

**Pelham School Board Meeting**  
**Pelham Elementary School**  
**January 8, 2025**  
**6:30 p.m.**

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

**Superintendent:** Chip McGee

**Assistant Superintendent:** Sarah Marandos

**Business Administrator:** Deb Mahoney

**Absent:** Mya Belanger and Alexia Nou

**Also in Attendance:** None

**I. Public Session:**

**A. Call to Order:**

6:34 p.m. - Chair Troy Bressette called the meeting to order, followed by the Pledge of Allegiance.

**B. Public Input at 6:35 p.m.:**

No one came forward.

Public Input closed at 6:36 p.m.

Mr. Bressette stated that the Board had a quorum in-person for the meeting and noted that Mr. Abare and Mr. Wilkerson would participate remotely.

Mr. Abare and Mr. Wilkerson confirmed that they were remote and alone.

**C. Opening Remarks:**

**a. Superintendent:**

Superintendent McGee reminded the community of the Dan Gionet Wrestling Tournament scheduled for Saturday, January 11, 2025, which would host approximately 20 teams. Dr. McGee then thanked the PMS staff and students for completing their mid-year winter i-Ready testing. He also commented on the fourth-grade students learning about Edward Binney, the inventor of Crayola crayons.

**II. Presentations:**

**A. None**

**III. Main Issues:**

**A. English Language Arts Report Regarding Literacy Goal:**

Mr. Bressette proposed adjustments to the meeting's agenda, noting that the ELA report on literacy goals should be deferred to a future meeting to allow for more compiling and review. He added that the Board could address the March 2025 Warrant first.

Dr. Marandos acknowledged that there was a clerical error regarding the full ELA report being included in the packet. She noted the significant effort teachers put into compiling curriculum, assessment data, and Professional Development. She requested that the Board table the ELA report, and the Board agreed to the proposed agenda adjustments.

**B. March 2025 Warrant:**

**a. Default Budget**

Business Administrator Deb Mahoney presented an overview of the March 2025 Warrant and the default budget. The default budget calculation, based on legislative requirements, was outlined as follows:

- i. **2025 General Fund Total: \$40,516,119**
- ii. Adjustments were made for salaries, benefits, special education, vocational tuition, debt service, and other functions.
- iii. One-time expenditures, including a District-wide truck **(\$58,000)**, PES parking lot improvements **(\$60,000)**, a PMS burnisher **(\$11,000)**, a PHS laminator **(\$2,661)**, and an annual SB CBA Printing expense **(\$3,200)**, were removed.

	Reductions	Additions	Change
<b>2025 MS-22 Appropriation</b>			
<b>Deductions:</b>	<b>\$42,435,119</b>		
Fund Transfers - Food Service Fund	(\$1,143,423)	\$1,143,423	
Fund Transfers - Grants Fund	(\$723,577)	\$723,577	
Fund Transfers - Other Special Rev Fund	(\$52,000)	\$52,000	
<b>Oper. Budget (2025 Gross &amp; 2026 Net)</b>	<b>\$40,516,119</b>	<b>\$ 0</b>	
<b>Existing Level of Services:</b>			
Total Salaries (110-130)	(\$17,937,549)	\$18,111,388	\$173,838
Total Benefits (211-299)	(\$9,564,496)	\$10,092,666	\$528,170
SPED Professional Services (1210, 1280/321-560, 580-890)	(\$483,602)	\$572,862	\$89,260
SPED Tuition (1210, 1280/561, 564, 569)	(\$2,209,772)	\$79,382	\$79,382
Voc. Tuition (1300/561)	(\$115,213)	\$115,213	\$0.00
Psych. Prof. Services (2140/321-890)	(\$128,612)	\$193,062	\$64,450
Speech & Lang. Prof. Services (2150/321-890)	(\$173,439)	\$101,458	(\$71,981)
PT Prof. Services (2162/321-890)	(\$49,450)	\$49,650	\$200
OT Prof. Services (2163/321-890)	(\$4,672)	\$9,238	\$4,566
SPED Transportation (2722/519)	(\$843,874)	\$1,130,430	\$286,556
Liability Insur. CAP Agreement (2620/521)	(\$76,762)	\$83,691	\$6,929
Debt Service (5100, 5120/830,910)	(\$3,778,270)	\$3,665,710	\$112,560
SAU Energy Performance Lease (4600/441)	(\$133,768)	\$133,768	\$0.00
All Other Functions and Lines Not Listed	(\$4,881,779)	\$4,881,779	\$0.00
<b>One-Time Expenditures:</b>			
DW Maintenance Truck (2630/738)	(\$58,000)	\$0.00	(\$58,000)
PES Site Improvement (4200/443)	(\$60,000)	\$0.00	(\$60,000)
PMS Burnisher Equipment (2620/734)	(\$11,000)	\$0.00	(\$11,000)
PHS Library Laminator/Table (2222/738)	(\$2,661)	\$0.00	(\$2,661)
SB CBA Printing (2311/890)	(\$3,200)	\$0.00	(\$3,200)
<b>Legal Regulatory Requirement Adjustments</b>			
None			
<b>Net 2024-2025 Operating Budget</b>			
2026 Default General Fund Operating Budget		\$41,430,068	\$913,949
2026 Default Food Service Budget		\$1,143,423	
2026 Default Grants Fund Budget		\$723,577	

