee <cmcgee@pelhamsd.org>; Zachary Medlock <zmedlock@pelhamsd.org>; David Mermelstein

<[DMermelstein@tridentgrp.com](mailto:DMermelstein@tridentgrp.com)>; Travis Parker <[tparker@tridentgrp.com](mailto:tparker@tridentgrp.com)>; Marielle Baroni-Plante <[mbaroni-plante@tridentgrp.com](mailto:mbaroni-plante@tridentgrp.com)>

**Subject:** Re: [External] Trees

Gino,

Thank you very much for this offer. I have attached some proposed locations that would not affect snow removal operations.

I am available after 11:30 if you would like to discuss over the phone.

Thanks,

Brian

On Wed, Oct 9, 2024 at 3:06 PM Gino Baroni <[GBaroni@tridentgrp.com](mailto:GBaroni@tridentgrp.com)> wrote:

Great:

We may be limited as to the type but let's talk. Do you have a plan to mark up to show where you are thinking of trees?

I will make the donation of the trees. You will need to get them planted.

Before my opportunity lapses, let's talk soon.

Best,

Gino



**Gino J. Baroni, Founder & Managing Principal**

**Trident Project Advisors and Development Group**

155 N Broadway, Salem, New Hampshire 03079

P: (603) 898-6110 F: (603) 890-1070

"A Schedule Defends from Chaos and Whim"

"We Employ Professional Skepticism for the Benefit of Our Clients"



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**From:** Chip McGee <[cmcgee@pelhamsd.org](mailto:cmcgee@pelhamsd.org)>

**Sent:** Wednesday, October 9, 2024 1:49 PM

**To:** Gino Baroni <[GBaroni@tridentgrp.com](mailto:GBaroni@tridentgrp.com)>; Zachary Medlock <[zmedlock@pelhamsd.org](mailto:zmedlock@pelhamsd.org)>; Brian Sands <[bsands@pelhamsd.org](mailto:bsands@pelhamsd.org)>

**Subject:** [External] Trees

Gino and Brian,

Gino - thank you for the offer to donate some trees. It will help the site be much more finished.

I have included Brian Sands. Brian, will you work with Gino to determine the exact number, type, and location. Zack is looped in as well. I know they have several ideas.

Thank you again,

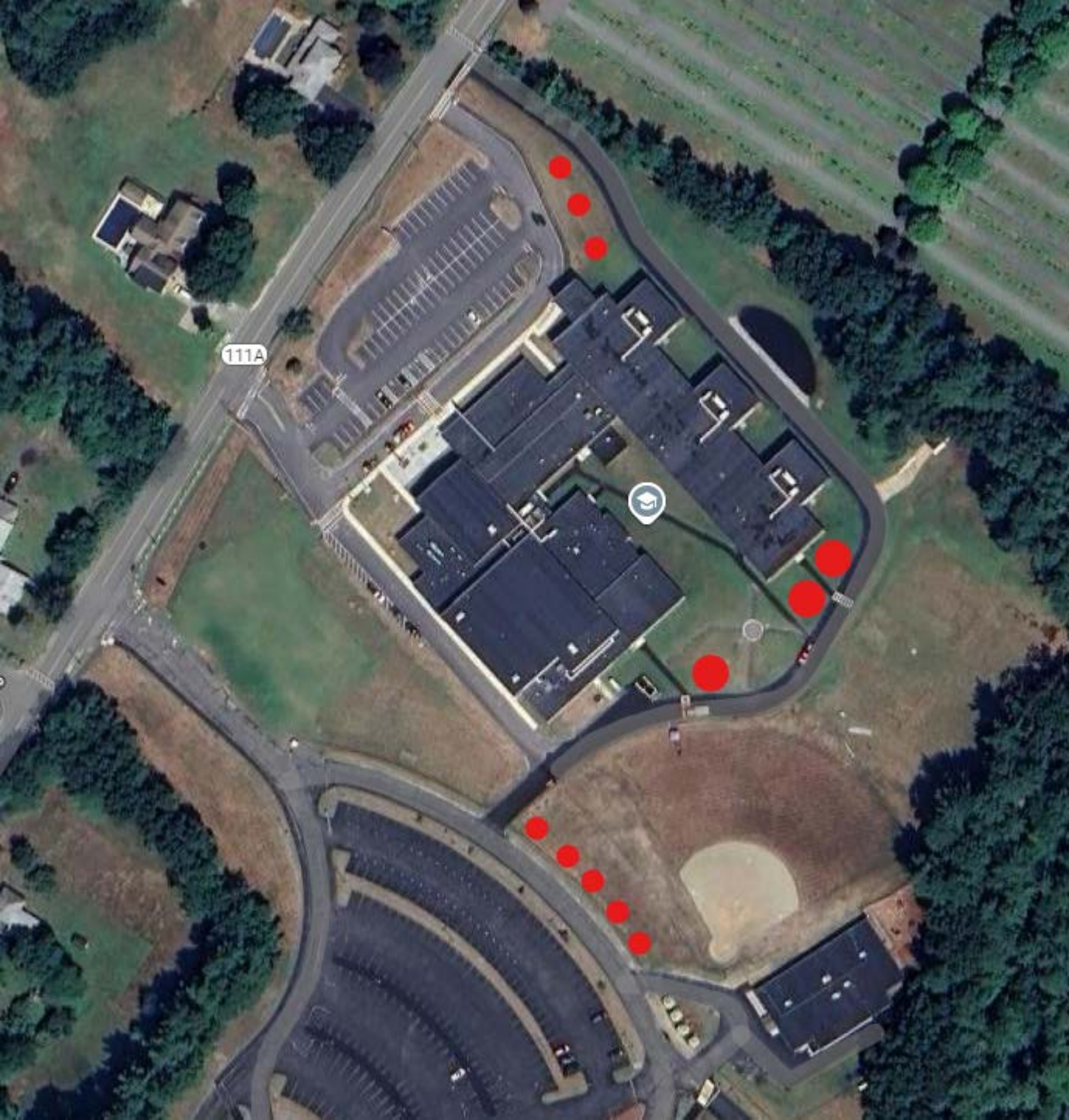
Chip

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Eric "Chip" McGee  
Superintendent of Schools  
Pelham School District, SAU 28  
59A Marsh Road, Pelham, NH 03076  
P: (603) 635-1145 F: (603) 635-1283

The Right-To-Know Law provides that most e-mail communications, to or from School District employees regarding the business of the School District, are government records available to the public upon request unless otherwise exempt under the Right-to-Know Law. Therefore, this e-mail communication may be subject to public disclosure. However, confidential information about students, staff, and parents may not be subject to disclosure. The confidentiality of information about students and personnel matters must be maintained by the individual or entity to which this e-mail is addressed. Any unauthorized review, use, disclosure, or distribution of confidential information is prohibited.





