



## **Pelham School Board Meeting Agenda**

**January 22, 2025**

**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. PHS Overnight Field Trip Approval
  - a) Explanation: PHS Business Teacher Nora Detellis will request approval from the Board for the FBLA overnight trip to Manchester for the State Leadership Conference.
  - b) Materials:
    - (1) IJOA-R Overnight Field Trip Request
    - (2) FBLA 23-24 Conference agenda for reference
    - (3) IJOA for reference
2. PHS Student Connections Update
  - a) Explanation: PHS Principal Dawn Mead, along with student representatives will provide the Board with a description of the high school's goal to strengthen student connections.
  - b) Materials:
    - (1) Student Connection Memo
3. PHS Graduation Date

- a) Explanation: Superintendent McGee will share the date for the Pelham High School Graduation for the Class of 2025 with the Board and the community.
  - b) Materials:
    - (1) Memo from Principal Mead
- 4. English Language Arts Report regarding Literacy Goal
  - a) Explanation: Assistant Superintendent Marandos will present the work of the English Language Arts Vertical Team. The team has analyzed our current curriculum, assessment, instruction and professional development and developed a roadmap including budgetary implications to improve literacy instruction.
  - b) Materials
    - (1) ELA Task Force Memo
    - (2) 24-25 ELA Task Force Report
- 5. March 2025 Warrant and Addition of Petition Warrant Articles
  - a) Explanation: Superintendent McGee and Business Administrator Mahoney will provide an updated warrant based on the three petition warrant articles submitted by citizens.
  - b) Materials:
    - (1) 2025 DRAFT Warrant
- 6. March 11 Annual Meeting Session 2 - Voting
  - a) Explanation: Superintendent McGee will review the draft mailing for election. The goal is to finalize it and the date on which it is to be sent at the meeting immediately following the February 5 Deliberative Session.
  - b) Materials:
    - (1) DRAFT mailing (a paper copy will be provided)
- 7. 2024 Pelham School District Financial Audit
  - a) Explanation: Business Administrator Mahoney will review the 2024 financial audit and answer questions.
  - b) Materials
    - (1) Auditor Letter
    - (2) PSD Annual Financial Report
- 8. Preschool Tuition
  - a) Explanation: Business Administrator is recommending that we increase tuition for the general education students in our preschool program for the 2025-26 school year.
  - b) Materials:
    - (1) Memo
- 9. School Calendar 2025-2026
  - a) Explanation: Superintendent McGee will share a DRAFT calendar for the 2025-26 School Year. This is an opportunity for input from the Board.

The Superintendent intends to bring it back on February 19 for a decision from the Board.

- b) Materials:
  - (1) DRAFT 2025-26 School Calendar

10. Policy Review

- a) Explanation: The Policy Committee is presenting the following policy changes for consideration.
- b) Materials:
  - (1) First Reading
    - (a) BDC - Appointed Board Officials
    - (b) DAF - Administration of Federal Grants
    - (c) DID - Capital Fixed Assets
    - (d) GBGD - Workers Compensation Temporary Alternative Work Program
  - (2) Second Reading - None

**D. Board Member Reports**

**E. Consent Agenda**

- 1. Adoption of Minutes
  - a) 2025.01.08 Draft Minutes
  - b) 2025.01.08 Draft Non Public Minutes
- 2. Vendor and Payroll Manifests
  - a) 565 \$661,423.81
  - b) PAY565P \$ 21,412.72
  - c) 564M \$ 5,761.98
  - d) DU012225 \$ 230.00
  - e) AP011225 \$263,403.49
- 3. Correspondence and Information
- 4. Enrollment Report
- 5. Staffing Updates
  - a) Leaves
  - b) Resignations
  - c) Retirements
  - d) Nominations
    - (1) Justin DeLorge PHS LTS-Social Studies

**F. Future Agenda Planning**

**G. Future Meetings**

- 1. February 5, 2025 Sherburne Hall 7:00PM
- 2. February 19, 2025 PES Media Center 6:30PM

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

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

- II. Only the following matters shall be considered or acted upon in nonpublic session:
- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
  - (b) The hiring of any person as a public employee.
  - (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
  - (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
  - (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.
  - (f) [Repealed.]
  - (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
  - (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
  - (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
  - (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
  - (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.
  - (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
  - (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.



\*Updated on 01/27/2023

**PELHAM SCHOOL DISTRICT PROCEDURE  
IJOA-R - REQUEST FOR EDUCATIONAL FIELD TRIP**

**Overnight Field Trip Request**

This form is for overnight field trips only. If your field trip is a day trip, please use the day trip form. This request must be considered for approval no less than three months before departure. Attached any necessary additional material to this request.

Primary Contact Name: Nora Detellis  
(Must be a district employee.)

Field Trip Location: FBLA SLC Manchester Date(s): 3/20-3/21/25

Grade/Class Group Participating: FBLA club Cost Per Student: ?

Educational Purpose: (What is the instructional objective? How does it fit into the students' program?)

Logistics

Transportation to be used: Bus Cost: \_\_\_\_\_

Distance from School: 27 Departure Time: 7am 3/20 Return Time: 2:30pm 3/21

Number of Students: ? Number of Chaperones Required 2 1 male 1 female

Approval Checklist (all items must be completed):

- The principal has reviewed and approved the curricular, travel, and financial aspects prior to submission to the Superintendent for presentation to the School Board.
- The materials for presentation to the School Board for approval of overnight field trips have been submitted to the Superintendent and School Board at least three (3) months prior to the departure date for the field trip.
- The material includes all logistical details involving transportation, accommodations, cost, fund-raising required of students (including the manner of fund-raising), and the educational value of the trip in relation to grade level and cost.
- The material includes a financial plan including projected costs of commercial transportation.
- The materials include evidence of trip cancellation insurance coverage that is consistent with industry standards. This insurance may be obtained through the tour company and/or individually.
- The approval is completed prior to engaging students in fund-raising activities or other preparations for the trip.
- The plan includes a sufficient number of chaperones (a 5:1 student/teacher ratio or less for elementary schools, and a 10:1 student/teacher ratio or less for middle and high schools), taking into account the trip's scheduling and logistics.
- All chaperones, including parents and volunteers, participate in District required training.
- All chaperones, including parents and volunteers, will be fingerprinted/ background checked prior to the field trip.

**PELHAM SCHOOL DISTRICT PROCEDURE  
IJOA-R - REQUEST FOR EDUCATIONAL FIELD TRIP**

- The plan includes male and female chaperones if it has male and female participants.
- If medical needs warrant, the services of a registered nurse or trained staff member or substitute trained in prescription medication administration will be provided by the District.
- All participating students will be required to submit a signed Pelham School District Overnight Trip parent/guardian permission form.
- Parents will not be allowed to go on a field trip unless they are pre-approved by the school principal or designee.
- The primary contact has confirmed that the Department of State has not issued a current travel prohibition or travel warning which presents a unique risk to student safety.

I agree to ensure that Pelham School Board Policy IJOA Field Trips is followed as a part of this field trip.

Nora Detulis  
Sponsor/Teacher Signature

Approvals: [Signature] Date 11/7/24  
Principal

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
School Board Chair Date

# 2024-25 Competitive Events

## High School Topics

Some competitions have topics for students to follow. Make sure to refer to the Competitive Events Guidelines for specific details of each competition.

### Broadcast Journalism

Your community is known for its diverse and vibrant culture and has been struck by a major emergency. The specific nature of the emergency is left for teams to decide and can range from a natural disaster (like a hurricane or earthquake) to a large-scale industrial accident, a widespread health crisis, or even a cyber-attack affecting critical infrastructure.

You are part of your school's broadcast program. Deliver a LIVE broadcast event that includes the following:

- A story highlighting a first responder to the emergency
- Cause of emergency
- Emergency's Impact to the community
- Interview of someone impacted

### Business Ethics

Honesty & Integrity in the Workplace – Why it Matters

*Refer to the guidelines for the full scenario.*

### Coding & Programming

Create a program that helps students manage their personal finances by tracking account balances, income and expenses. The program should allow users to input details about their income sources and expenses, including the amount, category, and date of each transaction. It should provide features to view the current balance, generate summaries of income and expenses over specified periods (e.g., weekly, monthly), and categorize expenses to show spending patterns. Additionally, the program should include functionality to update or delete existing entries and offer search and filter options to easily find specific transactions.

### Computer Game & Simulation Programming

Create a game that encourages critical thinking and decision-making.

Include:

- Scenarios with ethical challenges
- Multiple outcomes based on player decisions
- Scoring (examples include points system, leaderboards, etc.)

The game must:

- Be playable on the student device using Windows 10, Mac OS, a modern web browser, or a mobile platform
- Be secure
- Have no game-breaking bugs

Games should consider accessibility features to accommodate players with disabilities.

# 2024-25 Competitive Events

## High School Topics

### Data Analysis

In 2023, major wildfires in Canada caused unprecedented air quality issues in the United States, especially in New York City. HealthyCleanAir4All, a fictitious nonprofit based in New York City, was founded to improve the air quality in the city. They have asked you, a data analyst, to analyze data regarding air quality, find trends, and make recommendations about improving the air quality in New York City. Using the provided data and your own research, identify trends and make recommendations based on the data and external factors.

Datasets provided by Data.gov:

- Air Quality (<https://catalog.data.gov/dataset/air-quality>)

### Digital Animation

"Welcome to Our School": Create an animation that teaches a new student or teacher about your school.

### Digital Video Production

Importance of Tourism

*Create a video that highlights the importance of tourism in your community or state.*

### Financial Statement Analysis

You were just hired as the new Chief Financial Officer of Target. Provide a presentation to highlight the key changes in the financial statements from financial statements ending February 3, 2024, to identify the overall financial condition of the company and provide a strategy for upcoming business decisions and opportunities for growth.

### Future Business Educator

Competitors can choose a business-related topic from one of the following subject areas: Accounting, Economics, Entrepreneurship, Marketing, or Technology.

### Graphic Design

Your graphic design firm has been asked to create a branding package for a fictitious sports team. The package needs to showcase your creativity and highlight your skills in today's design industry.

Branding package should include:

- Team and logo design
- One uniform or jersey for the team
- Design a hat or other item to sell in the team store
- One giveaway item for a team to hand out at a game to fans
- One social media post advertising the team
- One social media post advertising a special event at a game

### Introduction to Business Presentation

You have been asked to give a presentation at the high school career fair. The topic for the presentation is Smart Money Management Tips for High School Students.

# 2024-25 Competitive Events

## High School Topics

### Introduction to Programming

Write an interactive story that occasionally asks the user what they'd like to do, and changes where the story goes based on user input. Allow the user to stop interacting with the story by saying "stop."

### Introduction to Public Speaking

Develop and deliver a speech based on the following topic:

*How volunteerism and community service can shape your future as a leader.*

### Introduction to Social Media Strategy

Develop one social media strategy aimed at increasing donations and support for a local non-profit organization in your community. Highlight specific projects, success stories, and behind-the-scenes content to build a connection with the audience.

### Mobile Application Development

Design a mobile application that gamifies learning for subjects like math, science, history, or language arts, offering interactive quizzes, puzzles, and progress tracking.

### Public Service Announcement

Produce a public service announcement about *Healthy Habits in the Workplace*.

### Public Speaking

Develop and deliver a speech based on the following topic:

*The Power of Networking: Building Professional Relationships for Future Success*

### Social Media Strategies

Develop social media strategies for a new eco-friendly clothing brand. Emphasize storytelling, influencer partnerships, and user-generated content to create buzz and drive sales.

### Visual Design

Your design firm has been asked to design a booth for one stand at a Local Farmers Market.

- The booth should highlight the products being sold
- The booth should show the company or farmer name and pricing of the products

### Website Coding & Development

Create a website for your school's guidance department so students can easily search job postings and employers can easily submit them.

Your website must include the following functionalities:

- A page for employers to submit postings
- A backend panel to approve or delete postings
- A page displaying the approved postings
- A page for students to apply for the posting

# 2024-25 Competitive Events

## High School Topics

### Website Design

Your school has opened a large gymnasium that can also be used as a 3,500-seat arena for events in the community. The community could rent the gymnasium for local sporting events, live concerts, trade shows, and other community events. You must create a website to promote this arena.

The website should include the following elements:

- A calendar of events
- A box office area to purchase tickets
- An information area that includes directions, seating charts, policies, and amenities
- A planner page that includes information on arena rental, contacts, etc.

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# FBLA HIGH SCHOOL COMPETITIVE EVENTS

FBLA competitive events recognize and reward excellence in a broad range of business and career-related areas. They also prepare students for successful careers in business by providing opportunities to apply classroom concepts in a workforce-simulated competitive environment and receive feedback from business professionals.

## 2024-25 GUIDELINES, RATING SHEETS, & RESOURCES

*As updates are made throughout the year, these documents may see small changes. To ensure you have the latest version, check the date in the footer of each document.*

## ANNOUNCEMENTS

- + [Accessing 2024 NLC Scores & Rating Sheets](#)
- + [2024 NLC Top 10 List &](#)





Choose an event below to download its complete 2024-25

Guidelines.

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Accounting I  
Accounting II  
Advertising  
Agribusiness  
American Enterprise Project  
Banking & Financial Systems  
Broadcast Journalism  
Business Communication  
Business Ethics  
Business Law  
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Client Service  
Coding & Programming  
Community Service Project  
Computer Applications  
Computer Game & Simulation Programming  
Computer Problem Solving  
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Impromptu Speaking  
Insurance & Risk Management  
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Introduction to Business Communication



INTRODUCTION TO FBLA

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Introduction to Information Technology

Introduction to Marketing Concepts

Introduction to Parliamentary Procedure

Introduction to Programming

Introduction to Public Speaking

Introduction to Social Media Strategy

Job Interview

Journalism

Local Chapter Annual Business Report

Management Information Systems

Marketing

Mobile Application Development

Network Design

Networking Infrastructures

Organizational Leadership

Parliamentary Procedure

Partnership with Business Project

Personal Finance

Public Policy & Advocacy

Public Service Announcement

Public Speaking

Sales Presentation

Securities & Investments

Social Media Strategies

Sports & Entertainment Management

Spreadsheet Applications

Supply Chain Management

UX Design

Visual Design

Website Coding & Development

Website Design

Word Processing

Chapter Events

# New Hampshire Future Business Leaders of America



52nd Annual  
State Leadership Conference  
April 2 – 3, 2024

## **2023 - 2024 STATE OFFICERS**

**Dillon Miller**, Prospect Mountain High School

**Hannah Shortt**, Coe-Brown Northwood Academy

**Megan Ouellette**, Kingswood Regional HS

**Annie Martino**, NH Virtual Chapter

**Chelsea Zhao**, Phillips Exeter Academy

**Raghav Sharma**, Phillips Exeter Academy

**Anvi Bhate**, Phillips Exeter Academy

**Thank you for a job well done!**

## **NH FBLA & STATE OFFICER GOALS**

1. Increase NH FBLA membership by 50 members
2. Develop a middle level recruitment video
3. Reactivate/start 5 local chapters
4. Connect with local chapters at least once per month
5. Have a minimum of 10 candidates run for state officer

# NH FBLA CONFERENCE DRESS CODE

## Acceptable Attire

- Business suit with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots

## Unacceptable Attire

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Yoga Pants
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

## DON'T FORGET TO FOLLOW US!



@nhfbla



Fblanh



New Hampshire FBLA



nh\_fbla

### Welcome to These Active FBLA Chapters in New Hampshire:

Campbell High School  
Concord High School  
Inter-Lakes High School  
Kingswood Regional High School  
Lin-Wood High School  
Merrimack Valley High School  
Nashua High School South  
Pelham High School  
Pinkerton Academy  
Salem High School  
Spaulding High School  
Sugar River Valley Reg. Tech. Ctr.

Coe-Brown Northwood Academy  
Goffstown High School  
Kennett High School  
Lebanon High School  
Manchester High School West  
Milford High School  
NH Virtual Chapter  
Phillips Exeter Academy  
Prospect Mountain High School  
Seacoast School of Technology  
St. Thomas Aquinas High School  
Windham High School



# GENERAL CONFERENCE GUIDELINES

All members, officers, advisers and chaperones participating in the NH FBLA State Leadership Conference are provided with an ID Badge which must be worn to gain admission to all conference functions, including meals. In addition, judges and workshop presenters will be wearing badges. Everyone attending the conference will be required to follow any masking guidelines set out by NH FBLA.