2026 Default Special Other Budget		\$52,000	
<b>Total PSD 2026 Default Budget</b>		<b>\$43,349,068</b>	<b>\$913,949</b>

Ms. Mahoney also detailed changes in staffing positions, including reducing several teaching and specialist roles and adding a NECC IA position for the NECC program.

The Board members had no questions regarding the default budget.

#### b. **Warrant Articles**

Ms. Mahoney introduced the operating budget, the only article in this year's warrant. She noted that the Budget Committee determined the recommended operating budget was **\$44,082,411**, reflecting a **3.88% increase** over the current year. She requested that the Board vote to approve the warrant article with the proposed operating and default budgets.

Ms. Mahoney commented that Dr. McGee presented the Board with a document on November 20, 2024, showing the Budget Committee's reductions from the School Board's proposed budget. Key adjustments included changes to medical and dental rates, a reduced rate for interactive board equipment, and the removal of the boiler project (**\$532,000**).

Mr. Bressette appreciated the collaborative efforts of staff, the Budget Committee, and community members throughout the budget process.

Ms. Greenwood moved to accept Article 1 – Operating Budget, as recommended. Ms. Cummings seconded the motion, which passed (5-0-0).

#### Roll Call:

- a. T. Bressette - Aye
- b. D. Wilkerson - Aye
- c. G. Abare - Aye
- d. R. Cummings - Aye
- e. D. Greenwood - Aye

#### **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, Eighty-Two Thousand, Four Hundred Eleven Dollars (**\$44,082,411**)?

Should this article be defeated, the default budget shall be Forty-Three Million, Three Hundred Forty-Nine Thousand, Sixty-Eight Dollars (**\$43,349,068**), 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 (5-0-0)

**Recommended** by the Budget Committee (9-0-0)

Mr. Bressette acknowledged Mr. Wilkerson's need to leave due to a prior work commitment and thanked him for his participation.

Mr. Wilkerson left the meeting at 6:45 p.m.

c. **Timeline**

Ms. Mahoney provided an update on the next steps in the budget process, including the Budget Committee hearing scheduled for Thursday, January 16, 2025, at 7:00 p.m. at Town Hall.

Pelham School District Calendar  
2025 Annual Meeting & Election  
Official Ballot District (SB2)  
1st Deliberative Session - Wednesday, February 5, 2025