111A





Boyden's Landscaping, LLC  
PO Box 827  
Pelham, NH 03076  
603-635-2911



October 16, 2024

My staff and I pride ourselves on our attention to detail—a basic value that I believe is providing customer satisfaction and a level of service greater than the industry standard. Optimizing available funds while providing top notch service is fundamentally the right thing to do, and we do it.

Boyden's Landscaping has made significant investments into equipment and human resources. Our employees are seasoned veterans in the landscaping industry: this is what we do on a full-time basis. These employees are dedicated resources to specific sites, which allows them to manage the property appropriately. I am personally committed and responsible for the success of this company, providing on-site direction and supervision that guarantees personal attention to detail.

We provide full-time office support to answer all calls and expedite all requests in a courteous, professional manner. Boyden's Landscaping has the capital and the ability to purchase or lease necessary equipment needed to make your vision a reality.

In closing, my proposal not only has a dollar value, but most importantly a team of professionals willing to provide you with a service you'll be proud of.

Sincerely,

*Michael Boyden*

The Boyden's Landscaping Team

Pelham School District  
Memorial School  
Attention: Brian Sands

Scope of work to be as listed but is not limited to:

The process to plant the (11) trees supplied by the district in the areas as shown by Brian. All trees will be planting to the correct landscape spec, plant food, fertilizer and first watering will be included. All labor, materials and trucking is included

Total project cost: \$5,500

Boyden's Landscaping will be donating this project.

Total amount due at completion of project: \$0



Clarifications:

- Dig safe to be notified prior to shovel in ground
  - Underground Clause/Disclaimer. There is no knowing what is in the ground, if there is excessive digging/work it will be price accordingly. Site Unknowns: It is the responsibility of the Client to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the original Quotation, and may require changes in design and construction to overcome such problems – all for which the Client will be responsible.

Boyden's Landscaping, LLC

Date: October 16, 2024

*Michael Boyden*

*Charles C. Boyden*

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Pelham School District

Date:

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## **PELHAM SCHOOL DISTRICT POLICY KCD – PUBLIC GIFTS/DONATIONS**

*Category: Recommended*

Gifts from organizations, community groups and/or individuals, which will benefit the District, are welcomed and appreciated. A gift shall be defined as money, real or personal property, or personal services provided without financial consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the building principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

Gifts of a value of \$1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts of a value in excess of \$1,000 but less than \$2,500 will be accepted by the authority of the Superintendent or designee, and contributions of a value in excess of \$2,500 will be presented to and acted on by the School Board. Pursuant to RSA 198:20-b, III, gifts in the amount of \$20,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of more than \$2,500 and less than \$20,000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts exceeding \$2,500 will be made in public session.

Any gift accepted shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product, business enterprise, or institution of learning. The Superintendent will acknowledge all gifts accepted by the Board. Acknowledgement may be displayed on District property in a manner that is noticeable but not intended as a focal point due to placement or volume. Placement in classrooms must be discrete so as not to distract from student learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$500 are permitted without further approval or documentation. Receipt of voluntary

## PELHAM SCHOOL DISTRICT POLICY KCD – PUBLIC GIFTS/DONATIONS

*Category: Recommended*

contributions being made by District employees with a value of \$1,000 or more must be approved as required in this policy for gifts from individuals not employed by the District. Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, must be approved in advance by the Superintendent where the value of the gift sought is more than \$1,000 and less than \$2,500, and by the Board where the value of the gift sought is \$2,500 or greater.

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**District Policy History:**

*Adopted: November 4, 2015*

*Revised: July 13, 2022*

*Revised: October 19, 2022*

*Revised: December 6, 2023*

**2025 PELHAM SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE  
October 16, 2024 Second Draft**

To the inhabitants of the School District of the Town of Pelham in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

**FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Pelham will be held at Town Hall, 6 Village Green, in said Pelham on Wednesday, February 5, 2025, at 7:00 P.M. for explanation, discussion, and debate of warrant articles number 1 through number 1. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

**SECOND SESSION OF ANNUAL MEETING (OFFICIAL BALLOT VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Pelham will be held at Pelham High School gymnasium, 85 Marsh Road, in said Pelham on Tuesday, March 11, 2025, at 7:00 A.M. for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 A.M. and will not close earlier than 8:00 P.M.

**ARTICLE A**

To elect by ballot the following School District Officers:

- School Board Member 3-Year Term
- School Board Member 3-Year Term

**ARTICLE 1 – OPERATING BUDGET**

Shall the Pelham School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session of the annual school district meeting, for the purposes set forth herein, totaling Forty-Four Million, Six Hundred Sixty-Eight Thousand, Eight Hundred Forty-Eight Dollars (\$44,668,848)? Should this article be defeated, the default budget shall be

\_\_\_\_\_ Dollars (\$\_\_\_\_\_), which is the same as last year, with certain adjustments required by previous action of the Pelham School District or by law; or the Pelham School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

*Recommended by the School Board (4-1-0)*

\_\_\_\_\_ *by the Budget Committee (0-0-0)*



**GIVEN UNDER OUR HANDS AT SAID PELHAM THIS \_\_\_\_\_ DAY OF JANUARY 2025.**

\_\_\_\_\_  
Troy Bressette, Chair

\_\_\_\_\_  
G. David Wilkerson, Vice Chair

\_\_\_\_\_  
Garrett Abare

\_\_\_\_\_  
Rebecca Cummings

\_\_\_\_\_  
Darlene Greenwood

**Pelham School Board**

**PELHAM SCHOOL DISTRICT CALENDAR  
2025 ANNUAL MEETING & ELECTION  
OFFICIAL BALLOT DISTRICT (SB2)  
1<sup>st</sup> Deliberative Session - Wednesday, February 5, 2025**