Students shall respect and abide by the authority delegated to the State Committee and advisers. In addition, local chapters shall assume full responsibility for the conduct of their members. It is assumed all attendees have read and agreed to abide by the Code of Conduct and the Code of Ethics. Any student/adviser attending the SLC hereby agrees to the use of their pictures on various media platforms.

Please be on time for all sessions and competitive events. There is no smoking allowed anywhere in the hotel (this includes the use of e-cigarettes). **THE POOL AND GYM WILL NOT BE OPEN.** Hotel curfew is **10:30 p.m.** and will be strictly enforced. All FBLA members must be in their assigned room by curfew and remain there until 6:30 a.m.

The hotel personnel and other guests should be shown the utmost courtesy in the use of the hotel facilities. Quiet should be maintained in the halls and rooms. Please demonstrate the very best qualities of a future business leader at all times.

The Armory and Assembly Area (outside Pemigewasset) as well as the Expo area have been designated Quiet Zones during competitive events. Please respect other members who are testing or preparing for performances.

Students are **NOT** permitted outside the hotel unless accompanied by their adviser. In addition, no alcoholic beverages, drugs or narcotics shall be possessed or used at any time during the conference with the exception of a doctor's prescription.

Please do not take backpacks into workshops, general sessions or competitive events. **All general sessions of the conference are mandatory, including workshops.**

## Schedule of Events

### Tuesday, April 2, 2024

(Business attire unless otherwise noted. All sessions are mandatory)

<b>8:30 – 9:15</b> Coolidge	Pre-Conference Activities Greeting/Registration (Mezzanine) Room assignments (Front Desk – leave luggage In Armory if rooms are not ready)
<b>8:30 – 9:15</b> Coolidge	Candidate Screening (screening of materials; candidates should report <u>prior</u> to setting up campaign tables)
<b>9:30 – 10:45</b> Pemigewasset	First General Session Slide Show/Greeting/Pledge of Allegiance Keynote: Ed Gerety
<b>10:45 – 11:00</b> Pemigewasset	Candidate/Delegate Meeting
<b>10:45 - 12:00</b>	Lunch (Students/Chaperones in Armory Advisers in Dartmouth)
<b>12:15 – 1:00</b> Pemigewasset	Second General Session Ed Gerety
<b>1:15 – 2:30</b> Pemigewasset	Third General Session Candidate Speeches
<b>2:45 - 5:00</b>	Competitive Events: Check easels for locations and times Some events may start early.



<b>4:30 – 5:30</b>	Leisure time
<b>5:30 – 6:30</b> Armory	FBLA SLC Banquet
<b>7:00 – 7:30</b>	Caucusing (mandatory for all; casual attire)
<b>7:45 – 8:00</b> Pemigewasset	State Officer Candidates' Meeting
<b>7:45 – 8:00</b>	Voting
<b>7:45 – 11:00</b>	FBLA Casino Night/Activities All members must remain in the Armory/ Assembly area until 9:30 p.m. (Attire: casual to include conference t shirts)
<b>10:30</b>	Curfew

### **Wednesday, April 3, 2024**

<b>7:00 – 8:00</b> Armory	Breakfast
<b>8:00 – 9:30</b>	Workshops (check easels for location and time)
<b>9:45 – 11:00</b> Pemigewasset	Fourth General Session Annual Business Meeting State Officer Project Reports New Officer Installation
<b>BREAK</b>	New State Officers' Meeting (Pemigewasset)
<b>11:00 - 12:00</b>	<b>Awards Ceremony</b>

## 2024 SLC WEDNESDAY MORNING WORKSHOPS

Business attire unless otherwise noted on the easels. Attendance is mandatory. Students must be on time to workshops or their local chapter will lose Gold Seal Points and individuals may forfeit their event placements.

- Leadership Initiatives
- Bite of Reality
- Running for NH State Office
- Networking!
- AI and You



Thank you to everyone who judged at this year's conference and to all our workshop presenters! We appreciate your time, expertise and support of NH FBLA and our local chapters!

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## **Many Thanks to Our State Advisory Committee:**

- **Professor Carlene Rose, LRCC**
- **Ms. Erica Antonucci, Competitive Events Coordinator**
- **Ms. Sara Rogers, Competitive Events Coordinator**
- **Ms. Deb Stratton, FLW Coordinator**
- **Mr. Dale Prior, IT**
- **Ms. Leah Taylor, State Chairperson as of 4/3/2024**
- **Ms. Tiffany White, Fiscal Agent**
- **Ms. Mina Ayers, State Chairperson/SLC Coordinator**

## **FBLA PLEDGE**

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

## **Casino/Karaoke/Dance Night Attire**

- **Shorts (Bermuda Length)**
- **Jeans (no rips in inappropriate places)**
- **Conference T shirts required (no alterations)**

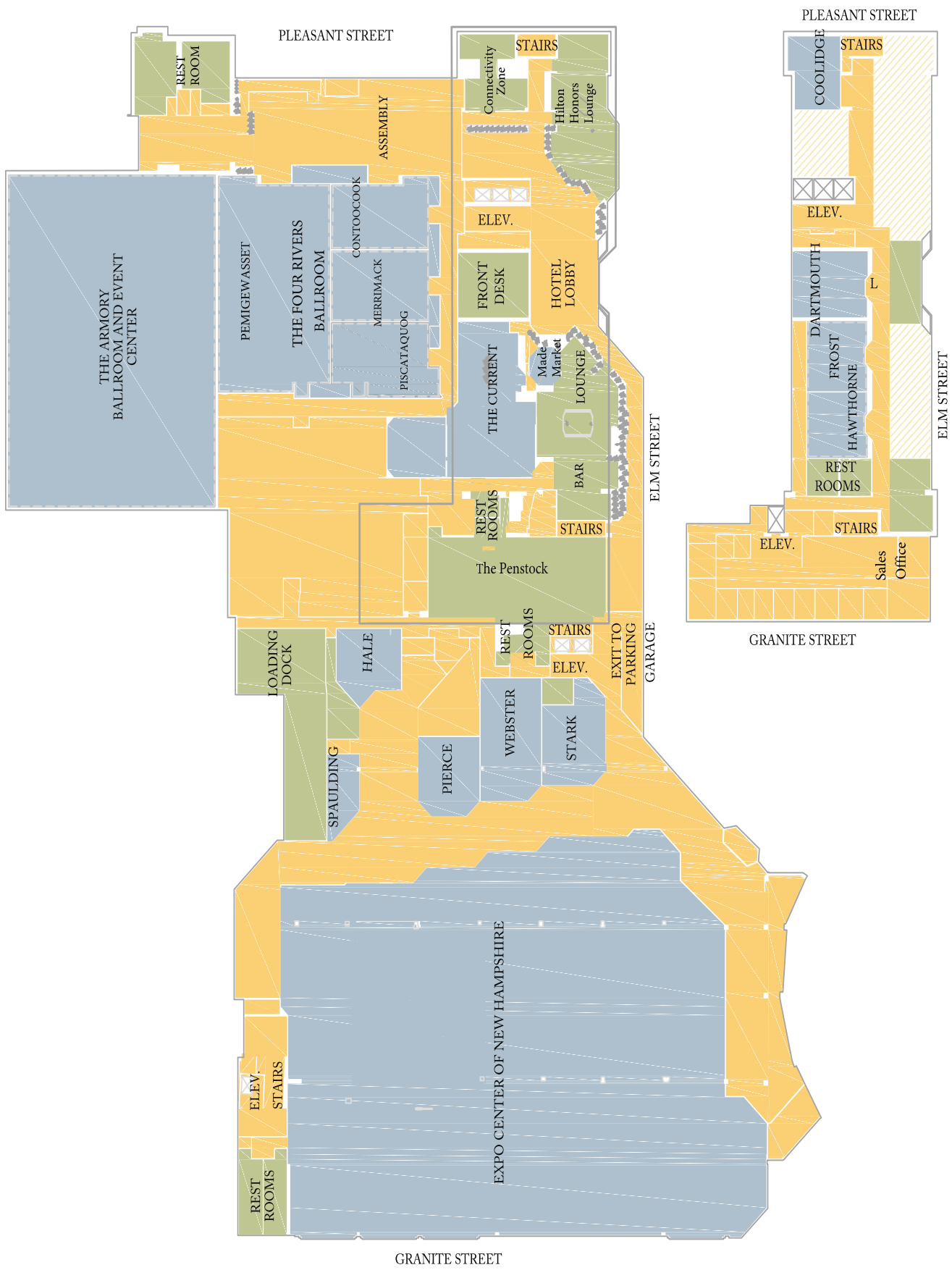
Congratulations to all the winners at this year's NH FBLA State Leadership Conference!

Members placing First, Second, or Third will be recognized at the SLC. Members placing First through Fourth Place are eligible to compete at the National Leadership Conference in Orlando at the end of June.

Keep an eye out for news about Boot Camp (preparation for NLC). Ms. Taylor will have more information after the SLC.



**2024 NLC  
Orlando!  
June 29 - July 3**



## **PELHAM SCHOOL DISTRICT POLICY IJOA – FIELD TRIPS**

*Category: Recommended*

The Pelham School District recognizes the value of field trips in achieving certain educational objectives and encourages activities of this nature as long as they do not seriously interfere with the educational routine of students who must remain in school.

School transportation vehicles, if available, will be furnished for all trips sponsored by the school. However, all travel is subject to budget limitations and the following guidelines:

1. Appropriate instruction shall precede and follow each field trip.
2. Field trips shall be considered as instruction and shall be planned with definite objectives determined in advance.
3. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.
4. All field trips shall begin and end at school.
5. Written approval of parent or guardian is required for student participation in field trips that occur off school property.
6. Approval
  - a. The principal determines whether to approve all field trips.
  - b. The Superintendent determines whether to approve field trips outside school hours.
  - c. The School Board determines whether to approve overnight field trips, international or domestic. See “Overnight Field Trips,” below.
7. All school rules and regulations apply while students are engaged in activities sponsored by the school.
8. Teachers or other certified personnel of the district will accompany students on field trips and assume full responsibility for their proper conduct.
9. Appropriate supervision shall be provided for all students whose parents do not want their children to participate.
10. The Board encourages professional staff members as chaperones when available.

### **Overnight Field Trips**

The Pelham School Board recognizes that domestic or international field trips are a valuable extension of student learning. Well-executed field trips create a learning experience that cannot normally be replicated inside the District’s schools. As such, it is the policy of the Pelham School District to permit and encourage field trips, subject to the following requirements:

1. All school sponsored, domestic or international field trips require School Board approval.
2. The principal shall review and approve the curricular, travel, and financial aspects of all trips prior to submission to the Superintendent for presentation to the School Board.
3. The School Board has no role or responsibility for privately organized or operated trips.
4. Materials for presentation to the School Board for approval of all domestic or international overnight field trips must be submitted to the Superintendent and School Board in advance.
  - a. For in-state trips and trips to greater Boston, at least one month prior to the

## PELHAM SCHOOL DISTRICT POLICY

### IJOA – FIELD TRIPS

*Category: Recommended*

departure date for the field trip.

b. for all other domestic trips, at least two months prior.

c. for international trips, at least three months prior.

Materials submitted must include all logistical details involving transportation, accommodations, cost, fund-raising required of students (including the manner of fund-raising), and the educational value of the trip in relation to grade level and cost (as available at the time of submission).

5. Transportation—Use of private vehicles is strongly discouraged. Financial plans must include projected costs of commercial transportation.
6. As a condition of School Board approval, evidence of trip cancellation insurance coverage that is consistent with industry standards must be submitted. This insurance may be obtained through the tour company and/or individually.
7. The approval process by the School Board must be completed prior to engaging students in fund-raising activities or other preparations for the trip.
8. Students shall be accompanied by a sufficient number of chaperones (a 5:1 student/teacher ratio or less for elementary schools, and a 10:1 student/teacher ratio or less for middle and high schools), taking into account the trip's scheduling and logistics. All chaperones, including parents and volunteers, must have participated in district required training and have been fingerprinted/background checked prior to the field trip. All overnight coed field trips will have coed chaperones.
9. The services of a registered nurse and/or unlicensed staff member or substitute trained in prescription medication administration must also be available during part or all of such field trips.
10. All participating students must submit a signed parent/guardian consent form.
11. No parent shall be allowed to go on a field trip without being pre-approved by the school principal or designee.
12. No field trip shall be approved that contemplates travel to a country for which the Department of State has issued a current travel prohibition or travel warning which presents a unique risk to student safety. The District reserves the right to cancel a trip which, due to international threats, political unrest, or terrorist threats presents an unreasonable risk to the safety participants.
13. Refunds to parents and guardians shall only be made to the extent the District has not expended monies paid by participants or the District has received a refund of expended funds.
14. A student who is suspended from school during any period of time which includes the day of departure shall not be permitted to participate in the field trip.
15. When medical needs warrant, the services of a registered nurse or trained staff member or substitute trained in prescription medication administration shall be provided by the District.
16. Parents are responsible for timely informing the District of all known medical needs of their children. The District reserves the right to prohibit a child who is exhibiting signs of an acute illness from participating on a trip in accord with the District's student illness policy.



# PELHAM SCHOOL DISTRICT POLICY

## IJOA – FIELD TRIPS

*Category: Recommended*

### **Foreign Travel Field Trip Expectations**

In determining whether a field trip furthers the curricular or educational goals of the school in a manner that safeguards student well-being, the principal shall consider the following field trip expectations:

#### **Chaperone Expectations**

- Shall be assigned in a ratio of at least one adult to ten (10) students.
- Should be qualified employees of Pelham School District, if possible.
- When such qualified chaperones are not available, then non-employee chaperones may supervise, provided that they are deemed by the principal to be otherwise qualified.
- Shall be of sufficient experience and maturity (minimum of 21 years of age) to provide sound leadership and guidance.
- Shall be assigned in a manner to provide personal, private guidance to students, as appropriate.
- Shall not consume alcohol or drugs not prescribed by a physician.
- Shall structure the trip itinerary to limit the amount of free time. Free time is defined as a time when students are not under direct and immediate adult supervision.
- Shall set clear expectations of behavior, address any infractions appropriately on the trip, and report any such infractions to the administration.
- Shall review and maintain accurate medical records of student health factors and keep such records immediately available.
- Shall not leave the group or deviate from the itinerary.
- All non-employee chaperones are subject to fingerprinting/background checks and must engage in any District requirement training prior to the field trip.
- Shall be subject to the supervision and direction of the lead chaperone (as approved by the Principal).
- Shall be familiar with the school's disciplinary standards.
- Student rosters shall be submitted to the principal for approval.

#### **Student Expectations**

The behavioral expectations and consequences shall be the same as those in the District's schools, as stated in the in the District's student handbook.

- Consumption of alcohol, though otherwise legal in some jurisdictions, is not permitted.
- Alcohol purchase for import is prohibited.
- Drug use, except that which is properly prescribed by a physician, is prohibited.
- Getting body piercing, tattoos, or other potentially dangerous activities are not permitted.
- Students shall respect the culture of their host country.
- Students shall not change hotel room assignments without the permission of the lead chaperone.
- Students shall respect the rights of all hotel guests.

## PELHAM SCHOOL DISTRICT POLICY

### IJOA – FIELD TRIPS

*Category: Recommended*

- Students shall never travel alone.
- Students shall immediately follow all reasonable instructions from a trip chaperone.
- Students shall not leave the group or deviate from the itinerary.
- Students must participate in all pre and post trip academic study.
- Students shall have a demonstrated record of responsibility and good citizenship.