Date	Action	Reference
Friday, January 10, 2025	The deadline for Citizen Petition Bond Articles is in excess of \$100,000.	RSA 40:13, II-a (b)
Tuesday, January 14, 2025	Deadline to Post Notice of Budget Hearing and Post and Publish Notice of Bond Hearing. 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	Deadline for other Citizens' Petition Articles.	RSA 40:13 II-a (b), RSA 197:6
Tuesday, January 14, 2025	Deadline to finalize CBAs.	RSA 32:5-a
Tuesday, January 14, 2025	Supervisor of Checklist Posts Checklist. (This must contain a notice of correction session.)	RSA 671:15, RSA 669:5, RSA 654:26 and 27
Tuesday, January 21, 2025	The deadline is for a public hearing on the School Board's or budget committee's proposed budget and a default budget presentation.	RSA 40:13, II-a (c) and 40:13, XI(a)
Tuesday, January 21, 2025	Deadline for School Board Bond Hearing. The hearing should be within the 15–60-day window required by RSA 33:8-a if possible. (On or after January 10 and on or before January 21, 2025). Also, the notice should be published at least 7 days before the hearing and posted on or before January 14, 2025. If the bond hearing is early, publish notice early.	RSA 40:13, II-a(c) and RSA 33:8-a
Tuesday, January 21, 2025	Supervisor of Checklist Correction Session. 7 days prior notice must be published in the 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	First Day of Filing Period for Candidates.	RSA 671:19, RSA 669:19
Thursday, January 23, 2025	The official Budget Committee (if there is one) must deliver the final budget to the School Board by this date.	RSA 40:13, II-b(c)
Monday, January 27, 2025	Post Warrant(s) and Budget for Session I and II (Deliberative and Election Warrants).	RSA 40:13, II-a(d)
Friday, January 31, 2025	Last Day of Filing Period for Candidates.	RSA 671:19, RSA 669:19
Wednesday, February 5, 2025	Deliberative Session (Session I)	RSA 40:13 III, IV
Tuesday, February 11, 2025	Supervisors of Checklist re-post Checklist. 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	Supervisor of Checklist Checklist Correction Session. Seven days prior notice must be published in the	RSA 671:15, RSA 669:5, RSA 654:27

	newspaper or posted in two (2) places, one of which shall be the district website if one exists.	
Tuesday, March 4, 2025	Deadline for Annual Report with final budget and ballot questions.	RSA 40:13, II and RSA 32:5, VII-a
Tuesday, March 11, 2025	District Voting (Session II) Budget/Bond Voting and Election Absentee Ballots Collected. Residents May Register at the Polls.	RSA 40:13 VIII
Monday, March 31, 2025	Deadline for reports to DRA of meeting results.	RSA 21-J:34, II

d. **Deliberative Session Preparation**

The Board discussed preparations for the Deliberative Session on February 5, 2025. Mr. Bressette volunteered to be the point of contact for coordinating materials and presentations.

Dr. McGee noted that the Deliberative Session is moderated and primarily focused on the articles included in the warrant. He mentioned that no solar-related topics or budget lines are currently included, which will result in a lighter overall presentation.

The Board briefly discussed the presentation process, suggesting a straightforward, streamlined approach due to the reduced warrant. Mr. Bressette confirmed he would help prepare materials for reviewing and addressing necessary adjustments before the next meeting.

The conversation shifted to preparing the January 22 packet, which would include a draft of the mailer. Dr. McGee mentioned his concern regarding limiting multiple draft versions to prevent confusion. It was agreed that individual Board members would review their sections, with a finalized draft ready for the January 22 session.

**C. Professional Development Master Plan:**

The meeting then transitioned to the **Professional Development Master Plan**. Dr. Marandos provided an overview, explaining that every School District in New Hampshire must submit this plan every five years to ensure all teachers, administrators, and instructional assistants maintain their credentials. The Committee responsible for drafting the plan included faculty and staff from various schools and a Board representative. The members are:

- i. Jill Zydek, PES Teacher
- ii. Nancy Haskins, PES Teacher
- iii. Jessica Van Vranken, PES Principal
- iv. Patricia Lamontagne, PMS Teacher
- v. Kaleigh Martins, PHS Teacher
- vi. Kim Noyes, Director of Student Services
- vii. Dr. Sarah Marandos, Assistant Superintendent
- viii. Dr. Chip McGee, Superintendent
- ix. David Wilkerson, School Board Representative

Dr. Marandos thanked the Committee for its efforts, noting that the plan updates were minor technical adjustments.

Ms. Greenwood commented that she worked on the Committee a few times as a teacher and noted that it is a big job; she thanked the Committee for its hard work.

Ms. Greenwood moved to accept the updated Professional Development document, as presented. Ms. Cummings seconded the motion, which passed (4-0-0).