<b>Date</b>	<b>Action</b>	<b>Reference</b>
Friday, January 10, 2025	<b>Deadline for Citizen Petition Bond Articles</b> in excess of \$100,000.	RSA 40:13, II-a (b)
Tuesday, January 14, 2025	<b>Deadline to Post Notice of Budget Hearing and Post and Publish Notice of Bond Hearing.</b> Note: At least 7 days prior notice of bond hearing must be published in the newspaper.	RSA 40:13, II-a (a), RSA 33:8-a
Tuesday, January 14, 2025	<b>Deadline for other Citizens Petition Articles.</b>	RSA 40:13 II-a (b), RSA 197:6
Tuesday, January 14, 2025	<b>Deadline to finalize CBAs.</b>	RSA 32:5-a
Tuesday, January 14, 2025	<b>Supervisor of Checklist Posts Checklist.</b> (Must contain notice of correction session).	RSA 671:15, RSA 669:5, RSA 654:26 and 27
Tuesday, January 21, 2025	<b>Deadline for Public Hearing on School Board or Budget Committee's proposed budget, and for Default Budget Presentation.</b>	RSA 40:13, II-a (c) and 40:13, XI(a)
Tuesday, January 21, 2025	<b>Deadline for School Board Bond Hearing.</b> If possible, the hearing should be within 15-60 day window required by RSA 33:8-a. (On or after January 10 and on or before January 21, 2025). Also <u>publish</u> notice at least 7 days prior to hearing and <u>post</u> notice on or before January 14, 2025. <u>If bond hearing is early, publish notice early.</u>	RSA 40:13, II-a(c) and RSA 33:8-a
Tuesday, January 21, 2025	<b>Supervisor of Checklist Correction Session.</b> 7 days prior notice must be published in newspaper or be posted in two (2) places, one of which shall be the district website, if one exists.	RSA 671:15, RSA 669:5, and RSA 654:27
Wednesday, January 22, 2025	<b>First Day of Filing Period for Candidates.</b>	RSA 671:19, RSA 669:19
Thursday, January 23, 2025	<b>Deadline for Official Budget Committee (if there is one) to deliver final budget to School Board.</b>	RSA 40:13, II-b(c)
Monday, January 27, 2025	<b>Post Warrant(s) and Budget for Session I and II</b> (Deliberative and Election Warrants).	RSA 40:13, II-a(d)
Friday, January 31, 2025	<b>Last Day of Filing Period for Candidates.</b>	RSA 671:19, RSA 669:19
<b>Wednesday February 5, 2025</b>	<b>Deliberative Session (Session I)</b>	<b>RSA 40:13 III, IV</b>
Tuesday, February 11, 2025	<b>Supervisors of Checklist re-post Checklist.</b> Must Contain Notice of all Correction Sessions.	RSA 671:15, RSA 669:5 and RSAs 654:26 and 27
Between February 26 and March 4, 2025	<b>Supervisor of Checklist Checklist Correction Session.</b> 7 days prior notice must be published in newspaper or be posted in two (2) places, one of which shall be the district website, if one exists.	RSA 671:15, RSA 669:5, RSA 654:27
Tuesday, March 4, 2025	<b>Deadline for Annual Report</b> with final budget and ballot questions.	RSA 40:13, II and RSA 32:5, VII-a
<b>Tuesday, March 11, 2025</b>	<b>District Voting (Session II) Budget/Bond Voting and Election Absentee Ballots Collected.</b> <b><u>Residents May Register at the Polls.</u></b>	<b>RSA 40:13 VIII</b>
Monday, March 31, 2025	<b>Deadline for reports to DRA of meeting results.</b>	RSA 21-J:34, II

September 19, 2024

Deborah Mahoney  
Business Administrator  
Pelham School District  
59A Marsh Road  
Pelham, NH 03076

Dear Deborah:

Earlier this year, favorable market conditions allowed the New Hampshire Municipal Bond Bank to refinance a portion of its outstanding debt. A portion of this refinanced debt was originally issued to make one or more loans to your community. This refinancing resulted in a net debt service savings to the Bond Bank. As it has in the past, the Bond Bank has determined to return savings realized through this refinancing to each borrower whose loan was funded through the Bond Bank's refinanced debt. The savings allocable to each borrower is based upon the amount of the loan that was included in the particular maturities of bonds refinanced by the Bond Bank. In the case of your community, the amount of savings to be returned to the Pelham School District will be:

<u>Series</u>	<u>Maturities</u>	<u>Savings</u>
2014 Series A	2025 - 2034	\$621,488

A check will be mailed to you within the next few weeks. Congratulations!

If you have any questions, call me at 603-271-2595 or toll free at 1-800-393-6422.

Sincerely,



Tammy St. Gelais  
Executive Director

**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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October 16, 2024

To: The Pelham School Board  
From: Chip McGee, Superintendent  
Re: Coaching Stipend, Boys Junior Varsity

This evening I am seeking approval to utilize the Boys Junior Varsity Soccer coaching stipend as an Assistant Varsity Boys Soccer coaching stipend for the 2024/2025 school year.

### **Background**

The Collective Bargaining Agreement (CBA) between the Pelham School Board and Pelham Education Association (PEA) allocates coaching stipends at Pelham High School. Through this agreement, a stipend of \$2,120 has been allocated for a boys junior varsity soccer coach. This stipend will go unused as we did not have enough players to roster a junior varsity boys soccer team this year. To ensure players could participate if they wished, the boys varsity team roster was expanded. This created the need for an Assistant Coach.

### **Approval Sought**

The coach for the junior varsity team has agreed to serve in the Assistant Coach capacity. We are seeking approval to utilize the boys junior varsity soccer coaching stipend to pay an assistant coach for varsity soccer as a one-time exception for this season.

In accordance with page 29 of the Collective Bargaining Agreement, a "stipend that is not filled during a school year may be used for another position during the school year, provided that the amount of the stipend is not increased. Agreeing to do so in one school year shall not bind the Association and Board to do so in subsequent school years."

# PELHAM SCHOOL DISTRICT POLICY DRAFT

## CFB – **ADMINISTRATOR** ~~BUILDING PRINCIPAL(S)~~ EVALUATION

*Category: Recommended*

The Superintendent shall conduct an ongoing process of evaluating **administrators, including the principal(s), assistant superintendent, business administrator, and directors of student services, human resources, and technology** on their skills, abilities, and competence. Annually, the Superintendent or designee will formally evaluate the **administrators principal(s)**. The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the District, clarify the **administrator's building principal's** role as the Board and the Superintendent see it, ascertain areas in need of improvement, and focus the immediate priorities of the **administrator's principal(s)** responsibilities.

The formal evaluation shall include written criteria related to the job duties. The **administrator principal** may make comments responding to the formal evaluation.

The formal evaluation shall also include an opportunity for the **administrator principal** and the Superintendent to discuss the written criteria, the past year's performance, and the future areas of growth. The evaluation shall be completed by the Superintendent, signed by the **administrator principal** and filed in the **administrator's principal's** personnel file.

This policy supports and does not preclude the ongoing informal evaluation of the **administrator's principal's** skills, abilities, and competence.

**The Superintendent will provide written feedback to new administrators principals will be evaluated** at least twice in writing for each of the first three years of their employment.

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### **District Policy History:**

*Adopted: July, 1998*

*Revised: November, 1999*

*Revised: February 22, 2006*

### **Legal References:**

RSA 189:14-a & b

Littkey v. Winchester School District, 219 NH 626 (1987)

NH Code of Administrative Rules Part 302 Superintendents

NH Code of Administrative Rules Part 304 School Principals

**Pelham School Board Meeting**  
**Pelham Elementary School**  
**October 2, 2024**  
**6:30 p.m.**

**School Board Members:** Troy Bressette, Chair; David Wilkerson, Vice-Chair; Garrett Abare; Rebecca Cummings; and Darlene Greenwood

**Superintendent:** Chip McGee

**Assistant Superintendent:** Sarah Marandos

**Business Administrator:** Deb Mahoney

**Student Representatives:** Mya Belanger

**Absent:** None

**Also in Attendance:** None

**I. Public Session:**

**A. Call to Order:**

6:30 p.m. - Chair Troy Bressette called the meeting to order, followed by the Pledge of Allegiance.