#### **Parent Expectations**

- Parents and students shall attend a mandatory meeting prior to any commitment to travel to review all expectations.
  - Students shall bring all required money and pack as required.
  - Parents and students shall submit all necessary pre-trip paperwork and documentation.
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#### **District Policy History:**

*Adopted: August 9, 2006*

*Revised: December 15, 2021*

*Revised: February 22, 2023*

*Revised: November 20, 2024*

# Pelham High School

85 Marsh Road  
Pelham, NH 03076  
(603) 635-2115

Dawn M. Mead, Principal

Adam J. Barriere, Assistant Principal

Kelly A. Holmes, Assistant Principal

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Kaitlin M. Carmody, Special Education Coordinator

Justin C. Hufft, Athletic Director

To: Pelham School Board  
From: Dawn Mead, Principal  
Re: Student Connection Goal at PHS  
Date: January 22, 2025  
Cc: Dr. Eric 'Chip' McGee, Superintendent  
Dr. Sarah Marandos, Assistant Superintendent

**Goal:** Student Connections/Belonging (Year 1 of 3, complete in 26-27)

**Rationale:** There is a positive correlation between strong student-teacher relationships and academic achievement, suggesting that a sense of belonging in the classroom is crucial for learning.<sup>1</sup> The Pelham High School staff and Pelham High School Student Leadership groups have chosen to use quantitative and qualitative data to measure student connection to an adult, their peers, and their school community. We will use data points collected through several means of measurement and collect qualitative feedback to identify areas that we do well, areas we need to grow in, and areas we need to explore. Our SMART goal is to improve each year over the next three year cycle.

**Specific:** State your goal clearly.

**Measurable:** Describe how you will track your progress.

**Attainable:** Make sure the goal is realistic and have regular benchmarks.

**Results Oriented** Describe how the outcome will be visible.

**Timely:** Plan to have it complete within three years.

## **Goal : Student Connection**

**Specific:** To work on building strong connections between students, faculty, and staff (year one) at the high school.

**Measurable:** We will track and use quantitative data, such as, attendance and participation in school day events, attendance and participation in evening school events, sports, extracurricular activities, and other activities (honor societies etc.). We will look at data points from the Youth Risk Behavior Study (YRBS), and referrals to the office. We will continue to work with students and staff to support and develop activities that build a sense of community

**Attainable:** In year one, we will gather benchmark data such as attendance numbers in honor societies, sports, and extracurricular activities. This will set a baseline to allow us to set attainable goals. We will work with student groups and the advisory committee made up of PHS faculty members to review and revise the advisory block and develop a monthly calendar that

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<sup>1</sup>Goodenow, C., & Grady, W. R. (1993). The impact of student-teacher relationships on academic achievement. *Review of Educational Research*, 63(2), 583-608.

allows for different groups to develop and host events to promote a sense of connection to the school community as a whole.

**Results Oriented:** Our focus is on increasing activities and students' reporting a sense of connection. One vehicle for promoting and fostering student connection is our advisory block. We will use suggestions from staff and students to better utilize this time to nurture meaningful relationships between students and staff. Suggestions for year one are to consider quarterly opportunities to meet with teachers and groups of students with similar interests. We will develop a Google Spreadsheet that allows students to sign up and meet with one another and one or more staff members that all share a common interest or hobby. We will review and discuss ways to regroup students to allow for different student populations/subgroups to meet. We are developing a calendar that will allow for more student groups to host activities during the advisory block.

**Timely:** This is year one of three and we expect to see improvement in these three years.. This goal will be never ending in nature but the goal is to make great strides and continue to move forward in creating connections between students and staff.

**Action Items:**

Our actions are all student led. Students will present to the School Board their work on community-building events. This includes

- Fill Your Cup,
- Winter Carnival,
- Spirit Week,
- Advisory activities open to all students,
- Workshops and conferences attended by student leaders, and
- Open meetings where student government members bring other students to participate.

# Pelham High School

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Kaitlin M. Carmody, Special Education Coordinator

Justin C. Hufft, Athletic Director

To: Superintendent McGee  
From: Principal Mead  
Re: Graduation date for the PHS Class of 2025  
Date: January 11, 2025

Based on the school calendar, the leadership team at Pelham High School is proposing that our graduation ceremony be held on Saturday June 7, 2025 at 12:00 PM on Harris Field with a rain date of Sunday June 8, 2025 on Harris Field at 2:00 PM to allow for church services.

Traditionally our seniors have celebrated their completion of course work with a senior week of activities culminating with a graduation ceremony. We recognize that families need time to prepare for celebrations and are waiting for the date of graduation. Classroom teachers need to be made aware of the last day of classes for seniors. Senior advisers need the date to organize, plan, and promote senior week activities. As a school we need to ensure that diplomas, chairs, staging, programs, flowers, speakers, etc. are ordered and rented with the correct date. PTV needs to be alerted and have time to prepare for the day of the event. Invitations to faculty, staff, the SAU, the Pelham School Board, and the community need to be ordered and mailed. The sooner we set the date, the sooner we can confirm with our vendors and other stakeholders.

Thank you for your consideration.

**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  
Chip McGee, Superintendent  
Re: ELA Vertical Team Report  
Date: January 8, 2025

Improving Student Performance in Literacy (NEW Year 1 of 3, complete in 26-27)

**Rationale:** Literacy is a foundational skill for all others. Literacy aids in understanding science and social studies content. It also is vital for interpreting language based mathematics problems. Strong writing skills are needed to allow students to express their ideas. This is why we have selected it as our next academic goal.

**Measurement:** We anticipated several measures for this goal.

- NH's Statewide Assessment System (NH-SAS) measures student performance in grades three through eight and grade eleven. As we did with math, our goal for literacy is to be in the top five among the twelve peer districts in our region for grades three through eight.
- For grade eleven, we will have two goals - to be in the top 4 of 7 for area high schools and to improve the percent of students who are college and career ready from the PSAT to the SAT by 5%. This would be reported out annually.
- In addition, the District will use internal measures for K - 2 (i-Ready) and for grades 9 and 10 to track progress (PSAT) and engage the teachers and staff at those levels in the goal.

**Action Items:** In the Fall of 2024, the Assistant Superintendent worked with the English Language Arts Vertical Team and additional appropriate staff to accomplish three tasks:

- Analyze our current curriculum, assessment, instruction and professional development,
- Develop a roadmap including budgetary implications to improve literacy instruction,
- Present the analysis and roadmap to the School Board by January 2025.

The results are presented in the ELA Task Force Report Executive Summary. The ELA Task Force Report was developed to provide an update to the Pelham School Board from a range of representative perspectives on the teaching of English Language Arts (ELA) in the Pelham School District. This report reviews our current curriculum, assessment, instruction and professional development efforts in ELA. It identifies potential goals for measurable

improvement and it outlines proposed action items through 2027. We have determined the following:

- Our current curriculum map covers the key state standards for ELA concepts.
- We offer a variety of assessments across grade levels including diagnostic assessments, benchmark assessments and state-mandated assessments.
- Our core instructional program and textbooks are reasonably selected and adopted. We offer interventions for students who struggle. A more systematic approach for remediation and intervention is necessary for students that are missing foundational skills.
- Our professional development efforts appear insufficient. We need to provide professional development in the Science of Reading and evidence-based strategies. Additionally, we have found we could do more to help teachers interpret student data to adjust instruction. Teachers should be trained in the Science of Reading so there are improved student outcomes including stronger foundational skills. Additionally, the Science of Reading focuses on data-driven instruction and effective interventions.
- This report outlines the immediate actions that we plan to implement this school year. We need to approach this with a sense of urgency, and have several items in the works. We will have assessment data available in May, and will course correct this summer where needed.

We are proposing three goals in ELA

- Improve our performance on the ELA portion of the New Hampshire State Assessment System to be in the top 5 among our 12 peer districts.
- Increase by 5% per year the number of students at Pelham High School whose SAT score is at the College Board benchmark of “college and career ready,” a score of 480 out of 800. Additionally, be in the top 4 among our 7 peer high schools. There are 7 high schools in our peer group currently.
- Strengthen formative results for K-2 classroom teachers using diagnostic tools in i-Ready to build early literacy skills.

We recommend these action items:

- Professional development in the Science of Reading, i-Ready data for interventions, reading, writing and vocabulary development across content areas
- Continued curriculum improvement and assessment development in content specific writing, vocabulary, reading comprehension, and analysis

The budget implications for 2024-2025 are within our current grant funding for Title II and Curriculum budget. We plan to return in May to report our progress.

Thank you to all of the hard-working faculty that spent time on the ELA Vertical Team to create this report.



ELA Task Force Report  
January 8, 2025

Contact Information:

Sarah Marandos, Ed.D  
Assistant Superintendent for Curriculum, Assessment and Instruction  
(603) 635-1145  
[smarandos@pelhamsd.org](mailto:smarandos@pelhamsd.org)



## **Executive Summary:**

The ELA Board Report was developed to provide an update to the Pelham School Board from a range of representative perspectives on the teaching of English Language Arts (ELA) in the Pelham School District. This report reviews our current curriculum, assessment, instruction and professional development efforts in ELA. It identifies potential goals for measurable improvement and it outlines proposed action items through 2027. We have determined the following:

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- Our professional development efforts appear insufficient. We need to provide professional development in the Science of Reading and evidence-based strategies. Additionally, we have found we could do more to help teachers interpret student data to adjust instruction. Teachers should be trained in the Science of Reading so there are improved student outcomes including stronger foundational skills. Additionally, the Science of Reading focuses on data-driven instruction and effective interventions.
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- Continued curriculum improvement and assessment development in content specific writing, vocabulary, reading comprehension, and analysis

## **Pelham School District English Vertical Committee Charge 2024-2025**

### **Purpose:**

To provide regular feedback from a range of representative perspectives on the teaching of English in the Pelham School District. This will include vertical alignment of curriculum, summative assessments and rubrics.

### **Commitment**

- Tentative Meeting Dates:
  - October 7, 2024
  - October 29, 2024
  - December 4, 2024
  - January 15, 2025
  - Feb/March TBD
  - April/May TBD
- Professional staff participants will be allowed additional time to collect information, at \$36 per hour.
- Summary findings will be compiled at the end of the school year and shared with district staff.
- This is a one year commitment, although could turn into a permanent committee based on findings 23-24 Minutes

### **Membership**

- Co-Chair- Sarah Marandos
- Co-Chair Jessica Parent
- PES
  - Amie Libby
  - Shannon Hansen
  - Elaina Higgins/Tracy Hussey
  - Libby Byrne
- PMS
  - Amy Branco
  - Megan Delucia
  - Jenna MacKinnon
- PHS
  - Jen Nugent
  - Krista Day
  - Rebecca Morrin
- Library Media Specialist-Erin Henderson
- Instructional Coach-Pattie Lamontagne
- Related Service Provider-Karen Emery
- Special Educator-Erin McCune

- Administrator-Adam Barriere

### **Committee Structure/Tasks**

- ☐ The committee will meet quarterly and have additional time for gathering information and analysis. Professional staff participants will be compensated at \$36 per hour, per the CBA.
- ☐ The committee will review information about the current state of curriculum, assessment, instruction, and professional development in English throughout the district. Committee members will then complete an analysis.
- ☐ Committee members will be responsible for maintaining the K-12 curriculum documents.
- ☐ Additionally, the group will examine data relative to student performance in English over time as a reference.
- ☐ The committee goal this year will focus on the district wide goal of literacy, with road map due January 2025
- ☐ Each meeting will end with a quick check in on what each school team will be expected to have completed by next meeting (Ex. SAT data dives, etc.)

### **Definition of Literacy**

- A literate student demonstrates developmentally appropriate comprehension, draws connections between new learning and the real world, and communicates their understanding effectively.

### **Curriculum:**

In 2023, the Pelham School Board approved the revised K-12 Curriculum Documents for English Language Arts.

This summary information suggests that at a broad level, the Pelham School District curriculum identifies the knowledge and skills we expect students to know by the end of each term each year. The scope and sequence also aligns generally with the grade level expectations enumerated in the state curriculum frameworks.

### **Assessment:**

The Vertical Team identified the common assessments that students take at each grade level. The assessments identified here are those used to help improve overall performance in the district and those required for accountability at the state level. This does not include the grade level tests and quizzes used to help adjust instruction (formative assessments) or to track student progress and give grades (summative assessments). Additionally, New Hampshire state law requires us to screen for dyslexia in Grades K-2. We use i-Ready to complete this screening.

## Assessments by Grade Band

<p>Kindergarten-Grade 2</p> <ul style="list-style-type: none"><li>• i-Ready - A computer based diagnostic assessment given three times per year. Students are scored in Phonological Awareness, Phonics, High Frequency Words, Vocabulary, Comprehension: Literature, Comprehension: Informational Text. Students in Grades 1 and 2 are also growth-monitored<sup>1</sup> using i-Ready.</li></ul>
<p>Grade 3-5</p> <ul style="list-style-type: none"><li>• i-Ready - iReady - A computer based diagnostic assessment given three times per year. Students are scored in Phonics, High-Frequency Words, Vocabulary, Comprehension: Literature, and Comprehension: Informational Text. Students are growth-monitored using i-Ready.</li><li>• NH State Assessment System - This is the state assessment for students, typically administered in May. Students are assessed in both reading and writing. Students are scored Level 4 - Proficient with Distinction, Level 3 - Proficient, Level 2 - Below Proficient, or Level 1 - Substantially Below Proficient.</li></ul>
<p>Grade 6-8</p> <ul style="list-style-type: none"><li>• i-Ready - A computer based diagnostic assessment given three times per year. Students are scored in Phonological Awareness, Phonics, High-Frequency Words, Vocabulary, Comprehension: Literature, Comprehension: Informational Text</li><li>• NH State Assessment System - This is the state assessment for students, typically administered in May. Students are assessed in both reading and writing. Students are scored Level 4 - Proficient with Distinction, Level 3 - Proficient, Level 2 - Below Proficient, or Level 1 - Substantially Below Proficient.</li><li>• Common Lit - a computer based diagnostic assessment based on the curriculum resource given three times a year. They are scored in evidence, vocabulary and structure, point of view, central idea and theme, interaction and ideas</li></ul>
<p>Grade 9</p> <ul style="list-style-type: none"><li>• PSAT 8/9-The SAT suite of assessments are designed to help measure student readiness for college and career, monitor student progress and growth over time, identify areas of strength and areas of focus in curriculum and instruction, vertically align curriculum, and focus interventions for students who need to work on skills.</li></ul>
<p>Grade 10</p> <ul style="list-style-type: none"><li>• PSAT/NMSQT: The SAT suite of assessments are designed to help measure student readiness for college and career, monitor student progress and growth over time, identify areas of strength and areas of focus in curriculum and instruction., vertically align curriculum, and focus interventions for students who need to work on skills.</li></ul>

<sup>1</sup> Growth monitoring is a tool in i-Ready which provides data in intervals.

#### Grade 11

- PSAT-The SAT suite of assessments are designed to help measure student readiness for college and career, monitor student progress and growth over time, identify areas of strength and areas of focus in curriculum and instruction., vertically align curriculum, and focus interventions for students who need to work on skills. When taken in 11th grade, it can also qualify students to become National Merit Scholars and earn additional scholarship opportunities.
- SAT - This is the state assessment required for all juniors and is taken in March during the school day. It is also the standardized assessment used in many college admissions processes.

The assessments used in Pelham align with the state standards and our curriculum. They are administered regularly. The assessments appear sufficient to measure student progress and diagnose instructional gaps.

#### **Instruction/Texts and Materials:**

The District uses a variety of instructional materials to help teachers. These are the tools teachers use to aid students gain the necessary knowledge and skills.

#### **Instructional Texts and Materials by Grade Band**

##### Kindergarten

- Core Program: Wilson Foundations and Heggerty, shared and guided reading in leveled small groups, and developmental writing. (For example: journal what you did in guided play).
- Interventions:
  - What I Need (WIN) Block - flexible grouping for student review and reteaching.