**Roll Call:**

- a. T. Bressette - Aye
- b. G. Abare - Aye

- 172 c. R. Cummings - Aye  
173 d. D. Greenwood - Aye  
174

175 **D. Policy Review:**

176 The Board reviewed the policies listed below.  
177

178 **a. First Reading:**

- 179 i. None  
180

181 **b. Second Reading:**

- 182 i. IGE - Parental Objections to Specific Course Material  
183 ii. IHAM - Health Education and Exemption from Instruction  
184 iii. IKF - High School Graduation Requirements  
185 iv. JCA - Change of School Assignment Best Interest and Manifest Educational  
186 Hardship  
187

188 Ms. Greenwood moved to accept Policies IGE, IHAM, IKF, and JCA as written. Ms. Cummings seconded the motion, which  
189 passed (4-0-0).  
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191 Roll Call:

- 192 a. T. Bressette - Aye  
193 b. G. Abare - Aye  
194 c. R. Cummings - Aye  
195 d. D. Greenwood - Aye  
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198 **VI. Other:**

- 199 A. None  
200

201 **VII. Board Member Reports:**

- 202 A. Ms. Greenwood provided an update on the Sick Bank Pool and explained its function in assisting staff  
203 members who have exhausted their sick leave. The Committee meets as needed to review and approve  
204 requests for additional sick days.  
205

206 **VIII. Consent Agenda:**

207 **A. Adoption of Minutes**

- 208 a. December 18, 2024 – Draft Public Minutes  
209 b. December 18, 2024 – Draft Non-Public Minutes  
210

211 **B. Vendor and Payroll Manifests:**

- a. 564 \$618,387.82  
b. AP010825 \$802,063.97  
c. DU010825 \$278.00  
d. PAY564P \$20,359.77

212 **C. Correspondence & Information:**

- 213 a. None  
214  
215

216 **D. Enrollment Report:**

- 217 a. January 1, 2025, Enrollment Report

218 Dr. McGee noted a net increase of three students due to preschool enrollment.  
219

220 **E. Staffing Updates:**

January 8, 2025

- 221 a. **Leaves:**  
i. None
- 222
- 223 b. **Resignations:**  
i. None
- 224
- 225 c. **Retirements:**  
i. None
- 226
- 227 d. **Nominations:**  
i. Brian Kinney District Director of Facilities  
ii. Elizabeth Rollins PHS LTS - Math

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229 Ms. Greenwood moved to accept the Consent Agenda as presented. Mr. Abare seconded the motion, which passed (4-0-

230 0).

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232 Roll Call:

- 233 a. T. Bressette - Aye
- 234 b. G. Abare - Aye
- 235 c. R. Cummings - Aye
- 236 d. D. Greenwood - Aye

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238 The Board discussed the nomination of Brian Kinney as the new Director of Facilities and the hiring of Elizabeth

239 Rollins as a Long-Term Substitute Math Teacher. Dr. McGee acknowledged the hard work of the Hiring Committee

240 in filling these roles.

241

242 Mr. Bressette thanked everyone who stepped up to fill the Director of Facilities role in the interim.

243

244 **IX. Future Agenda Planning:**

245 None

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247 **X. Future Meetings:**

- 248 **A.** 01/22/2025 – 6:30 p.m. School Board Meeting @ PES Library
- 249 **B.** 02/05/2025 – 7:00 p.m. School District Deliberative Session @ Sherburne Hall

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251 **XI. Non-Public Session:**

252 (c) Matters that, if discussed in public, would likely adversely affect the reputation of any person other than a

253 public body member unless such person requests an open meeting. This exemption shall extend to any

254 application for assistance, tax abatement, or waiver of a fee, fine, or other levy based on the applicant's inability to

255 pay or poverty.

256

257 (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including

258 training to carry out such functions, developed by local or state safety officials that are directly intended to thwart

259 a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss

260 of life.

261

262 Mr. Bressette moved to enter non-public under RSA 91-A:3, II (c)—Reputation and RSA 91-A:3, II (i)—Emergency

263 Function at 7:01 p.m. Ms. Greenwood seconded the motion, which passed (4-0-0).

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- 265 a. T. Bressette - Aye
- 266 b. G. Abare - Aye
- 267 c. R. Cummings - Aye
- 268 d. D. Greenwood - Aye

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**XII. Reconvene:**

7:50 p.m.

**XIII. Adjournment:**

Mr. Bressette moved to adjourn the School Board Meeting at 7:51 p.m. Ms. Greenwood seconded the motion, which passed (4-0-0).

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|----|--------------|---|-----|
| a. | T. Bressette | - | Aye |
| b. | G. Abare     | - | Aye |
| c. | R. Cummings  | - | Aye |
| d. | D. Greenwood | - | Aye |

Respectfully Submitted,  
Matthew Sullivan  
School Board Recording Secretary