**B. Public Input at 6:31 p.m.:**

No came forward.

Public Input closed at 6:32 p.m.

**C. Opening Remarks:**

**a. Superintendent:**

Assistant Superintendent Marandos began by mentioning that Lynn Lyons had presented to the community and announced an upcoming NAMI's suicide prevention training, titled "Signs of Suicide," scheduled for October 10 from 5:00 p.m. to 6:00 p.m. at PMS. The training is open to parents and students, with a focus on fostering conversations before any concerns arise.

Dr. McGee shared his recent positive experience with Pelham High School's Student Government. He noted a meaningful conversation with students regarding social media and cell phones and expressed enthusiasm for an upcoming follow-up session. Dr. McGee also reflected on visits to local sports events, mentioning the PMS boys' soccer, field hockey, and volleyball games, highlighting the positive energy and achievements of the student-athletes. He commented on visits to fourth-grade classrooms showcasing successful coordinated math activities, marking a strong start to the school year.

**b. Student Representatives:**

Ms. Belanger provided an update on recent and upcoming events. She noted that Homecoming had been a great success, with increased student participation in supporting other sports. The Blackout football game was scheduled for Friday, followed by Parent-Teacher conferences on Thursday, October 10.

Ms. Belanger added that the Class of 2026 was holding a fundraiser at Chipotle in Salem on October 10 from 4:00 p.m. to 8:00 p.m. She also mentioned the upcoming PSAT exams, with a senior trip scheduled on the same day, and a Blanket fundraiser by the class of 2025, inviting the community to support the Pelham Python blanket initiative.

54 **III. Presentations:**

55 **A. None**

57 **IV. Main Issues:**

58 **A. Enrollment Projections:**

59 Dr. McGee provided the official enrollment numbers, as of October 1, 2024, with **1,613** students enrolled, broken  
60 down as follows: **752** at the PES, **349** at PMS, and **512** at PHS. Projections for the next two years estimate **1,589**  
61 **students** next year and **1,549 students** the following year.

63 Dr. McGee explained his projection method, using a weighted average based on historical data, and highlighted the  
64 capacity of certain grades, such as preschool Special Education (84) and full-day kindergarten, which currently has **99**  
65 **students** enrolled.

	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
09/03/24	66	99	129	106	134	108	111	121	113	114	110	121	145	148
10/01/24	65	99	128	107	134	108	111	122	113	114	102	118	143	147
Difference	-1	0	-1	1	0	0	0	1	0	0	-8	-3	-2	-1

67  
68 Dr. McGee commented that NESDEC predicted that the District would have 1,662 students, which is off by 49. He also  
69 addressed staffing reductions based on these projections, noting a decrease of **24 students** next year, which  
70 supported the proposed staffing cuts.

72 Mr. Abare asked if Dr. McGee was able to get the staffing ratios information. Dr. McGee provided a detailed comparison  
73 of staffing ratios, reporting **6.8 students per full-time equivalent staff member** in the District, compared to the  
74 state average of **5.7 students per staff member**. The Board discussed the importance of clarifying these ratios to the  
75 community, particularly in distinguishing between overall staff ratios and classroom sizes.

Year	District	Ratio
2023	Pelham	6.8
2022	Pelham	6.0
2021	Pelham	6.6
2023	State	5.7

77  
78 Ms. Greenwood asked who was considered part of the staff. Dr. McGee commented that Teachers, IAs, Librarians,  
79 Specialists, Admin Support, and All Others Support would fall into this category.

81 The Board acknowledged the District's fiscal efficiency compared to the state and agreed to gather more information  
82 on class size data, particularly for different education levels and subjects.

84 **B. Fiscal Year 2026 Budget Presentation**

85 Mr. Bressette moved the meeting into the **budget portion** of the agenda. He introduced the proposed adjustments,  
86 and Business Administrator Deb Mahoney provided an update on the tracking progress. The discussion then turned to  
87 specific budget items, with Ms. Mahoney first addressing the Board.

89 Ms. Mahoney reported that between the previous Wednesday and the current meeting, a comprehensive review of  
90 **Salaries, Benefits, and Utilities** had been conducted. She shared that they had gone out to bid on **natural gas**,  
91 resulting in a **\$44,000 reduction** from the initial proposal made in early September. She highlighted that the District  
92 is now under contract for natural gas through 2026 but noted that no similar agreement had been reached for  
93 electricity due to ongoing installation challenges. The Board was informed that there would be no significant material  
94 changes to existing contracts without further review. Ms. Mahoney confirmed that the natural gas savings were  
95 reflected in the budget.



Ms. Mahoney addressed the **non-bargaining salary pool**. Initially, she had not calculated the exact percentage, but after review, she proposed a **3% salary increase** for non-bargaining staff, impacting about 100 positions, including Custodial Staff, Secretaries, Administrative Assistants, Psychologists, Social Workers, and Mental Health Counselors. The adjustments would bring the pool in line with this proposal.

Mr. Bressette sought clarification on the budget reduction presented on page 88, which initially showed a **\$44,000 reduction**. With Ms. Mahoney's adjustment, the reduction would decrease to **\$31,000**, which Ms. Mahoney confirmed was understood correctly. She also addressed questions about how historical expenditures were shown, explaining that costs were allocated line by line, school by school, and by position.

Ms. Mahoney concluded her report with a note on the **Food Service Fund**, explaining that, after a review of salaries and benefits, there was a reduction in hours for vacant positions, resulting in a **\$12,944 decrease**. She verified the information with the Directors of HR and Nutrition.

The Board reached a consensus because there were no objections to Ms. Mahoney's presentation. Mr. Bressette suggested that the Board move into a consensus approach, reviewing each proposed budget cut **line by line**.

#### **DW – Daily Substitute Salaries & Long-Term Substitute Salaries**

Ms. Mahoney reviewed Mr. Bressette's proposals related to **Daily Substitute and Long-Term Salaries**. The Daily Substitute Salaries were proposed to be reduced by **\$20,000** and Long-Term Substitutes by **\$5,600**. After a historical analysis, it was agreed that the Daily Substitute Salaries budget would remain at **\$170,000**, and the Long-Term Substitute Salaries would remain at **\$105,000**. The Board supported this decision, and Mr. Bressette withdrew the proposed cuts.

#### **DW – Subs – Social Security & Teacher Retirement**

Mr. Bressette withdrew his proposed reduction. He acknowledged that these line items were tied to the Daily Substitute and Long-Term Substitute Salaries.