##### Grade 1

- Core Program: Wonders by McGraw-Hill textbook and consumables
- Heggerty (adopted 2024) for whole-group instruction
- Interventions:
  - i-Ready Tool Kit - provides instructional resources for students based on their specific scores on the diagnostic
  - What I Need (WIN) Block - flexible grouping for student review and reteaching.
  - Foundations as Tier 2 Instruction/Support

##### Grade 2 - 5

- Core Program: Wonders by McGraw-Hill textbook and consumables:
- Interventions:
  - i-Ready Tool Kit - provides instructional resources for students based on their specific scores on the diagnostic

<ul style="list-style-type: none"> <li>○ What I Need (WIN) Block - flexible grouping for student review and reteaching.</li> <li>○ New in 24-25: IXL online subscription</li> </ul>
<p>Grade 6-8</p> <ul style="list-style-type: none"> <li>● Core Program: Common Lit, Novel Based Instruction, Writing: narrative, argumentative, informational</li> <li>● Interventions: <ul style="list-style-type: none"> <li>○ FLEX: daily time built into the schedule for remediation.</li> <li>○ New in 24-25: IXL online subscription</li> <li>○ Vocabulary.com: school wide tool to build vocabulary skills</li> </ul> </li> </ul>
<p>Grade 9: Intro to Writing</p> <ul style="list-style-type: none"> <li>● Core Program: grammar instruction (units based on Sadlier's <i>Grammar for Writing</i> and the Standard English Conventions section of the SATs), Writing: personal narrative, compare and contrast, business/professional writing, persuasive.</li> </ul> <p>Grade 9: Freshmen English</p> <ul style="list-style-type: none"> <li>● Core Program: <i>Wordly Wise Book 10</i> (units 1-10), whole-class novels, Redesigning Digital Literacy approach (RDL), curriculum, Writing: Literary analysis, argumentative, personal reflection, research project (PHS research guide)</li> </ul> <p>Grade 10: Sophomore English</p> <ul style="list-style-type: none"> <li>● Core Program: <i>Wordly Wise Book 10</i> (units 11-20), RDL, whole-class novels, Writing: literary analysis, argumentative, research project (PHS research guide)</li> </ul> <p>Grade 11: American Literature Contemporaries and Classics</p> <ul style="list-style-type: none"> <li>● Core Program: <i>Wordly Wise Book 12</i> (units 1-10), RDL, Common lit, Whole-class novels, Writing: literary analysis, argumentative, research project (PHS Research Guide),</li> <li>● SAT "Boot Camp" for all juniors</li> </ul> <p>High School Interventions-Available:</p> <ul style="list-style-type: none"> <li>● Advisory: Students are scheduled through MyFlex to meet with teachers for test prep, remedial instruction, competency recovery, etc.</li> <li>● Academic help/Writing lab during advisories Tuesday-Friday</li> <li>● After school academic space on Wednesdays</li> </ul>

Generally, we have the tools and information needed to help students progress in ELA. Even so, we identified students who have a grade level gap that is two or more grade levels below their current grade. We do not currently have a sufficient alternative intervention for students who need to make up that gap. These gaps need to be addressed in our plan for improvement.

### **Professional Development:**

Professional development is the necessary training and support to help teachers put together the curriculum, assessment, and instruction in English Language Arts. Teachers need their own skills and knowledge to be able to teach evidence based strategies successfully. The textbook companies provide initial training on the use of their materials and our teachers explore professional development opportunities on their own. Our own staff has presented workshops for colleagues on instructional strategies for reading and writing. The ELA vertical team strongly encourages additional professional development in teaching writing, the Science of Reading, creating stronger formative assessments, and strategies to engage reluctant readers. It is critical that the professional development we provide is specific and timely. The most effective professional development model to improve practice is through on-going coaching.

### **Goals for Student Performance**

In order to measure improvement in literacy teaching and learning, it is important to measure student outcomes. Measures such as professional development training hours or staffing level improvements measure the inputs not the outputs. The output, improved student learning, is the critical indicator of success.

### **NH SAS and Peer Districts**

One way of understanding Pelham's performance in English Language Arts is through a relative comparison to peer districts. The peers below were selected for their relative proximity, size, and demographics.

#### **Percent Students Proficient and Above NH SAS All Grades - Peer Districts Rank (out of 12 peers) on NHSAS - Percent Proficient and Above**

	2018	2019	2020	2021	2022	2023	2024
PES	11	10	No Test	3	5	6	11
PMS	11	11	No Test	12	12	11	12

Peer Districts: Auburn, Candia, Derry Cooperative, Hampstead, Hooksett, Hudson, Lichfield, Londonderry, Pelham, Salem, Timberlane Regional, Windham

\*Note: SAS was not required in 2020 due to COVID

One potential goal moving forward would be to improve our performance over time relative to our peers to be in the top 5 overall every year.

### **PHS SAT ELA Performance**

A second measure of success in English Language Arts would be the number of students who meet the SAT College and Career Readiness Benchmark for English Language Arts (a score of 480 or better on the ELA portion of the SAT). This exam is the state assessment for ELA at the high school level. It is administered to almost all of our students, typically in the spring of their Junior year. According to ETS, the publisher of the SAT, the SAT College and Career Readiness Benchmark indicates a 75% likelihood of achieving at least a C in first-semester, credit-bearing college courses in related subjects and course work. The SAT benchmarks are designed to

reflect whether or not a student has a high likelihood of being successful in subject-specific first-semester courses. Additionally, it is a third party measure of student performance. We used this benchmark for the recent math goal. The class of 2025 scored 58% on the PSAT, and increased to 62% percent proficient on the SAT in March of 2024.

**Percent Students Proficient and Above SATs (Grade 11) - Peer Districts**

	2018	2019	2020*	2021	2022	2023	2024
Hudson	69	61		58	61	59	56
Litchfield	72	62		66	62	58	70
Londonderry	72	74		74	68	65	68
Pelham	64	61		60	53	53	62
Salem	66	59		58	54	46	60
Timberlane	62	69		68	63	57	63
Windham	79	83		75	77	75	78
State	65	63		63	61	59	63

\*No test due to COVID

**Recommendations/Timeline:**

Based on our work, the task force recommends the following actions for 2024-2025:

Action Item	Timeframe	Budget Implications
Consistent use of the tools in SASS to allow students to practice using the tool and provide specific feedback to the teachers.	2024-2025	None
SAT Bootcamp-PHS	2024-2025	None
Increase professional development for teachers on the Science of Reading at	2024-2025 Kate McCaffrey in Fall/Spring of 2024	Title II Funding



PES		
Analyze data to create stronger interventions for students that struggle	2024-2025 January 15 (PMS) March 11 (PES)	Title II Funding
Evaluate assessment rubrics and resources for rigor and evidence-based strategies	2024-2025 Summer 2025	Curriculum
Implement ELA teacher bootcamp with focus on writing	2024-2025 Summer 2005	Title II Funding
Creation of preschool theme-based units	2024-2025	None

The task force is grateful to the Pelham School Board for convening us to investigate such an important topic for the District. We hope this report serves as a springboard for continued improvement of our literacy program.

**2025 PELHAM SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE  
1-15-2025**

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, 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)*

### **ARTICLE 2 – BY PETITION**

Shall the Town vote to implement the Hillsdale K-8 Singapore Math Dimensions curriculum in the Pelham School District?

### **ARTICLE 3 – BY PETITION**

Shall the Town vote to remove the position of the 2<sup>nd</sup> Assistant Principal at Pelham High School (a non-union position recently established in the school year 2023-24) with a proposed salary of \$107,000 in order to help reduce the school budget and focus on teacher retention?

### **ARTICLE 4 – BY PETITION**

Shall the town vote to have the School Board do a Ten year study to determine the influx of students on the school system and the Tax impact on the tax payers of Pelham for the next ten years?

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

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

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

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

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

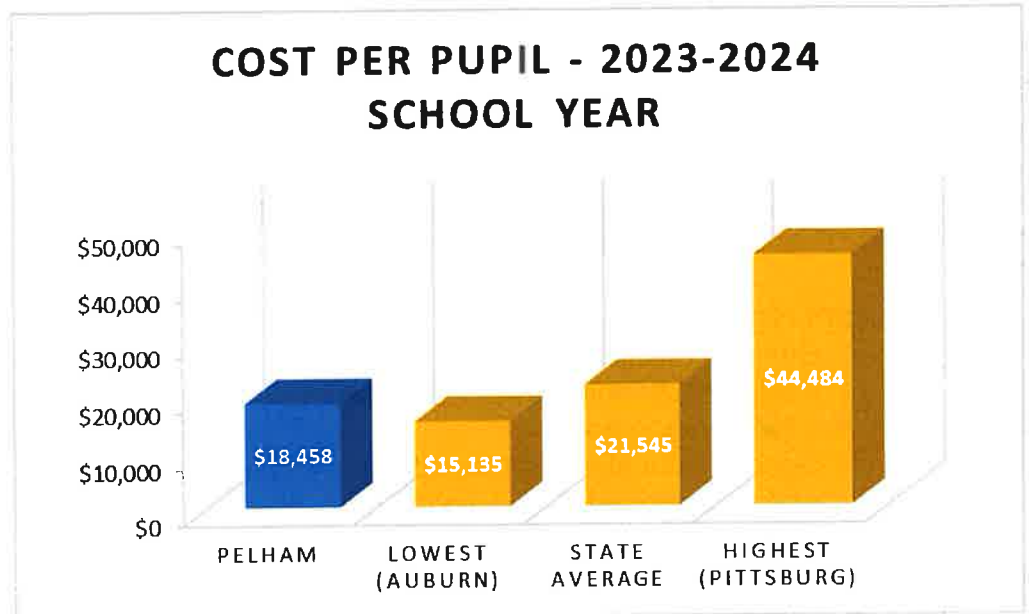
\_\_\_\_\_  
Darlene Greenwood

**Pelham School Board**

ARTICLE 1 - EXPLANATION (CONTINUED)

Cost Per Pupil

The School Board remains committed to fiscal responsibility. As measured by cost per pupil, the Pelham School District is 147th out of 161 districts in New Hampshire for 2023-24. The average cost per pupil in New Hampshire was \$21,545. Pelham's cost per pupil was \$18,458.



The New Hampshire Education Department calculates Cost per Pupil based on current expenditures as reported on each school district's Annual Financial Report (DOE-25). Cost per Pupil represents current expenditures less tuition and transportation costs. Any food service revenue is deducted from current expenditures before dividing by Average Daily Membership (ADM) in attendance. Capital and debt service are not current expenditures and are not included.  
Source: <https://www.education.nh.gov> ⇒ Data Reports ⇒ Public Reports ⇒ Financial Reports.

**TUESDAY, MARCH 11, 2025**  
**7:00 AM – 8:00 PM**  
**PELHAM HIGH SCHOOL**  
**PLEASE ENTER VIA**  
**THE STUDENT ENTRANCE**

PRGRT STD  
ECRWSS  
U.S. Postage  
PAID  
EDDM RETAIL

\*\*\*\*\*ECRWSS\*\*\*\*\*

Local  
Postal Customer

BDC GBGD  
DAF  
DID



2025 VOTER GUIDE

To Our Friends and Neighbors, the Residents of Pelham,

We put together this Voter Guide to help you make an informed decision on Election Day. The guide includes the School District Warrant Articles and provides an explanation.

Please do not hesitate to reach out to us at [psb@pelhamsd.org](mailto:psb@pelhamsd.org) or visit us at [www.pelhamsd.org](http://www.pelhamsd.org) for additional information. All of the details from the budget process can be found under *School Board ⇒ Voting & Elections ⇒ Budget Information*. School Board members, school administrators, and SAU staff are happy to answer any questions you may have.

Our hope is that this guide provides you with the information necessary to cast a well-informed vote. Election Day is Tuesday, March 11, 2025, between 7:00 AM and 8:00 PM, at Pelham High School. We appreciate your support and look forward to seeing you at the polls.

Respectfully yours,

Pelham School Board

Troy Bressette, Chair  
Garrett Abare  
Darlene Greenwood

G. David Wilkerson, Vice Chair  
Rebecca Cummings

ARTICLE A - ELECTION OF OFFICERS

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, 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)

ARTICLE 1 - EXPLANATION

Article 1 is about the operating budget, which is the funding the School Board determined necessary to provide quality educational programming for our students next year. The proposed budget is \$733,343 more than the default budget (1.7%). The default budget is the budget that would be adopted if the proposed budget failed to pass. It is the previous year's budget adjusted for one-time expenditures, debt service, and other obligations. The Board used the following commitments as the framework for developing the budget.

- Maintain programming and adherence to class size guidelines.
- Maintain long-term plans for technology, instructional materials, and capital maintenance.

Goals 2024-25

The Pelham School Board has set four goals.

#1 - Strengthening Student Connections: (Year 1 of 3)

There is a positive correlation between strong student-teacher relationships and academic achievement, suggesting that a sense of belonging in the classroom is crucial for learning. Each of the three Pelham schools will use quantitative and qualitative data to measure student connection to an adult, their peers, and their school community. Each school's goal is to improve each year over the next three year cycle.

ARTICLE 1 - EXPLANATION (CONTINUED)

#2 - Improving Student Performance in Literacy (Year 1 of 3)

Literacy is a foundational skill for all others. Literacy aids in understanding science and social studies content. It also is vital for interpreting language based mathematics problems. Strong writing skills are needed to allow students to express their ideas.

#3 - Improve Student Performance in Mathematics (Year 4; in place until achieved)

Improving student performance in mathematics continues to be a critical goal for the District. In the past three years, the District has improved teacher retention and expanded professional development in math. We revised the math curriculum and updated our instructional materials at the elementary school. However, student performance remains low. At PHS, we increased by 7% year-over-year in their PSAT scores (Our goal was 5%). At PES, we ranked 8th out of 12 peer districts, and at PMS, we were 12th. (Our goal is to get into the top 5.) Because we did not meet this part of the goal, the Board has decided that math will remain a goal until achieved.

#4 - Making Pelham the Best Place to Work (Year 2 of 3)

Employees who are connected to their work, their team, and the community are more likely to stay and thrive. For the current school year, the District retained 88% of our teachers (Goal was 90%) and 87% of our Instructional Assistants (Goal was 70%).

Key Budget Increases

The Pelham School District faces key budget increases that are related to legal and contractual obligations. These are outside the control of the Board. The overall budget reflects an increase of \$1,647,292 over the 2024-2025 adopted budget (3.9%). This is less than the increases from health insurance, the teachers' contract, and special education. This is because the Board reduced expenses in other areas such as personnel.

Cost Item	Explanation	Increase
Health Insurance	Increase in health insurance premiums. This is the portion funded by the District.	\$680,820
Teachers Contract	Increase in the teachers contract for year 2. The contract was approved by voters in March 2024.	\$625,257
Special Education (OOD)	Increase tuition (\$78,382) and transportation (\$327,018) for out-of-district (OOD) students.	\$405,400
Total		\$1,711,477

ARTICLE 1 - EXPLANATION (CONTINUED)

Enrollment					
Year	21-22	22-23	23-24	24-25	25-26*
Elementary (Pre-K-5)	715	756	752	752	777
Middle (6-8)	383	356	339	349	340
High School (9-12)	580	581	556	512	472
Total	1,678	1,693	1,647	1,613	1,589

\*Projected. Source: Superintendent's October 1 Enrollment Projections.

Personnel Adjustments

Given enrollment declines and increases in key budget areas, the Pelham School Board decided to reduce staffing levels in this budget. Overall, the Proposed FY26 Budget, personnel is reduced by (\$203,421). This includes the following reductions:

- Pelham High School -
  - Business Teacher Position,
  - Part Time Reading Specialist Position
- Pelham Memorial School
  - Special Education Teacher (50% in the operating budget and 50% funded through grant)
- Pelham Elementary School
  - Special Education Teacher Position
  - Classroom Teacher Position

The budget also included addition based on need. This includes three instructional assistants needed to support students with learning disabilities, an additional custodian at PMS needed given the doubling of the building's size due to the renovation, and additional support stipends to supervise sports and the performing arts.





**COMMUNICATION WITH THOSE CHARGED  
WITH GOVERNANCE**

Sheryl A. Pratt, CPA\*\*

Michael J. Campo, CPA, MACCY

Sylvia Y. Petro, CPA, CFE, MSA\*\*

\*\* Also licensed in Vermont

January 9, 2025

To the Members of the School Board and Superintendent  
Pelham School District  
59A Marsh Road  
Pelham New Hampshire 03076

Dear Members of the School Board and Superintendent:

We have audited the financial statements of the Pelham School District as of and for the year ended June 30, 2024, and have issued our report thereon dated January 7, 2025. Professional standards require that we advise you of the following matters relating to our audit.

***Our Responsibility in Relation to the Financial Statement Audit***

As communicated in our engagement letter dated March 12, 2024, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Pelham School District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

***Planned Scope and Timing of the Audit***

We conducted our audit consistent with the planned scope and timing we previously communicated to you in our engagement letter dated March 12, 2024.

***Compliance With All Ethics Requirements Regarding Independence***

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

We follow the AICPA Ethics Standard Rule 201 and in conjunction with the Firm's Quality Control Document, we annually review with all engagement staff potential conflicts with staff. We have not identified any relationships or other matters that in the auditor's judgment may be reasonably thought to bear on independence.

**PLODZIK & SANDERSON, P.A.**  
*Certified Public Accountants*

### ***Significant Risks Identified***

Our audit process and planning for each individual audit is based upon a risk model which requires us to identify significant risks within the entity and plan appropriate audit procedures to address those risks. A significant risk is defined as an identified and assessed risk of material misstatement that, in the auditor's judgment, requires special audit consideration. We have identified management override of controls, and improper revenue recognition as significant risks through our risk assessment procedures. These risks are identified universally in New Hampshire governmental entity audits performed by our firm. As a result of these risks the engagement team developed an audit approach that specifically addresses these significant risks.

### ***Qualitative Aspects of the Entity's Significant Accounting Practices***

#### ***Significant Accounting Policies***

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Pelham School District is included in Note 1 to the financial statements. As described in Note 2-C to the financial statements, the Pelham School District changed accounting principles to change the way the School District reports accounting changes and error corrections by adopting Governmental Accounting Standards Board (GASB) Statement No. 100, *Accounting Changes and Error Corrections – an amendment to GASB Statement No. 62*, in the fiscal year 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### ***Significant Accounting Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are as follows:

Management's estimate of the capital asset useful lives is based on historical information and industry guidance. We evaluated the key factors and assumptions used to develop the capital asset useful lives in determining that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the governmental activities opinion unit.

Management's estimate of the net pension liability, deferred outflows and inflows of resources related to pensions are based on assumptions of future events, such as employment, mortality and estimates of value of reported amounts. We evaluated the key factors and assumptions used to develop the net pension liability, deferred outflows and inflows of resources related to pensions in determining that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the governmental activities opinion unit.

Management's estimate of the other postemployment benefit liability, deferred outflows and inflows of resources are based on future events, such as employment, mortality, and healthcare cost trends, as well as estimates of the value of reported amounts. We evaluated the key factors and assumptions used to develop the other postemployment benefits liability; deferred outflows and inflows of resources related to the other postemployment benefits in determining that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the governmental activities opinion unit.

#### ***Financial Statement Disclosures***

The financial statement disclosures are neutral, consistent, and clear.

### ***Significant Unusual Transactions***

There are no significant or unusual transactions identified during our audit.





### ***Significant Difficulties Encountered During the Audit***

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### ***Uncorrected and Corrected Misstatements***

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. A list of these adjustments for the general, food service, grants and capital projects funds are attached to this letter. Management has corrected all identified misstatements. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

### ***Disagreements With Management***

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Pelham School District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### ***Circumstances That Affect the Form and Content of the Auditor's Report***

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. No such circumstances have arisen.

### ***Representations Requested From Management***

We have requested certain written representations from management, which are included in the representation letter dated January 7, 2025.

### ***Management's Consultations With Other Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### ***Key Audit Matters***

We have determined that there are no key audit matters to communicate.

### ***Other Significant Matters, Findings, or Issues***

In the normal course of our professional association with the Pelham School District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Pelham School District's auditors.

### ***Purchase Order Date***

During our review of large and unusual disbursements, it was noted that purchase orders were created after invoices were received from the vendor; it was noted that this often occurs with online credit card purchases. Purchase orders should be completed before making a purchase to ensure that the District is not overspending their budget. The completion of purchase orders prior to making purchases is an internal control to ensure that the District does not overspend their allocated budget lines. We recommend that the Pelham School District complete purchase orders before authorizing any purchases.



#### **Student Activity**

While carrying out audit procedures over student activity fund deposits, it was noted that one deposit in the PES student activity account form was missing the source of the funds collected. All deposit slips should list where the funds are coming from (e.g., fundraising, donations etc.). The lack of details could potentially cause inaccurate recording and reporting of funds. We recommend that deposit forms include a description of the source of the funding, or a copy of the check received.

#### **Other Matters**

##### **Implementation of New GASB Pronouncements**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements.

**GASB Statement No. 101, *Compensated Absences***, issued in June 2022, will be effective for the School District with its fiscal year ended June 30, 2025. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences.

**GASB Statement No. 102, *Certain Risk Disclosures***, issued in December 2023, will be effective for the School District with its fiscal year ended June 30, 2025. The primary objective of this Statement is to provide the users of the financial statements with information about risks related to a School District's vulnerabilities due to certain concentrations or constraints that is essential to their analyses for making decisions or assessing accountability.

**GASB Statement No. 103, *Financial Reporting Model Improvements***, issued in April 2024, will be effective for the School District with its fiscal year ended June 30, 2026. The primary objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing the School District's accountability. This Statement also addresses certain application issues.

#### **Restriction of Use**

This report is intended solely for the information and use of the members of the School Board, Superintendent, and management of the Pelham School District and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

*Plodzick & Sanderson*

PLODZIK & SANDERSON  
Professional Association  
Concord, New Hampshire

Attachment:  
*Adjusting Journal Entries for Governance Letter*



Client: **1115 - Pelham School District**  
Engagement: **2024 - Pelham School District**  
Period Ending: **6/30/2024**  
Trial Balance: **001.0000 - Government Fund Trial Balance**  
Workpaper: **910.0031 - Adjusting Journal Entries for Governance Letter**  
Fund Level: **Multiple**  
Index: **10, 21, 22, 11, 25, GOV\DBT, GOV\CAP, GOV\PRM, GOV\NMF**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries</b>				
<b>Adjusting Journal Entries JE # 5</b>				
[LO] AUDIT ONLY: To adjust beginning fund balance in the Food Service Fund \$1 due to rounding.				
21-00-1900-00-000	OTHER LOCAL REVENUE		1.00	
21-00-7700-00-000	FUND BALANCE			1.00
<b>Total</b>			<b>1.00</b>	<b>1.00</b>
<b>Adjusting Journal Entries JE # 6</b>				
To post effect of PY AJE #6 in order to tie out beginning fund balance in the capital project fund.				
30-00-2753-00-000	Restricted Fund balance		767,194.00	
30-12-4200-00-450	CONSTRUCTION SERVICES			133,815.00
30-12-4300-00-330	PROFESSIONAL SERVICES			12,345.00
30-12-4300-00-330	PROFESSIONAL SERVICES			863.00
30-12-4600-00-450	CONSTRUCTION SERVICES			620,171.00
<b>Total</b>			<b>767,194.00</b>	<b>767,194.00</b>
<b>Adjusting Journal Entries JE # 11</b>				
[LO] AUDIT ONLY: To adjust commodities to actual.				
21-00-4560-00-000	FED NUTRITION/USDA COMM		452.00	
21-00-3100-00-631	DW FOOD SERV. OPERATIONS -USDA COMMODITIES FOOD			452.00
<b>Total</b>			<b>452.00</b>	<b>452.00</b>
<b>Adjusting Journal Entries JE # 14</b>				
To record additional subsequent payables and retainage in the capital project fund received after the TB date.				
30-22-4200-00-450	CONSTRUCTION SERVICES		8,036.00	
30-22-4300-00-330	PROFESSIONAL SERVICES		199.00	
30-22-4300-00-330	PROFESSIONAL SERVICES		10,038.00	
30-22-4300-00-330	PROFESSIONAL SERVICES		12,345.00	
30-22-4300-00-330	PROFESSIONAL SERVICES		340.00	
30-22-4300-00-330	PROFESSIONAL SERVICES		6,300.00	
30-22-4300-00-330	PROFESSIONAL SERVICES		780.00	
30-22-4500-00-450	CONSTRUCTION SERVICES		35,228.00	
30-22-4500-00-734	EQUIPMENT-ADDITIONAL		3,224.00	
30-22-4600-00-450	CONSTRUCTION SERVICES		180,509.00	
30-22-4600-00-450	CONSTRUCTION SERVICES		11,778.00	
30-00-2200-00-000	Accounts Payable			256,999.00
30-00-4320-00-000	RETAINAGE PAYABLE			11,778.00
<b>Total</b>			<b>268,777.00</b>	<b>268,777.00</b>
<b>Adjusting Journal Entries JE # 18</b>				
[SAM] AUDIT ONLY - To record trust fund activity				
11-00-1250-00-000	Intergovernmental Receivable		57,405.00	
11-00-4050-00-000	Fees		4,117.00	
11-00-3500-00-000	Miscellaneous Revenue			61,522.00
<b>Total</b>			<b>61,522.00</b>	<b>61,522.00</b>
<b>Adjusting Journal Entries JE # 20</b>				
To post District AJE to tie out General Fund cash.				
10-00-1010-00-000	CASH IN BANK		769.00	
10-00-1900-00-000	OTHER LOCAL REVENUE			769.00
<b>Total</b>			<b>769.00</b>	<b>769.00</b>

Total Adjusting Journal Entries

1,098,715.00

1,098,715.00

Total All Journal Entries

1,098,715.00

1,098,715.00

**PELHAM SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

**PELHAM SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

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**PELHAM SCHOOL DISTRICT  
ANNUAL FINANCIAL REPORT  
AS OF AND FOR THE FISCAL YEAR ENDED  
JUNE 30, 2024**

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## **PLODZIK & SANDERSON**

*Professional Association/Certified Public Accountants*

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### ***INDEPENDENT AUDITOR'S REPORT***

To the Members of the School Board  
Pelham School District  
Pelham, New Hampshire

#### **Report on the Audit of the Financial Statements**

##### ***Opinions***

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Pelham School District, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Pelham School District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Pelham School District, as of June 30, 2024, and the respective changes in financial position and the respective budgetary comparison for the major general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

##### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Pelham School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

##### ***Emphasis of Matter – Change in Accounting Principle***

As discussed in Note 2-C to the financial statements, in the year ending June 30, 2024, the School District adopted new accounting guidance, GASB Statement No. 100, *Accounting Changes and Error Corrections – an amendment to GASB Statement No. 62*. Our opinion is not modified with respect to this matter.

##### ***Responsibilities of Management for the Financial Statements***

The Pelham School District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Pelham School District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

##### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with



***Pelham School District  
Independent Auditor's Report***

GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Pelham School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Pelham School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the following be presented to supplement the basic financial statements:

- Management's Discussion and Analysis,
- Schedule of the School District's Proportionate Share of Net Pension Liability,
- Schedule of School District Contributions – Pensions,
- Schedule of the School District's Proportionate Share of Net Other Postemployment Benefits Liability,
- Schedule of School District Contributions – Other Postemployment Benefits,
- Schedule of Changes in the School District's Total Other Postemployment Benefits Liability and Related Ratios, and
- Notes to the Required Supplementary Information

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Pelham School District's basic financial statements. The combining and individual fund schedules and the Schedule of Expenditures of Federal Awards, as required by *Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund schedules and the Schedule of Expenditures of Federal Awards are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund schedules and the Schedule of Expenditures of Federal Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Pelham School District  
Independent Auditor's Report***

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 7, 2025 on our consideration of the Pelham School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Pelham School District's internal control over financial reporting and compliance.

January 7, 2025  
Concord, New Hampshire



PLODZIK & SANDERSON  
Professional Association

## **PELHAM SCHOOL DISTRICT**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024**

The Superintendent of Schools and Business Administrator of New Hampshire School Administrative Unit (SAU) #28, as management of the Pelham School District (the District), offer readers of the District's annual financial statements this narrative discussion and analysis of the financial activities of the District for the fiscal year which ended June 30, 2024. The District has prepared this discussion and analysis to encourage readers to consider the information presented here in conjunction with additional information found within the body of the annual financial statements.

#### **FINANCIAL HIGHLIGHTS**

- The District's total revenues were \$39,222,980; total expenses from governmental activities were \$39,291,168; resulting in a slight decrease of \$68,188 in net position from the prior year's ending net position.
- The District's total net position for the year ending June 30, 2024, was \$3,966,464. Net position decreased by \$68,188 between July 1, 2023 and June 30, 2024. Capital assets, net of debt, were \$23,960,940, an increase of \$576,167 from July 1, 2023 to June 30, 2024.
- During the year, the District's General Fund Non-GAAP budgetary expenditures of \$37,468,938 were \$1,634,439 less than the final adjusted budget. The General Fund Non-GAAP budgetary revenues of \$36,758,215 were \$322,313 higher than the final adjusted budget. Revenues consist of charges for services; operating grants and contributions; and general revenues (which consist of local and state property tax assessments, state and federal grants and contributions not restricted to purpose).
- At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$1,891,443, or 5.0% of total General Fund expenditures, a decrease of 29.1% from the prior year.
- During the year, the District received \$1,082,202 in federal grants, a decrease of \$413,853, or 27.7% less than the prior year, primarily due to the reduction of ESSER funding.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

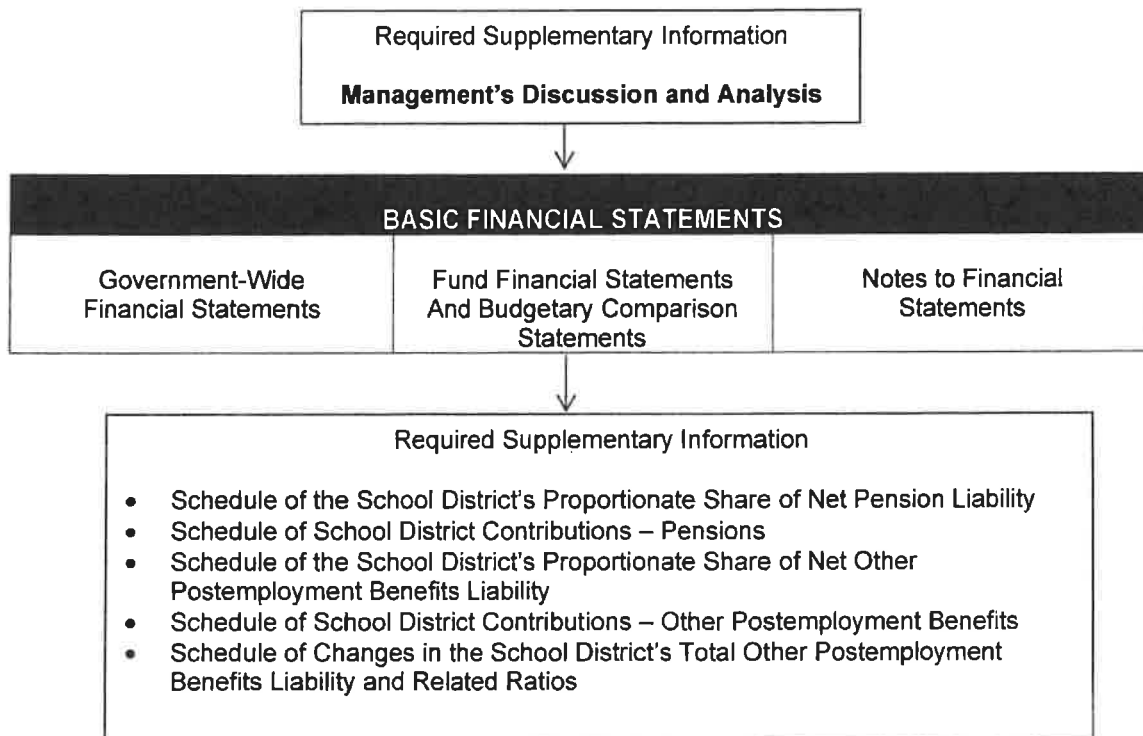
## OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's annual financial report, which consists of basic financial statements, notes to the financial statements, and related financial information. Our annual financial report consists of four elements: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, and 4) required supplementary information which includes this discussion and analysis. This report also contains other supplementary information in addition to the basic financial statements themselves.

The basic financial statements include two kinds of statements that present different views of the District based upon the measurement focus and basis of accounting.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the government-wide statements. The governmental fund statements tell how the District's services were financed in the short term as well as what remains for future spending. Fiduciary fund statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others to whom the resources belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The following exhibit shows how the required parts of this annual report are arranged and related to one another.



PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

The following exhibit summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain.