#### **DW – Grades 3 – 12 Peardec & IXL Math Grades 1 – 9**

Ms. Cummings proposed a reduction to these specific line items, including **Peardec** and **IXL Math**. Dr. Marandos explained that Peardec was a tool used for **formative assessment** in grades 3-12 but was not considered a core product.

As for IXL Math, Dr. Marandos strongly recommended keeping it in the budget, citing over **100,000 questions** have been answered. She noted its importance for students and teachers. Ms. Cummings withdrew her proposals after receiving clarification on both items.

#### **PES – Communication Folders**

Ms. Cummings questioned whether these folders were essential, considering students could bring their own. The Board discussed the necessity of **Communication Folders** for grades 6 and 7. Dr. McGee provided insight into their usage and importance. Dr. McGee noted that he spoke with Principal VanVranken, and she informed him that the blue folders are important for consistency.

Mr. Abare suggested that the Board keep the Communication Folders in the budget and stressed that the folders should be the same. Ms. Cummings agreed to withdraw her proposed cut.

#### **PES – Sound Panels**

Ms. Greenwood asked about the sound panels in the cafeteria and proposed removing them from the budget. Dr. McGee suggested installing these panels would reduce the noise levels in the cafeteria, benefiting students during lunch and other activities. It was confirmed that sound panels were not currently in place, despite being budgeted previously. The consensus of the Board was to remove the **\$40,000.00** from the budget.

150 **PES – Grades 5 Desk Replacement**

151 Ms. Cummings and Mr. Bressette made proposals to reduce the budget to replace 150 desks as part of a three-year  
152 plan for PES. It was clarified that the desks were old, and a phased replacement plan was in place. Mr. Bressette  
153 suggested reducing the budget by half or two-thirds, recognizing the importance of maintaining a schedule for  
154 furniture replacement. After further discussion, the consensus of the Board was for a **\$26,035.00** reduction. The  
155 compromise would still allow for necessary updates while easing the financial burden.

156  
157 **PES – Staff Room Replacement**

158 Ms. Cummings and Ms. Greenwood made proposals to reduce the budget for the replacement of furniture in a staff  
159 room, with a proposal to phase the replacement over two years instead of completing it all at once. The Board  
160 members reached a consensus regarding a phased approach, aligning it with similar decisions made for the fifth-grade  
161 desks. This was a reduction of **\$7,500**.

162  
163 **PES – Recognition and Staff Team Building**

164 Ms. Cummings raised a question about miscellaneous expenses, particularly the staff team-building lunch. It was noted  
165 that the lunch was successful in fostering teamwork and camaraderie. The Board agreed that these types of events are  
166 important for team building, particularly in a large organization with a headcount of approximately 157.

167  
168 Dr. McGee moved the discussion to the role of the Sunshine Committee, which organizes various events throughout the  
169 year, including meals during holidays, Teacher Recognition Week, and end-of-year celebrations. These events are  
170 funded through a combination of District funds and donations. The members acknowledged the importance of  
171 maintaining such events in the budget.

172  
173 Ms. Cummings initially proposed withdrawing some of the funding but chose to withdraw her proposed cut.

174  
175 **PES – Science Supplies**

176 Mr. Bressette proposed a **\$500** reduction to the Science Education budget at PES. He mentioned that the proposal was  
177 made because the amount requested was not supported by historical spending. Dr. Marandos noted that science  
178 supply spending had been reduced in previous years, and these cuts may have impacted the support of Next  
179 Generation Science Standards (NGSS). Supplies such as plants and other consumable materials used for science  
180 activities in early grades are essential for hands-on learning. Mr. Bressette expressed concern that the current  
181 spending level might not align with the actual needs of the students.

182  
183 Mr. Wilkerson highlighted the global inflationary pressures affecting supply costs but suggested that these pressures  
184 might be easing. A consensus was reached to maintain level funding for both FY2025 and FY2026 and not support the  
185 proposed cut.

186  
187 **PES – Mystery Science**

188 The conversation then shifted to the Mystery Science program, a core curriculum tool aligned with NGSS. Dr. Marandos  
189 emphasized its importance, as there is no formal science textbook in use. The subscription to this program allows  
190 teachers to provide engaging, standards-based lessons, especially important given the limited time dedicated to  
191 science in elementary school.

192  
193 The budget for the Mystery Science program was reviewed, noting a **4%** year-over-year increase. Despite the cost, the  
194 Board agreed that it is a valuable resource that must remain in place. Mr. Abare asked about the number of  
195 subscriptions the District is locked into and the potential for rising costs. Dr. McGee acknowledged that transitioning  
196 to a subscription-based model, as opposed to using traditional textbooks, has become a common practice in schools,  
197 making it challenging to reduce costs without sacrificing essential resources.

198  
199 Dr. Marandos clarified that **Mystery Science** is just one of many resources used to teach Science, alongside the  
200 **Wonders** program, which integrates Science and Social Studies texts into the literacy curriculum. The teachers also  
201 use hands-on supplies and labs at each grade level to build necessary science skills in alignment with the **Next**  
202 **Generation Science Standards** (NGSS). These skills become crucial for the **5th-grade assessment** system.

Ms. Cummings voiced her concern that the shift towards using digital resources like Mystery Science might limit more hands-on, inquiry-based teaching methods. She explained that while the program is effective, it cannot fully replace the value of in-depth science inquiry. Nevertheless, the group agreed that, given the time constraints teachers face, maintaining the subscription was the best course of action to ensure students receive an education in Science.

Mr. Wilkerson suggested that the Board receive a presentation regarding what is happening in the PES classrooms concerning Science.

The discussion concluded with a consensus to maintain the current budget levels for both Science education supplies and the Mystery Science program, recognizing their critical role in supporting the curriculum and student learning.

#### **PES – Soc Studies Scholastic News**

Ms. Cummings' next proposed reduction was the Social Studies Scholastic News. Dr. Marandos discussed the **Scholastic News** subscription; a newsletter used in grades K–5 to support literacy through Social Studies. The resource is supplemental to the instructional program and integrates well with other methods like the Wonders program.

Ms. Cummings withdrew her proposed reduction.

#### **PES – Soc Studies Textbooks**

Mr. Bressette proposed a budget cut of **\$318** for Social Science Textbooks. This would reduce the allocation to **\$150** per grade level. The consensus was to accept the reduction of **\$318** from the budget.

#### **PES – Typing Club Online Program**

Ms. Cummings proposed a budget cut of **\$1,466** for the Typing Club. Dr. Marandos mentioned that the Typing Club is part of the STEAM program for grades 3–5, which was considered costly, but it provides students with a structured platform to learn and retain typing skills. Unlike free programs, which often reset progress, Typing Club saves students' work, making it easier for them to build the necessary skills for future academic tasks.

Ms. Cummings withdrew her proposed reduction.