	<b><u>Governmental Activities</u></b>	<b><u>Governmental Funds</u></b>	<b><u>Fiduciary Funds</u></b>
<b>SCOPE</b>	Entire District government (except fiduciary funds)	All activities of the District that are not proprietary or fiduciary	Instances in which the District is the trustee or agent for someone else's resources
<b>REQUIRED FINANCIAL STATEMENTS</b>	Statement of Net Position	Balance Sheet	Statement of Fiduciary Net Position
	Statement of Activities	Statement of Revenues, Expenditures and Changes in Fund Balances	Statement of Changes in Fiduciary Net Position
<b>ACCOUNTING BASIS</b>	Accrual	Modified Accrual	Accrual
<b>MEASUREMENT FOCUS</b>	Economic Resources	Current Financial Resources	Economic Resources
<b>TYPE OF INFORMATION ASSETS AND LIABILITIES</b>	All assets, deferred outflows of resources, liabilities, and deferred inflows of resources, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets or long-term liabilities included	All assets and liabilities, both short-term and long-term
<b>TYPE OF INFORMATION REVENUES, EXPENSES, AND EXPENDITURES</b>	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid

The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

**Government-wide Financial Statements**

The Government-wide Financial Statements show functions of the District that are principally supported by property taxes and intergovernmental revenues as "Governmental Activities." These functions are accounted for in the General Fund, Food Service Fund, Grants Fund, Capital Project Fund, and Student Activity Fund. Intergovernmental revenues include local, state, and federal monies. The governmental activities of the District include instruction, support services, operation and maintenance of plant, student transportation, and operation of non-instructional services. Taxes and intergovernmental revenues also support capital assets and related debt.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund definitions are part of a state-mandated uniform accounting system and chart of accounts for all New Hampshire School Districts. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

All of the funds of the District can be divided into two categories: governmental funds and fiduciary funds. The General Fund, Food Service Fund, Grants Fund, Capital Project Fund, and Student Activity Fund are reported as Governmental Funds. The General Fund's expenditures are compared to the budget in the Budgetary Comparison Statements. All Food Service revenues are expended on program operations and the Grants Fund revenues are spent mainly on instruction. Fiduciary Funds are established to account for monies belonging to private purpose trust funds held for the benefit of others and are shown on separate schedules.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Net position may serve, over time, as a useful indicator of a government's financial position. The largest portion of the District's net position reflects its investment in capital assets (e.g., land, buildings and improvements, and machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to its students; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The District's financial position is the product of several financial transactions including the net results of activities, the acquisition and payment of debt, the acquisition and disposal of capital assets and the depreciation of capital assets. Summaries of the capital assets, depreciation and long-term debt obligations can be found in the Notes to Financial Statements. Depreciation is included by accounting convention, thus the depreciated value of a District asset, as reflected in these reports, does not reflect an asset's useful, market, or replacement value.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

**Net Position for the period ending June 30, 2024**

Total net position at year-end was \$3,966,464, a slight reduction of \$68,188 or 1.69% below the prior year.

<b>Net Position</b>	<b>2024</b>	<b>2023</b>	<b>\$ Change 2023-2024</b>	<b>% Change 2023-2024</b>
<b>Assets</b>				
Current Assets	7,372,702	16,487,921	(9,115,219)	-55.3%
Non-current Assets	66,184,768	60,870,924	5,313,844	8.7%
<b>Total Assets</b>	<b>73,557,470</b>	<b>77,358,845</b>	<b>(3,801,375)</b>	<b>-4.91%</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>4,867,907</b>	<b>6,214,431</b>	<b>(1,346,524)</b>	<b>-21.67%</b>
<b>Liabilities</b>				
Other Liabilities	3,027,036	4,279,252	(1,252,216)	-29.26%
Long Term Liabilities	70,542,633	74,472,463	(3,929,830)	-5.28%
<b>Total Liabilities</b>	<b>73,569,669</b>	<b>78,751,715</b>	<b>(5,182,046)</b>	<b>-6.58%</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>889,244</b>	<b>786,909</b>	<b>102,335</b>	<b>13.00%</b>
Net Investment in Capital Assets	23,960,940	23,384,773	576,167	2.46%
Restricted Net Position	893,637	8,232,810	(7,339,173)	-89.15%
Unrestricted Net Position	(20,888,113)	(27,582,931)	6,694,818	-24.27%
<b>TOTAL NET POSITION</b>	<b>3,966,464</b>	<b>4,034,652</b>	<b>(68,188)</b>	<b>-1.69%</b>

**Change in Net Position**

The District's total revenues were \$39,222,980; total expenses from governmental activities were \$39,291,168; resulting in a slight decrease of \$68,188 in net position from the prior year's ending net position.

This year, 93.29% of the District's revenues came from the local tax assessment and the State of New Hampshire, an increase of 1.13% from last year. The State of New Hampshire's sources include the locally raised State property tax, federal aid received through the State, and the various State aid programs.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

The following Statement of Activities provides a more detailed breakdown of revenues and expenses.

Statement of Activities	June 30, 2024	% of Total	June 30, 2023	% of Total	\$ Change	% Change
<b>Revenues:</b>						
Program revenues:						
Charges for services	640,535	1.6%	635,912	1.7%	4,623	0.73%
Operating grants	2,014,725	5.1%	2,215,804	5.9%	(201,079)	-9.07%
General revenues:						
School district assessment	28,462,938	72.6%	27,242,227	72.2%	1,220,711	4.48%
Unrestricted grants	7,613,064	19.4%	7,045,253	18.7%	567,811	8.06%
Miscellaneous	491,718	1.3%	597,799	1.6%	(106,081)	-17.75%
<b>Total revenues</b>	<b>\$39,222,980</b>	<b>100%</b>	<b>\$37,736,995</b>	<b>100%</b>	<b>1,485,985</b>	<b>3.94%</b>
<b>Program Expenses:</b>						
Instruction	20,764,979	52.8%	19,721,498	55.9%	1,043,481	5.29%
Support services:						
Student	3,277,627	8.3%	3,074,369	8.7%	203,258	6.61%
Instructional staff	1,128,048	2.9%	1,084,946	3.1%	43,102	3.97%
General administration	112,509	0.3%	87,165	0.2%	25,344	29.08%
Executive administration	842,135	2.1%	756,196	2.1%	85,939	11.36%
School administration	2,005,204	5.1%	1,970,696	5.6%	34,508	1.75%
Business	489,526	1.2%	472,431	1.3%	17,095	3.62%
Operation and maintenance of plant	5,215,040	13.3%	2,812,766	8.0%	2,402,274	85.41%
Student transportation	2,198,530	5.6%	1,941,859	5.5%	256,671	13.22%
Other	1,256,767	3.2%	1,099,848	3.1%	156,919	14.27%
Non-instructional services	871,753	2.2%	1,031,046	2.9%	(159,293)	-15.45%
Interest on long-term debt	1,129,050	2.9%	1,249,793	3.5%	(120,743)	-9.65%
<b>Total governmental activities</b>	<b>\$39,291,168</b>	<b>100%</b>	<b>\$35,302,613</b>	<b>100%</b>	<b>\$3,988,555</b>	<b>11.30%</b>
<b>Change in net position</b>	<b>(68,188)</b>		<b>2,434,382</b>		<b>\$ (2,502,570)</b>	<b>102.80%</b>
<b>Net Position, Beginning</b>	<b>4,034,652</b>		<b>1,600,270</b>		<b>\$ 2,434,382</b>	<b>152.12%</b>
<b>Net Position, Ending</b>	<b>\$ 3,966,464</b>		<b>\$ 4,034,652</b>		<b>\$ (68,188)</b>	<b>-1.69%</b>

## Expenses

Expenses are reported on an accrual accounting basis. Amounts over or under the prior year expense amounts in the primary areas of instruction and instructional and staff support are as follows:

- Instruction expenses were 52.8% of total expenses for the fiscal year ended June 30, 2024, and expenses increased by 5.29% from the prior year.
- Instructional student support service expenses were 8.3% of total expenses for the fiscal year ending June 30, 2024, and expenses increased by 6.61% from the prior year.
- Instructional staff support service expenses were 2.9% of total expenses for the fiscal year ended June 30, 2024, and expenses increased by 3.97% from the prior year.



PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

### Revenues

School district assessment was 72.6% of total revenues for the fiscal year ended June 30, 2024, an increase of 4.48% from the prior year.

Other local revenues were 3.92% of total revenues for the fiscal year ended June 30, 2024, an increase of .07% from the prior year.

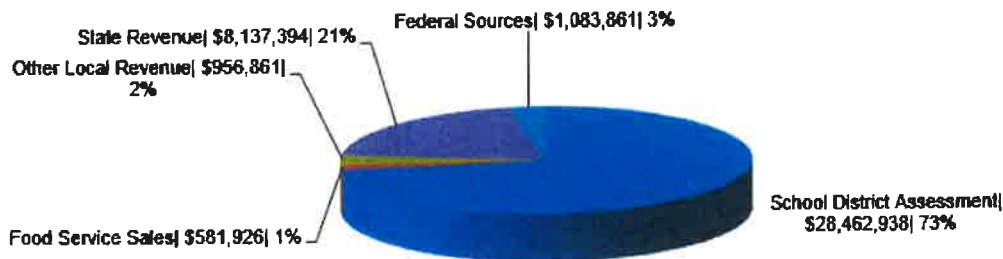
State of New Hampshire source intergovernmental revenues were 20.75% of total revenues for the fiscal year ended June 30, 2024, an increase of 0.76% from the prior year.

Federal revenues were 2.76% of total revenues for the fiscal year ended June 30, 2024, a decrease of 1.21% from the prior year.

### Summary of Revenues

The biggest share, \$36,600,332 (93.31%), of the revenue total was derived from local appropriations and intergovernmental sources (State of NH). The State property tax is included as part of intergovernmental revenue even though it is raised locally. This revenue statement includes all revenues from local, State, and federal sources.

### School District Total Revenues 2023-2024

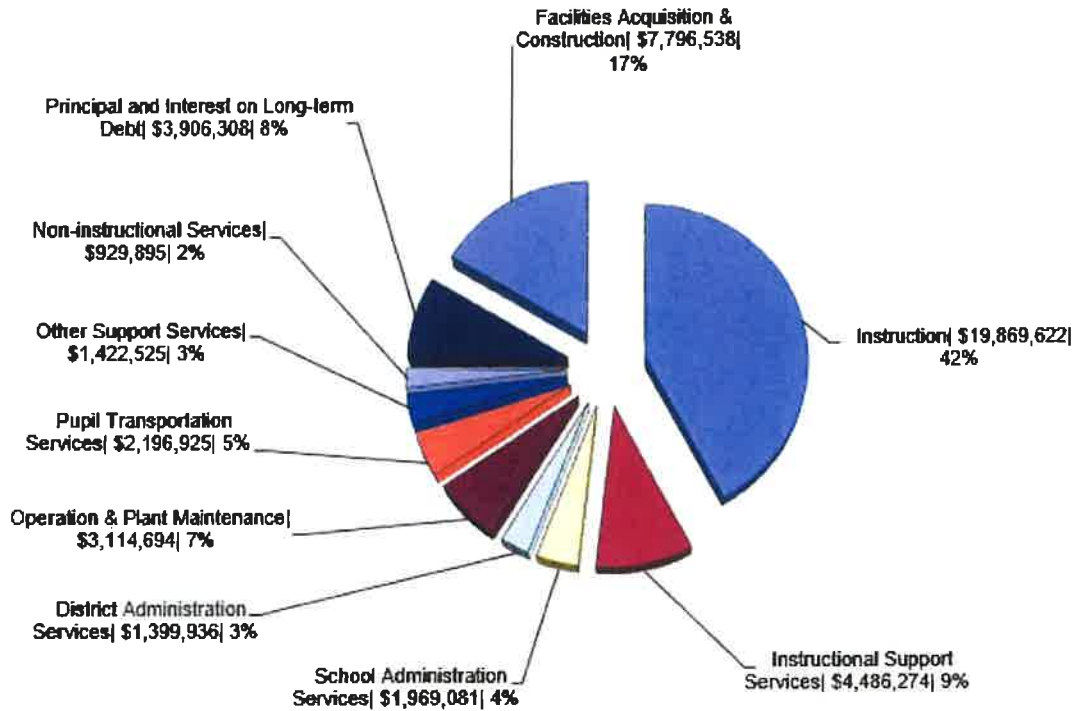


### Summary of Expenditures

The Pelham School District used its budgetary resources as depicted in the following chart. 65.60% of all expenses were on instruction and instructional support. Federal revenues were expended mostly on special needs instruction and support, facilities acquisition and construction, teacher professional development, and the district's school lunch program. This expense statement includes expenses paid from local, state and federal appropriations.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

**School District Total Expenditures 2023-2024**



Highlighted changes in total expenditures include:

- An increase in Instruction spending of \$918,893, or 4.85%, over the prior year.
- An increase in Instructional and Staff Support Services of \$230,312, or 5.41%, over the prior year.
- An increase in District Administration of \$32,191, or 1.66%, over the prior year.
- An increase in School Administration services of \$34,880, or 2.56%, over the prior year.
- An increase in Pupil Transportation services of \$255,066, or 13.14%, over the prior year.
- A decrease in Facilities Acquisition & Construction spending of \$8,331,725, or 51.66%, less than the prior year, due to the final year of PMS construction project.
- A decrease in Principal and Interest on Long-term Debt expense of \$151,853, or 3.74%, less than the prior year, due to Pelham Memorial School and Pelham High School capital bond payment schedules.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

**Governmental Activities**

The following exhibit presents the net cost of the District's largest functions based upon the total expense, less charges for services and operating grants and contributions, of each function. The net cost reflects the amount that was funded by general revenues (principally the school district assessment, which is derived by local and statewide property taxes and general state aid).

<b>TOTAL AND NET COST OF SERVICES</b>					
	<b>Total Cost of Services</b>				<b>Variance</b>
	<b>2024</b>		<b>2023</b>		
<b>Functions / Programs</b>					
Instruction	\$20,764,979	52.8%	\$19,721,498	55.9%	\$1,043,481
Support services	16,525,386	42.1%	13,300,276	37.7%	\$3,225,110
Non Instructional Services	871,753	2.2%	1,031,046	2.9%	(\$159,293)
<b>Unallocated</b>					
Interest	1,129,050	2.9%	1,249,793	3.5%	(\$120,743)
	<b>\$ 39,291,168</b>	<b>100%</b>	<b>\$35,302,613</b>	<b>100%</b>	<b>\$ 3,988,555</b>
	<b>Net Cost of Services</b>				<b>Variance</b>
	<b>2024</b>		<b>2023</b>		
<b>Functions / Programs</b>					
Instruction	\$19,357,641	52.8%	\$18,437,456	56.8%	\$920,185
Support services	16,214,749	44.2%	13,020,944	40.1%	\$3,193,805
Non Instructional Services	(23,722)	-0.1%	141,109	0.4%	(\$164,831)
Facilities Acquisition	0	0.0%	(398,405)	-1.2%	\$398,405
<b>Unallocated</b>					
Interest	1,129,050	3.1%	1,249,793	3.9%	(\$120,743)
	<b>\$ 36,677,718</b>	<b>100%</b>	<b>\$32,450,897</b>	<b>100%</b>	<b>\$ 4,226,821</b>

The total cost of all governmental activities in 2024 was \$39,291,168; the total net cost was \$36,677,718. The primary financing for these activities of the District was as follows:

**Property taxes**

- The amount that was paid by taxpayers through property taxes was \$32,167,919, an increase of 7.5% over last year. This amount consists of \$28,462,938 paid in the form of local property taxes and \$3,704,981 paid in the form of property taxes under the State of New Hampshire state-wide education tax system raised locally for the annual school district assessment.
- An additional amount of \$3,907,136, a decrease of 6.4% below last year, was received from the State of New Hampshire under the "adequacy grant" provisions of the State's educational funding system. Adequacy Aid is based on the average daily membership (ADM) of resident students as well as other factors based on certain pupil demographics. If the cost of an adequate education exceeds the revenue raised from the State Wide Education Property Tax (SWEPT), the municipality receives an Adequacy Grant for the difference.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
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Charges for Services

- Total food service revenues of \$895,475 consisted of food service sales and local miscellaneous revenues in the amount of \$590,980 and federal and state food nutrition program operating contributions (free and reduced lunch reimbursements and commodities) of \$304,495.
- Under the implementation of GASB Statement No. 84, student activity funds are reported as special revenue funds and generated \$247,457 in revenue during the fiscal year.