#### **PES – Ozobot Kit**

Ms. Cummings proposed a budget cut of **\$3,149** for the Ozobot Kit. Dr. Marandos commented that the Ozobots are nearing the end of their life cycle, other tools like **Spheros** and **Code.org** are being used to teach coding and problem-solving. The Board discussed the educational value of these robots, with some members expressing concerns about their reliability and high cost. Ms. Cummings noted that **Spheros** have proven more durable and effective for fostering higher-order thinking and problem-solving skills, especially for students in grades 3–6.

The Board leaned towards supporting cuts to outdated or less reliable tools like the Ozobots, while favoring the continued use of more robust resources like Spheros, to maximize budget efficiency.

The consensus was to reduce the budget by **\$3,149**.

#### **PES – Heggerty Online Subscription**

Ms. Greenwood raised a question about the Heggerty and Foundations Online Subscription. Dr. Marandos clarified that Heggerty is an evidence-based instructional model for phonemic awareness used in kindergarten, featuring 10-minute lessons across 35 weeks. The program had originally been funded through a literacy grant, but the current cost relates to an online resource for professional learning to support kindergarten teachers.

Although the kits were initially acquired through the grant, the ongoing costs are for the online resources. Heggerty has been in use for two years, but this is the first year the costs are reflected in the budget due to the expiration of the grant.

Ms. Greenwood withdrew her proposed reduction.

#### **PMS – Music Textbooks**

Mr. Bressette proposed a reduction of **\$1,000** for the Music Textbooks at PMS. The reduction would adjust for inflation and the addition of a Choir program. The Choir now has over 40 students, and the cost increase is tied to purchasing rights to perform songs, as well as the overall expansion of the music program. It was noted that the Music Teacher is District-wide, which requires sharing resources across schools.

Mr. Bressette withdrew his proposed reduction.

#### **PMS Science – Generation Genius & Science World Subscriptions**

Ms. Cummings asked about the Generation Genius and Science Point subscriptions. Dr. Marandos commented that both are new to the current fiscal year. Generation Genius, an online tool providing virtual science labs, aligns with Next Generation Science Standards and supports middle school science instruction where in-classroom demonstrations are not feasible. She added that Science World offers research-based articles to promote scientific literacy for grades six to ten. As the program is still new, its effectiveness has yet to be fully evaluated.

Ms. Cummings withdrew her proposed reductions.

#### **PMS Soc Studies – Gimkit & Edpuzzle Subscriptions**

Ms. Cummings and Ms. Greenwood proposed reductions for the New Information Access Fees. Ms. Greenwood raised an issue regarding supplemental tools for Social Studies, such as Gimkit and EdPuzzle. Dr. Marandos clarified that these are resources used by students to reinforce Social Studies content both in the classroom and at home.

EdPuzzle allows teachers to embed questions in educational videos, creating a more interactive learning experience. While both programs are supplemental, they are distinct and serve different functions. The Board agreed to keep one subscription but to defer the decision on which resource to retain to the relevant Educational Team.

The consensus was a general reduction of **\$600** from the line item.

#### **PMS Reading – Supplies**

Mr. Bressette made a proposed reduction of **\$472** to the PMS Reading Supplies. He noted that this was done to bring spending in line with historical spending. The consensus of the Board was to accept the proposal.

#### **PMS Computer Education – T-shirt Tiger Techs**

Ms. Greenwood proposed a reduction of **\$500**. Ms. Greenwood stated that students could either create these supplies at PHS or purchase them independently. Mr. Wilkerson noted that the Tiger Tech group, composed of students, provides valuable information services, assisting with technology issues in classrooms. After some discussion, it was agreed that the students should be supported for their contributions.

Dr. Marandos said that the Tiger Techs are a group of highly engaged students contributing to various tasks around the school. The group, which differs from NJHS and the Student Council, takes on responsibilities such as signage and code-related projects, establishing them as school leaders.

The consensus was to keep the **\$500** in the budget for the Tiger Techs.

#### **PHS – Outdoor Picnic Table Sets**

Ms. Greenwood proposed a reduction of **\$4,000** for three picnic tables instead of six. Dr. McGee noted that the tables would serve multiple purposes, including outdoor classes and general use. However, concerns were raised about the practicality and necessity of the full number requested.

Mr. Abare expressed interest in cutting the six picnic tables completely. He expressed his concerns about reinstating items previously cut from another fiscal year's budget, questioning the logic of a default budget if items are restored later. After some discussion, there was consensus to support reducing the table count by half, leading to a **\$2,000** cut.

#### **PHS – T-Shirt Launcher**

Ms. Greenwood proposed to cut the T-shirt launcher, seen as an unnecessary expense. The Board agreed that this would be better suited for a Booster fundraiser, resulting in the removal of this item from the budget.

The consensus was to reduce the budget by **\$850**.

#### **PHS – Replacement of Desks/Chairs**

Mr. Bressette proposed a reduction of **\$2,055** for furniture replacement, focusing on maintaining essential cafeteria tables but reducing expenditures on desks and chairs.

The consensus was to reduce the budget by **\$2,055**.

#### **PHS – Tech Ed Supplies**

Mr. Bressette proposed a reduction of **\$702** for TechEd Supplies. The consensus was to reduce the budget by **\$702**.

#### **PHS – Math Supplies**

Mr. Bressette proposed a reduction of **\$900** for Math Supplies. The consensus was to reduce the budget by **\$900**.

#### **PHS – Science Supplies**

Mr. Bressette commented on Science Supplies, where he noted that the FY2024 spending was significantly lower than FY2023. Dr. Marandos mentioned that a typical year varies depending on the electives being offered. She noted that this year due to staffing shortages, the budget for these supplies was expected to decrease.

Mr. Bressette was satisfied with the reason for less spending.

#### **DW – Special Education Salaries & Related Benefits**

Special Education was then discussed, highlighting historical underspending in this category. Mr. Bressette commented that between 2018 and 2024, the District spent between **\$4.6 million and \$5.3 million**, compared to budgeted amounts of **\$5 million to \$6 million**.

Despite the **9%** increase in the FY2024 budget, there remained an underspend of **\$700,000**. Mr. Bressette suggested that further cuts could be made without compromising the District's ability to meet its obligations. The Board also reviewed the Special Education Reserve Fund, which currently holds **\$228,560**.

Mr. Bressette proposed a **\$15,000** reduction in the budget for additional days allocated to Special Education Teachers for Case Management. He suggested leaving it to the experts to decide where the funds would be reduced.

The consensus was to reduce the budget by **\$15,000**. Mr. Bressette added that this would have a corresponding reduction in Benefits and FICA (**\$4,088**).

#### **DW – Tuition to Private Schools**

Mr. Bressette then moved to Tuition to Private Schools. Dr. McGee had spoken with the Director and affirmed that the proposed approach aligns with past conservative budgeting practices within Special Education. He acknowledged that Special Education is budgeted conservatively, with the intent to only spend what is necessary. For private school tuition, an increase of **\$1,000,000** was noted as a requirement for Special Education.

The Board discussed the inherent risks of underfunding this area, highlighting that private tuition obligations must be met, regardless of available funds. Dr. McGee emphasized that while the Reserve Fund provides some coverage, it is

not an annual fund and should be used cautiously. The Board needs to balance the risks associated with cutting the budget against the financial realities.

Mr. Bressette proposed a reduction of **\$78,506** to the Tuition to Private School budget. The consensus was to accept the reduction.

#### **DW – Tuition to Private Schools ESY**

Mr. Bressette then addressed the anticipated Extended School Year (ESY), with a proposal to allocate an additional **\$12,570** for the associated costs.

Board members emphasized the importance of communicating these budgetary decisions to taxpayers, explaining the rationale for the cuts while acknowledging potential future risks and the need to possibly revisit these decisions. The reserve fund was deemed adequate to cover unexpected expenses, but caution was urged.

Mr. Bressette proposed a reduction of **\$12,570** to the Tuition to Private School ESY budget. The consensus was to accept the reduction.

Ms. Greenwood asked about the transportation costs associated with residential placements. It was confirmed that the anticipated tuition does not include residential placements, which involve separate-day placements. Dr. McGee stated that the transportation is assumed to be combined with the tuition.

Ms. Mahoney stressed that the Board would review the Special Education budget later in the school year and make any necessary adjustments in December, in preparation for a reconsideration by the Budget Committee in January. The Reconsideration process will include an evaluation of the Default Budget number, which is significantly impacted by legally required Special Education services and other contractual obligations.

#### **PES – Special Education Teacher Position**

Mr. Bressette shifted the discussion to the necessity of a Special Education (SPED) Teacher position, considering the caseload and Individual Education Plans (IEPs) at the elementary school level. He acknowledged that the need for Special Education services at this level is significant, with more vacancies than usual.

The Case Manager position was clarified to be listed as a teacher role in the budget. Dr. McGee referenced a memo from Principal VanVranken outlining the caseloads:

- a. **27** identified students in first grade.
- b. **17** identified students in second grade.
- c. **24** identified students in third grade.
- d. **16** identified students in kindergarten.

These numbers were noted as substantial, similar to the size of typical classroom cohorts, although no classroom would be expected to manage a class size of **27**.

Dr. McGee emphasized the school's commitment to keeping Case Managers and Special Educators aligned with grade-level teams to avoid overburdening any single teacher. The recommendation was made to not increase the budget for this position next year, although Dr. McGee expressed excitement about the potential of the program.

The new position being discussed was a Special Education Teacher and Case Manager role, intended to replace the PALS program's previous position, which has since been contracted out to the New England Center for Children (NECC). This would result in no net increase in full-time equivalent (FTE) positions, but rather a reduction if the Board chose to eliminate the role.

The Board discussed the budgetary implications, with the speaker recommending the elimination of the contracted PALS position while acknowledging the success of the NECC program. Concerns were raised about the potential need

to maintain the position in case the program did not work as intended, but Dr. McGee expressed optimism regarding the program's outcomes.

Ms. Greenwood posed a question about whether to allow the position to remain as Case Management or eliminate it. Dr. McGee clarified that they proposed reallocating resources, reducing the proposed cut by half, and keeping only a single new Special Education position.

Dr. McGee explained that the District includes anticipated needs in the budget, acknowledging that vacancies may arise unexpectedly as students with IEPs move into the District. The current need includes **four vacancies** and **two additional proposed positions**, and the recommendation was to maintain this approach as a reasonable solution given the circumstances.

Mr. Bressette proposed reducing the Special Education Teacher Position by **\$52,196**. The Board came to a general consensus to support the proposed cuts, recognizing the challenges faced by Special Education teachers, especially at the elementary level. Concerns were raised about potential burnout and turnover, with the importance of maintaining manageable caseloads emphasized.

The Board agreed to move forward with the adjustments, keeping the balance between necessary resources and the constraints of the default budget. Ms. Mahoney confirmed that the benefits associated with the position were **\$40,247.24** for benefits and **\$52,196** for salaries, which totaled **\$92,443.24**.

#### **PES – Instructional Assistant Salaries & Benefits**

Mr. Bressette considered the Special Education Instruction Assistant teacher positions, with salaries reflecting **\$43,480** and a proposed reduction to just one supported position. After the Board provided its input, the members came to a consensus to reduce two IA positions with associated benefits of **\$10,385** each, resulting in total benefits of **\$20,769.40**, alongside the **\$43,480** salary for each position.

#### **PES – Classroom Interactive Equipment Replacement**

Ms. Cummings proposed a reduction of **\$95,200** from the Classroom Interactive Equipment Replacement budget. Mr. Bressette expressed concerns over the six-year lifespan of **\$200,000** worth of equipment. Dr. McGee mentioned that the District had looked at the usage of the interactive equipment at the elementary level. At PES, they have fully adopted the equipment, and the teachers use it daily.

Dr. McGee said that the Tech Director and Instructional Specialist for Technology have been exploring less expensive alternatives to meet the needs of classrooms, emphasizing the importance of having functional projection capabilities. The Board acknowledged the necessity of maintaining budgeted funds for this equipment, allowing for future reconsideration to potentially reduce costs based on available alternatives.

A consensus was reached to retain the budget allocation for the interactive replacements, with the understanding that the funds would remain available while further research on options continued. The conversation highlighted the importance of being proactive in planning for equipment needs while remaining adaptable to budgetary constraints.

Mr. Bressette made a proposal to table the discussions, effectively keeping the items within the budget for submission to the Budget Committee. The consensus of the Board was to accept his proposal.

#### **SAU – Superintendent Professional Services**

Mr. Bressette proposed a reduction of **\$2,230** to the Superintendent's Professional Services budget. The consensus was to accept the reduction.

#### **SAU – Superintendent Miscellaneous**

Mr. Bressette proposed a reduction of **\$1,877.50** to the Superintendent's Miscellaneous budget. The consensus was to accept the reduction.



**PES – Emergency Supplies**

Mr. Bressette proposed a reduction of **\$515** to the PES - Emergency Supplies budget. The consensus was to accept the reduction.

**PHS – Emergency Supplies**

Mr. Bressette proposed a reduction of **\$1,015** to the PHS - Emergency Supplies budget. The consensus was to accept the reduction.

**DW – Special Education Transportation**

Mr. Bressette withdrew his proposal for a reduction.

**DW – Technology Professional Services**

Mr. Bressette proposed a reduction of **\$7,500** to the DW – Technology Professional budget. The consensus was to accept the reduction.