Operating Grants and Contributions

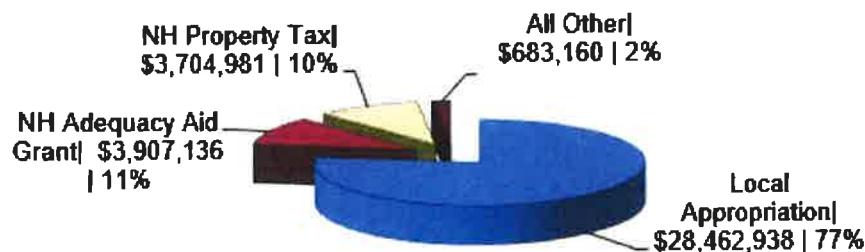
- Federal and local grants were received in the grants fund in the amount of \$913,436, a reduction of \$398,175 from the prior year.

## INDIVIDUAL FUND ANALYSIS

### General Fund

The General Fund is what most people think of as "the budget", since it is the focal point of the Annual Deliberative Session and largely supported by locally raised taxes. The local appropriation and the state property tax are raised locally and make up 87.5% of general fund revenues. Together, the revenues raised locally and the State adequacy grant comprises 98.1% of the District's General Fund Budgetary Revenues. Also depicted below are expenditures and percentages by grade level and district wide including all facilities acquisition and construction expenditures, including inter-fund transfers.

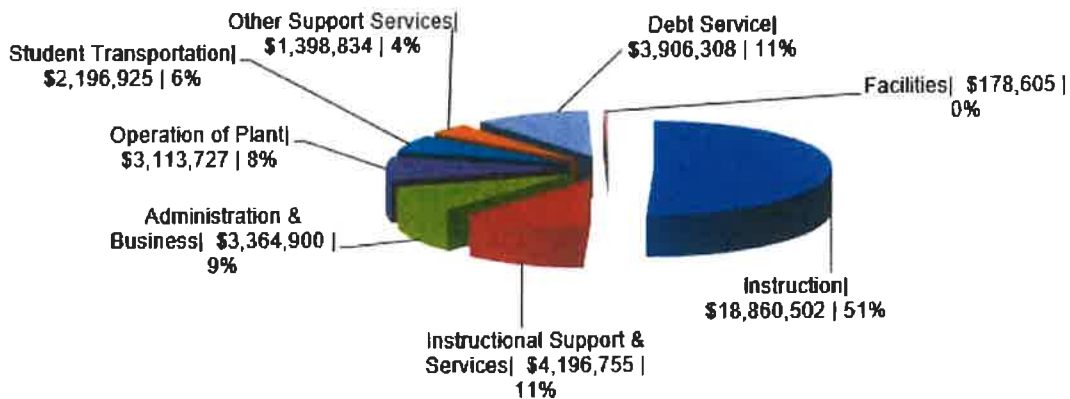
### General Fund Budgetary Revenues 2023 - 2024



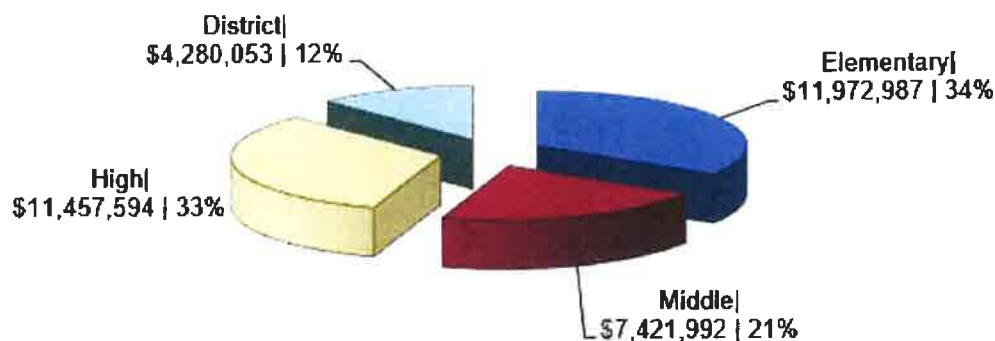
PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

In 2024, instruction made up 50.68% of all general fund expenditures, a decrease of 0.41% from the prior year expenditures, while all other support services including transportation, operation of plant, and administration make up 38.35% of all General Fund expenditures, an increase of 1.62% from the prior year. The remaining 10.98% includes facility acquisition & construction, and debt service, an increase of 1.20% from the prior year. The following charts provide a more detailed depiction of the makeup and proportions of the expenditures in these broad categories.

**General Fund Budgetary Expenditures by Functions  
2023- 2024**



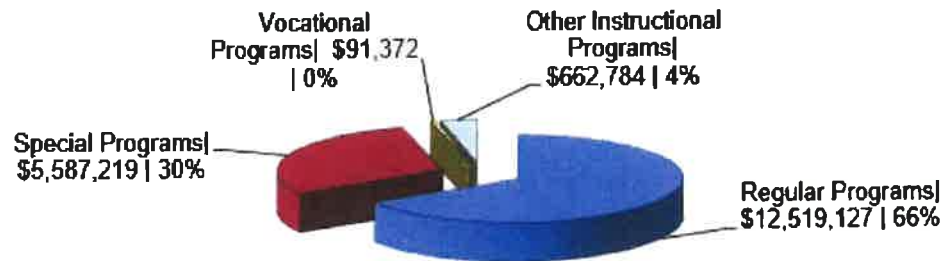
**General Fund Budgetary Expenditures by Grade Level  
2023 - 2024**



PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

The following chart examines how the direct instructional expenditures were allocated to the various programs.

**General Fund Budgetary Expenditures for Instruction  
2023 - 2024**



**SUMMARY OF FEDERAL SUPPORT OF THE DISTRICT**

During fiscal year 2024, the Pelham School District applied for and received the following significant federal grants:

- Special Education, Individuals with Disabilities Education Improvement Act (IDEA) revenues for the current period were \$476,469 (up from \$426,639). This grant funded special needs services and supplies for students throughout the District.
- Title I, Student Achievement and School Accountability Programs revenues for the current period were \$122,508 (down from \$158,936). This grant funded: supplemental instruction for math and reading intervention and professional development in math and reading intervention.
- Title II, Improving Teacher Quality State Grants was awarded for the current period in the amount of \$58,425 (down from \$60,481). These grants funded: personalized professional development, reimbursement of coursework to gain teaching certification, and mentoring.
- U. S. Department of Agriculture National School Lunch Program revenues for the current period were \$274,829 and for the National Breakfast Program for the current period were \$19,319, for a total of \$294,148 (down from \$301,774). These revenues were used to offset the expenses of the school lunch program.
- Title IV(A), Student Support and Academic Enrichment Grant was awarded for the current period for \$41,076 (up from \$20,697). This grant funded: academic supports and materials for English Language Arts (ELA), Science, Technology, Engineering, Art and Math (STEAM), Social Studies, Trauma Informed Instruction and Student Behavior, as well as Challenge Day.
- ESSER II-CRRSA and III-ARPA was awarded for the current period for \$66,499 (down from \$519,433). These grants funded: Academic supports and materials for Staff and Community training, Anxiety, Internet safety and social media, as well as for the effective use of technology.

PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
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## CAPITAL RESERVE ACCOUNTS

The District currently has three expendable and two capital reserve funds-CRF (established by voters at an annual school district meeting as trust funds in accordance with statutory requirements) that are classified as a "Committed" fund balance in the general fund for the basic financial statements. Each fund incurred fees, earned interest, and had fair market value changes during this period.

<b>Capital Reserve Funds and Expendable Trust Funds</b>	<b><u>Period Ending June 30, 2024</u></b>	
	<b><u>Change</u></b>	<b><u>Ending Balance</u></b>
Special Education CRF	\$ 10,641	\$ 232,155
Building and Grounds Renovation & Improvement CRF	\$ 3,893	\$ 84,931
ADA Modif Fund School District ETF	\$ 1,054	\$ 9,276
Robinson Tennis Courts ETF	\$ 622	\$ 5,707
School Building Maintenance ETF	\$ 41,195	\$ 377,930
	<b>\$ 57,405</b>	<b>\$ 709,999</b>

Total of all funds increased from \$652,594 on June 30, 2023 to \$709,999 as of June 30, 2024, inclusive of all funding, fees, changes in fair market value and interest earned. In accordance with statutory requirements, these funds are held in custody by the Trustees of Trust Funds of the Town of Pelham and are only released for the restricted specific purposes of the individual funds.

## COMMENTS ON GENERAL FUND BUDGET COMPARISONS

The beginning General Fund unassigned fund balance was \$2,667,472. General Fund revenues, consisting largely of local taxes and state aid, were \$36,758,215. General Fund expenditures were \$37,216,556. The ending fund balance for the District was \$2,984,711, of which \$1,891,443 is an unassigned fund balance, a decrease of \$776,029 from the prior year's unassigned fund balance. The unassigned fund balance is used to lower the amount of money raised by property taxes in the following fiscal year.

- General Fund actual revenues were greater than the final budgeted revenues by \$322,313, an increase of \$118,425 from the prior year.
- General Fund expenditures were less than the final adjusted budgeted spending by \$1,634,439. The major components of this budget underspend include:
  - Special Services' overall budget was underspent by approximately \$583,947. \$1,099,756 underspent in salaries (\$376,444 for IA/tutor positions, \$723,312 for all others), and \$586,585 underspent in benefits. Tuition was overspent by \$47,713 (this includes \$450,321 underspent in Residential, and \$498,034 overspent in Private School), and \$277,843 was overspent in transportation. Special Education professional services were overspent by \$870,963, due to contracted service contracts
  - Salaries were underspent by approximately \$276,442 (excluding special services). This was primarily due to turnover and difficulty recruiting and retaining staff, including \$168,945 regular education teachers and \$86,067 for regular Instructional Assistants/Monitors, \$35,924 in Long-term substitutes,



PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

\$20,444 in co-curricular, \$9,087 in athletic services, and \$24,295 in nurse services. Daily Substitutes were overspent by approximately \$4,102.

- All benefits (excluding special services) were underspent by \$774,616. Medical was underspent by \$630,571, Dental was underspent by \$9,154. NH retirement was underspent by \$60,481, social security was underspent by approximately \$46,482, and unemployment was underspent by \$6,322. Worker's compensation was underspent by \$21,153.
- Transportation (excluding special services) was underspent by \$33,542.
- Utilities were underspent by \$66,896, of which \$43,537 was for natural gas and a result of PMS new facility estimates.

### COMMENTS ON FOOD SERVICE FUND

The results for the Food Service Fund, reported as a non-major fund in this fiscal year, reflects expenditures of \$929,895 and revenues of \$895,475. Post-audit results show a year-end restricted fund balance of \$88,497, a reduction of \$34,420.

### CAPITAL ASSETS AND DEBT ADMINISTRATION

#### Capital Assets

On June 30, 2024, the District reported capital assets of \$66,184,768 (net of accumulated depreciation), which consist of a broad range of capital assets, including land, buildings & improvements, and machinery and equipment.

There were building improvements as well as other adjustments for retired/replaced capital assets. Capital asset additions in 2024 included: PMS Renovation/Addition capital project, PreK Firehouse Playground, PMS Irrigation Well, PHS Business Labs (2), AV Interactive Boards PHS, Intercom System upgrades PES and PHS, Wireless Access DW, PES Cafeteria Round Tables (20) and Student Chromebooks.

Governmental Activities	2024	2023	Increase (Decrease)	% Increase (% Decrease)
Land & Improvements	\$ 678,100	\$ 699,000	\$ (20,900)	-2.99%
CIP	31,813,422	24,299,388	7,514,034	30.92%
Land Improvements	2,081,688	2,197,452	(115,764)	-5.27%
Buildings & Improvements	38,706,980	41,887,854	(3,180,874)	-7.59%
Machinery, Equipment & Vehicles	2,396,987	2,383,073	13,914	0.58%
<b>Total Historical Cost</b>	<b>75,677,177</b>	<b>71,466,767</b>	<b>4,210,410</b>	<b>5.89%</b>
Total Accumulated Depreciation	(9,492,409)	(10,595,843)	1,103,434	-10.41%
<b>NET CAPITAL ASSETS</b>	<b>\$ 66,184,768</b>	<b>\$ 60,870,924</b>	<b>\$ 5,313,844</b>	<b>8.73%</b>

#### Long-Term Liabilities

On June 30, 2024, the District had \$41,192,647 in general obligation bonds and bond premiums. In addition, \$1,197,759 in notes payable (leases), \$773,856 in compensated absences payable long term liabilities, \$3,632,490 in net other postemployment benefits liabilities, and, \$23,745,881 in net pension liability were also reported as long term liabilities as can be seen below:



PELHAM SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

Governmental Activities				Increase	% Increase
		2024	2023	(Decrease)	(% Decrease)
Bonds Payable -Direct Placements	\$	36,125,000	\$ 38,540,000	\$ (2,415,000)	-6.27%
Bond Premiums		5,067,647	5,386,368	(318,721)	-5.92%
Notes Payable -Direct Borrowings		1,197,759	1,344,293	(146,534)	-10.90%
Compensated Absences		773,856	701,640	72,216	10.29%
Other Post Employment Benefits Payable		3,632,490	4,039,695	(407,205)	-10.08%
Net Pension Liability		23,745,881	24,460,467	(714,586)	-2.92%
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>\$</b>	<b>70,542,633</b>	<b>\$ 74,472,463</b>	<b>\$ (3,929,830)</b>	<b>-5.28%</b>

### FUTURE BUDGETARY IMPLICATIONS

In New Hampshire, the public school fiscal year is July 1 to June 30; other programs, i.e., some federal budgets, operate on a different fiscal calendar, but are reflected in the District overall budget as they impact the District.

The beginning General Fund unassigned fund balance for the 2024-2025 fiscal year is \$1,891,443.

The significant activities or events that may have an impact on future district finances include:

1. The Pelham School District has partnered with Kearsarge Energy to design, install, own and operate rooftop solar arrays on school district school buildings. Through a multi-year power purchase agreement and rooftop lease, the District will achieve savings in electricity supply costs over the period of agreement. Following all required approvals, we anticipate installation at PES/PMS during the 2025-2026 fiscal year, and PHS during the 2026-2027 fiscal year and related savings to begin shortly afterward.
2. During the next school year, the Pelham School Board and Pelham Education Support Personnel Association (PESPA) collective bargaining unit will be in negotiations for a new contract to begin in the fall of 2026. During the 2026-2027 fiscal year will be the first year of the financial impact of a successful agreement.
3. Pelham Elementary School is a 128,000 square foot Prek – Grade 5 school. It was originally built in 2001 and some building equipment and building systems will need to be replaced over time.
4. Maintaining long-term capital improvement plans will have financial impacts over future periods as identified through the District's Capital Improvement Plan.