**PHS – CIP Boiler**

Mr. Bressette asked about the current boiler situation in the building, clarifying that there are two boilers in the old building and two in the new one, with a proposed replacement cost of **\$532,000** for one of the boilers. He expressed interest in understanding future boiler replacement needs and potential cost-saving measures, including energy-efficient renovations.

Mr. Bressette asked for the District to reach out to EEI and ask if there are options to only address the need for the boiler.

Additional budget considerations included the potential to isolate the boiler proposal for clearer evaluation. A proposal for energy-efficient upgrades was discussed, with hopes for further investigations into comprehensive solutions. Mr. Bressette stated that they would, for the time being, keep the boiler in the budget and the CIP.

Ms. Mahoney stated that the boiler is a topic that can be brought up at reconsideration because it is additional information that the Board does not currently have.

- a. The Board reviewed a list of proposed adjustments, ultimately confirming a total reduction of **\$379,028** to the General Fund balance of **\$42,716,830**.

Mr. Wilkerson moved to set the General Fund budget to **\$42,716,830**. Ms. Greenwood seconded the motion, which passed (4-1-0). (Mr. Abare voted 'No')

Mr. Abare said that he voted 'No' because he thought the budget for the School District was too much.

- b. The Food Service Fund is **\$1,176,441**, and that is a reduction of **\$12,942**.
- c. The Grants Fund is level-funded at **\$723,577**.
- d. The Special Revenue is level-funded at **\$52,000**.
- e. All the funds together total **\$44,668,848**.

Mr. Wilkerson moved to set the total budget number of **\$44,668,848**. Ms. Greenwood seconded the motion, which passed (4-1-0). (Mr. Abare voted 'No')

Ms. Mahoney informed the Board that she put the one warrant article in the packet but added it did not have a financial number. She will work with Dr. McGee to get the Operating Budget number for the next meeting.

**First Session of Annual Meeting (Deliberative Session)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Pelham will be held at Town Hall, 6 Village Green, in said Pelham on Wednesday, February 5, 2025, at 7:00 p.m. for explanation, discussion, and debate of warrant articles number 1 through number 1. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

**Second Session of Annual Meeting (Official Ballot Voting)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Pelham will be held at Pelham High School gymnasium, 85 Marsh Road, in said Pelham on Tuesday, March 11, 2025, at 7:00 a.m. for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other actions required to be inserted on the said ballot will open on said date at 7:00 a.m. and will not close earlier than 8:00 p.m.

**Article A**

To elect by ballot the following School District Officers:

- a. School Board Member 3-Year Term
- b. School Board Member 3-Year Term

**Article 1 – Operating Budget**

Shall the Pelham School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session of the annual school District meeting, for the purposes set forth herein, totaling \_\_\_\_\_ Dollars (\$\_\_\_\_\_)? Should this article be defeated, the default budget shall be \_\_\_\_\_ Dollars (\$\_\_\_\_\_), which is the same as last year, with certain adjustments required by previous action of the Pelham School District or by law; or the Pelham School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

\_\_\_\_\_ by the School Board (0-0-0)  
\_\_\_\_\_ by the Budget Committee (0-0-0)

**V. Policy Review:**

The Board reviewed the policies listed below.

**a. First Reading:**

- i. None

**b. Second Reading:**

- i. BGAA - Policy Development, Adoption, and Review
- ii. FAA - Annual Facility Plan and Unused District Property
- iii. JICD - Student Discipline and Due Process

Mr. Wilkerson moved to approve the policies as presented. Ms. Greenwood seconded the motion, which passed (5-0-0).

**VI. Other:**

- A. None

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- VII. Board Member Reports:**
- A. Ms. Greenwood mentioned the District had the grand reopening of PMS and it was a smash. She thanked the band, the choir, and the parents for attending the event. Mr. Bressette added that he was pleased to see a great community turnout.
- VIII. Consent Agenda:**
- A. **Adoption of Minutes**
- a. September 25, 2024 – Draft Public Minutes
- B. **Vendor and Payroll Manifests:**
- |    |          |              |
|----|----------|--------------|
| a. | AP100224 | \$644,627.96 |
| b. | BFPMS73  | \$14,060.20  |
- C. **Correspondence & Information:**
- a. None
- D. **Enrollment Report:**
- a. October 1, 2024
- E. **Staffing Updates:**
- a. **Leaves:**
- i. None
- b. **Resignations:**
- i. None
- c. **Retirements:**
- i. None
- d. **Nominations:**
- i. None
- Ms. Greenwood moved to approve the meeting minutes from September 25, 2024, as presented. Mr. Abare seconded the motion, which passed (4-0-1). (Mr. Wilkerson abstained)
- Mr. Wilkerson moved to approve the Consent Agenda as presented. Ms. Greenwood seconded the motion, which passed (5-0-0).
- IX. Future Agenda Planning:**
- A. The Budget Committee walkthrough of PMS is scheduled for Saturday, October 12, at **8:00 a.m.** at PMS. The importance of attendance was highlighted, and it was agreed that the agenda would simply be to discuss logistics without making any decisions.
- X. Future Meetings:**
- A. 10/16/2024 – 6:30 p.m. School Board Meeting @ PES Library
- B. 10/17/2024 – 6:30 p.m. Budget Committee Meeting
- C. 10/24/2024 – 6:30 p.m. Budget Committee Meeting
- D. 10/30/2024 – 6:30 p.m. Budget Committee Meeting
- E. 11/06/2024 – 6:30 p.m. School Board Meeting @ PES Library
- XI. Non-Public Session:**

617 Mr. Wilkerson moved enter non-public 91-A:3, II (c) – Reputation at 9:21 p.m. Ms. Greenwood seconded the motion, which  
618 passed (5-0-0).  
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620 **XII. Reconvene:**

621 9:34 p.m.  
622

623 **XIII. Adjournment:**

624 Mr. Wilkerson moved to adjourn the School Board Meeting at 9:35 p.m. Ms. Greenwood seconded the motion, which passed  
625 (5-0-0).  
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629 Respectfully Submitted,

630 Matthew Sullivan

631 School Board Recording Secretary

**Pelham School Board Meeting**  
**Pelham Elementary School**  
**October 2, 2024**  
**Non-Public Session**

**School Board Members:** Troy Bressette, Chair; David Wilkerson, Vice-Chair; Garrett Abare; Rebecca Cummings; and Darlene Greenwood

**Superintendent:** Chip McGee

**Also in Attendance:** None

**Absent:** None

**Enter Non-Public Session:**

Mr. Wilkerson moved to enter a non-public session under RSA 91-A:3 (II) (c) – Reputation at 9:21 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

**Non-Public Session:**

The Board discussed a Personnel Matter.

**End of Non-Public**

Mr. Wilkerson moved to leave the non-public session at 9:33 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

Respectfully Submitted,  
Matthew Sullivan  
School Board Recording Secretary

October 2, 2024