Questions regarding this report should be directed to Dr. Chip McGee, Superintendent of Schools, or to Ms. Deborah Mahoney, Business Administrator, at (603-635-1145), or by mail at:

Pelham School District, SAU #28  
59A Marsh Road  
Pelham, NH 03076

## ***BASIC FINANCIAL STATEMENTS***

**EXHIBIT A**  
**PELHAM SCHOOL DISTRICT**  
*Statement of Net Position*  
**June 30, 2024**

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 6,379,735
Accounts receivable	8,154
Intergovernmental receivables	822,557
Prepaid items	162,256
Capital assets, not being depreciated	32,491,522
Capital assets, net of accumulated depreciation	33,693,246
Total assets	<u>73,557,470</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Amounts related to pensions	4,260,721
Amounts related to other postemployment benefits	607,186
Total deferred outflows of resources	<u>4,867,907</u>
<b>LIABILITIES</b>	
Accounts payable	935,053
Accrued salaries and benefits	90,094
Accrued interest payable	537,470
Retainage payable	1,464,419
Noncurrent obligations:	
Due within one year	3,055,742
Due in more than one year	67,486,891
Total liabilities	<u>73,569,669</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Unavailable revenue - grants received in advance	29,772
Amounts related to pensions	150,303
Amounts related to other postemployment benefits	709,169
Total deferred inflows of resources	<u>889,244</u>
<b>NET POSITION</b>	
Net investment in capital assets	23,960,940
Restricted	893,637
Unrestricted	<u>(20,888,113)</u>
Total net position	<u>\$ 3,966,464</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

**EXHIBIT B**  
**PELHAM SCHOOL DISTRICT**  
*Statement of Activities*  
*For the Fiscal Year Ended June 30, 2024*

		Program Revenues		Net (Expense)
		Charges	Operating	Revenue and
		for	Grants and	Change in
	Expenses	Services	Contributions	Net Position
Governmental activities:				
Instruction	\$ 20,764,979	\$ 49,555	\$ 1,357,783	\$(19,357,641)
Support services:				
Student	3,277,627	-	-	(3,277,627)
Instructional staff	1,128,048	-	285,979	(842,069)
General administration	112,509	-	-	(112,509)
Executive administration	842,135	-	-	(842,135)
School administration	2,005,204	-	-	(2,005,204)
Business	489,526	-	-	(489,526)
Operation and maintenance of plant	5,215,040	-	967	(5,214,073)
Student transportation	2,198,530	-	-	(2,198,530)
Other	1,256,767	-	23,691	(1,233,076)
Noninstructional services	871,753	590,980	304,495	23,722
Interest on long-term debt	1,129,050	-	-	(1,129,050)
Total governmental activities	<u>\$ 39,291,168</u>	<u>\$ 640,535</u>	<u>\$ 1,972,915</u>	<u>(36,677,718)</u>
General revenues:				
School district assessment				28,462,938
Grants and contributions not restricted to specific programs				7,613,064
Interest				940
Miscellaneous				532,588
Total general revenues				<u>36,609,530</u>
Change in net position				(68,188)
Net position, beginning				4,034,652
Net position, ending				<u>\$ 3,966,464</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

**EXHIBIT C-1**  
**PELHAM SCHOOL DISTRICT**  
*Governmental Funds*  
**Balance Sheet**  
**June 30, 2024**

	General	Capital Project	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 3,478,179	\$ 2,526,558	\$ 374,998	\$ 6,379,735
Accounts receivable	8,154	-	-	8,154
Intergovernmental receivables	709,999	-	112,558	822,557
Interfund receivables	83,448	-	-	83,448
Prepaid items	162,256	-	-	162,256
Total assets	<u>\$ 4,442,036</u>	<u>\$ 2,526,558</u>	<u>\$ 487,556</u>	<u>\$ 7,456,150</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 657,232	\$ 256,999	\$ 20,822	\$ 935,053
Accrued salaries and benefits	90,094	-	-	90,094
Interfund payable	-	-	83,448	83,448
Retainage payable	-	1,464,419	-	1,464,419
Total liabilities	<u>747,326</u>	<u>1,721,418</u>	<u>104,270</u>	<u>2,573,014</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue - grants received in advance	-	-	29,772	29,772
<b>FUND BALANCES</b>				
Nonspendable	162,256	-	-	162,256
Restricted	-	805,140	88,497	893,637
Committed	709,999	-	-	709,999
Assigned	931,012	-	265,017	1,196,029
Unassigned	1,891,443	-	-	1,891,443
Total fund balances	<u>3,694,710</u>	<u>805,140</u>	<u>353,514</u>	<u>4,853,364</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 4,442,036</u>	<u>\$ 2,526,558</u>	<u>\$ 487,556</u>	<u>\$ 7,456,150</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

**EXHIBIT C-2**  
**PELHAM SCHOOL DISTRICT**  
**Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position**  
**June 30, 2024**

Total fund balances of governmental funds (Exhibit C-1)		\$ 4,853,364
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not current financial resources, therefore, are not reported in the governmental funds.		
Cost	\$ 75,677,177	
Less accumulated depreciation	<u>(9,492,409)</u>	
		66,184,768
Pension and other postemployment benefits (OPEB) related deferred outflows of resources and deferred inflows of resources are not due and payable in the current year, and therefore, are not reported in the governmental funds as follows:		
Deferred outflows of resources related to pensions	\$ 4,260,721	
Deferred inflows of resources related to pensions	(150,303)	
Deferred outflows of resources related to OPEB	607,186	
Deferred inflows of resources related to OPEB	<u>(709,169)</u>	
		4,008,435
Interfund receivables and payables between governmental funds are eliminated on the Statement of Net Position.		
Receivables	\$ (83,448)	
Payables	<u>83,448</u>	
		-
Interest on long-term debt is not accrued in governmental funds.		
Accrued interest payable		(537,470)
Long-term liabilities are not due and payable in the current period, therefore, are not reported in the governmental funds.		
Bond/Notes	\$ 37,322,759	
Unamortized bond premium	5,067,647	
Compensated absences	773,856	
Net pension liability	23,745,881	
Other postemployment benefits	<u>3,632,490</u>	
		(70,542,633)
Net position of governmental activities (Exhibit A)		<u>\$ 3,966,464</u>

**EXHIBIT C-3**  
**PELHAM SCHOOL DISTRICT**  
**Governmental Funds**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Fiscal Year Ended June 30, 2024**

	General	Capital Project	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>				
School district assessment	\$28,462,938	\$ -	\$ -	\$28,462,938
Other local	261,788	313,180	963,819	1,538,787
State	8,127,047	-	10,347	8,137,394
Federal	1,659	-	1,082,202	1,083,861
Total revenues	<u>36,853,432</u>	<u>313,180</u>	<u>2,056,368</u>	<u>39,222,980</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	19,017,200	-	852,422	19,869,622
Support services:				
Student	3,245,555	-	-	3,245,555
Instructional staff	951,200	-	289,519	1,240,719
General administration	112,509	-	-	112,509
Executive administration	806,993	-	-	806,993
School administration	1,969,081	-	-	1,969,081
Business	480,434	-	-	480,434
Operation and maintenance of plant	3,113,727	-	967	3,114,694
Student transportation	2,196,925	-	-	2,196,925
Other	1,398,834	-	23,691	1,422,525
Noninstructional services	-	-	929,895	929,895
Debt service:				
Principal	2,415,000	-	-	2,415,000
Interest	1,491,308	-	-	1,491,308
Facilities acquisition and construction	178,605	7,617,933	-	7,796,538
Total expenditures	<u>37,377,371</u>	<u>7,617,933</u>	<u>2,096,494</u>	<u>47,091,798</u>
Deficiency of revenues under expenditures	<u>(523,939)</u>	<u>(7,304,753)</u>	<u>(40,126)</u>	<u>(7,868,818)</u>
<b>OTHER FINANCING SOURCES</b>				
Inception of note	121,690	-	-	121,690
Net change in fund balances	(402,249)	(7,304,753)	(40,126)	(7,747,128)
Fund balances, beginning	4,096,959	8,109,893	393,640	12,600,492
Fund balances, ending	<u>\$ 3,694,710</u>	<u>\$ 805,140</u>	<u>\$ 353,514</u>	<u>\$ 4,853,364</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

**EXHIBIT C-4**  
**PELHAM SCHOOL DISTRICT**  
*Reconciliation of the Statement of Revenues, Expenditures, and*  
*Changes in Fund Balances - Governmental Funds to the Statement of Activities*  
*For the Fiscal Year Ended June 30, 2024*

Net change in fund balances of total governmental funds (Exhibit C-3)		\$ (7,747,128)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures, while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. Capital outlay expenditures exceeded depreciation expense in the current year, as follows:		
Capitalized capital outlay	\$ 8,250,466	
Depreciation expense	<u>(1,040,987)</u>	7,209,479
The net effect of various miscellaneous transactions involving capital assets (i.e., sales and donations) is to decrease net position.		(1,895,635)
Proceeds from issuing long-term liabilities provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of long-term liabilities is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.		
Issuance of note	\$ (121,690)	
Principal repayment of bonds	2,415,000	
Principal repayment of notes	268,224	
Amortization of bond premium	<u>318,721</u>	2,880,255
Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.		
Decrease in accrued interest expense	\$ 43,537	
Increase in compensated absences payable	(72,216)	
Net change in net pension liability and deferred outflows and inflows of resources related to pensions	(554,261)	
Net change in net other postemployment benefits liability and deferred outflows and inflows of resources related to other postemployment benefits	<u>67,781</u>	(515,159)
Change in net position of governmental activities (Exhibit B)		<u>\$ (68,188)</u>



**EXHIBIT D**  
**PELHAM SCHOOL DISTRICT**  
*Statement of Revenues, Expenditures, and Changes in Fund Balance*  
*Budget and Actual (Non-GAAP Budgetary Basis)*  
**General Fund**  
**For the Fiscal Year Ended June 30, 2024**

	Budgeted Amounts		Actual	Variance Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
School district assessment	\$ 28,462,938	\$ 28,462,938	\$ 28,462,938	\$ -
Other local	56,001	56,001	166,571	110,570
State	7,911,963	7,911,963	8,127,047	215,084
Federal	5,000	5,000	1,659	(3,341)
Total revenues	<u>36,435,902</u>	<u>36,435,902</u>	<u>36,758,215</u>	<u>322,313</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	20,299,802	20,289,935	18,853,705	1,436,230
Support services:				
Student	3,359,156	3,367,738	3,251,399	116,339
Instructional staff	1,064,986	1,060,986	932,875	128,111
General administration	92,647	92,647	108,392	(15,745)
Executive administration	1,061,800	1,061,800	803,779	258,021
School administration	2,019,443	2,018,270	1,969,046	49,224
Business	476,976	476,976	485,376	(8,400)
Operation and maintenance of plant	3,102,642	3,104,972	3,267,420	(162,448)
Student transportation	2,116,977	2,117,105	2,376,537	(259,432)
Other	1,424,031	1,428,031	1,335,496	92,535
Debt service:				
Principal	2,415,000	2,415,000	2,415,000	-
Interest	1,491,308	1,491,308	1,491,308	-
Facilities acquisition and construction	178,609	178,609	178,605	4
Total expenditures	<u>39,103,377</u>	<u>39,103,377</u>	<u>37,468,938</u>	<u>1,634,439</u>
Net change in fund balance	<u>\$ (2,667,475)</u>	<u>\$ (2,667,475)</u>	(710,723)	<u>\$ 1,956,752</u>
Increase in nonspendable fund balance			(65,306)	
Unassigned fund balance, beginning			2,667,472	
Unassigned fund balance, ending			<u>\$ 1,891,443</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.

**EXHIBIT E-1**  
**PELHAM SCHOOL DISTRICT**  
**Fiduciary Funds**  
**Statement of Fiduciary Net Position**  
**June 30, 2024**

	Private Purpose Trust
<b>ASSETS</b>	
Intergovernmental receivable	<u>\$ 2,649</u>
<b>NET POSITION</b>	
Held in trust for specific purposes	<u>\$ 2,649</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

**EXHIBIT E-2**  
**PELHAM SCHOOL DISTRICT**  
**Fiduciary Funds**  
**Statement of Changes in Fiduciary Net Position**  
**For the Fiscal Year Ended June 30, 2024**

	Private Purpose Trust
<b>ADDITIONS</b>	
Contributions	\$ 3,496
Investment earnings	45
Change in fair market value	308
Total additions	<u>3,849</u>
<b>DEDUCTIONS</b>	
Scholarship paid	2,750
Administrative expenses	25
Total deductions	<u>2,775</u>
Change in net position	1,074
Net position, beginning	<u>1,575</u>
Net position, ending	<u>\$ 2,649</u>

The Notes to the Basic Financial Statements are an integral part of this statement.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

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**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Pelham School District, in Pelham, New Hampshire (the School District), have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units (hereafter referred to as generally accepted accounting principles (GAAP)), as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources. The Pelham School District's significant accounting policies are described below.

**1-A Reporting Entity**

The Pelham School District is a municipal corporation governed by an elected five-member School Board. In evaluating how to define the School District for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity is made by applying the criteria set forth by GASB Statement No. 14, *The Financial Reporting Entity*, (as amended). The School District has no component units to include in its reporting entity.

**1-B Government-wide and Fund Financial Statements**

The Government-wide Financial Statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. Generally, the effect of interfund activity has been eliminated from these statements. Governmental activities normally are supported through assessments and intergovernmental revenues.

The *Statement of Net Position* presents the financial position of the School District at year-end. This Statement includes all of the School District's non-fiduciary assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, with the difference being reported as net position.

The *Statement of Activities* demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function/Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational requirements of a particular function. Assessments and other items not meeting the definition of program revenues are reported instead as general revenues. Resources that are dedicated internally are reported as general revenue rather than program revenue.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds, and are presented in the other governmental column of the fund financial statements.

The effect of interfund activity has been eliminated from the government-wide financial statements.

**1-C Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

**Government-wide Financial Statements** – The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**Governmental Fund Financial Statements** – Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the School District generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, with the exception of reimbursement-based grants, which use a period of one year. District assessments, intergovernmental revenue, and other local sources associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to long-term liabilities including compensated absences and claims and judgments, are recorded only when payment is mature and due.

**Financial Statement Presentation** – A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to report financial position and the results of operations, to demonstrate legal compliance, and to aid financial management by segregating transactions related to certain government functions or activities.

The School District reports the following major governmental funds:

**General Fund** – is the School District’s primary operating fund. The general fund accounts for all financial resources except those required to be accounted for in another fund. The primary revenue sources include district assessments, state and federal grants, and other local sources. The primary expenditures are for instruction, support services, debt service, and facilities acquisition and construction. Under GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* guidance, the Pelham Memorial School athletics fund, Pelham High School athletics fund, and expendable trust funds are consolidated in the general fund.

**Capital Project Fund** – the capital project fund accounts for the activity pertaining to the construction/renovation of the Pelham Memorial School.

**Nonmajor Funds** – The School District also reports three nonmajor governmental funds.

**Fiduciary Fund Financial Statements** – Fiduciary fund financial statements include a Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position. These funds account for resources held by the School District for the benefit of other parties and include the private purpose trust funds and custodial funds. Fiduciary funds are accounted for on a spending or “economic resources” measurement focus and the accrual basis of accounting.

**1-D Cash and Cash Equivalents**

The School District considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Deposits with financial institutions consist primarily of demand deposits, and savings accounts. A cash pool is maintained that is available for use by all funds. Each fund’s portion of this pool is reflected on the combined financial statements under the caption “cash and cash equivalents.”

New Hampshire statutes require that the School District treasurer have custody of all money belonging to the School District and pay out the same only upon orders of the School Board. The treasurer shall deposit all such monies in participation units in the public deposit investment pool established pursuant to NH RSA 383:22 or in solvent banks in the State. Funds may be deposited in banks outside the State if such banks pledge and deliver to a third-party custodial bank or the Federal Reserve Bank, collateral security for such deposits, United States government or government agency obligations or obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

**1-E Receivables**

Receivables in the government-wide and governmental fund financial statements represent amounts due to the School District at June 30, recorded as revenue, which will be collected in the future and consist primarily of accounts and intergovernmental receivables.

**1-F Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items and expensed as the items are used.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

***1-G Capital Assets***

Capital assets are reported in the government-wide financial statements but are not reported in the fund financial statements. Capital assets are defined by the School District as assets with an initial individual cost of more than \$10,000 for all capital asset classes except infrastructure assets, which have a capitalization threshold of \$100,000 per item, and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

The accounting and reporting treatment applied to capital assets associated with a fund are determined by the fund's measurement focus. General capital assets are assets of the School District as a whole. When purchased, such assets are recorded as expenditures in a governmental fund and capitalized as assets in the government-wide Statement of Net Position.

In the government-wide financial statements, the cost of property sold or retired, together with the related accumulated depreciation, is removed and any resulting gain or loss is included in income.

Capital assets of the School District are depreciated using the straight-line method over the following estimated useful lives:

Capital Asset Class:	Years
Land improvements	30
Buildings and building improvements	20 - 50
Machinery and equipment	5 - 15

***1-H Interfund Activities***

Interfund activities are reported as follows:

***Interfund Receivables and Payables*** – Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as “due to/from other funds” (i.e., the current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Interfund receivables and payables between funds are eliminated in the Statement of Net Position.

***Interfund Transfers*** – Interfund transfers represent flows of assets without equivalent flows of assets in return and without a requirement for repayment. In governmental funds, transfers are reported as other financing uses in the funds making the transfers and other financing sources in the funds receiving the transfers. In the government-wide financial statements, all interfund transfers between individual governmental funds have been eliminated.

***1-I Deferred Outflows/Inflows of Resources***

***Deferred outflows of resources***, a separate financial statement element, represents a consumption of net position or fund balance that applies to a future period(s) and thus will not be recognized as an outflow of resources (expenses) until that time. The School has two items that qualify for reporting in this category. Deferred outflows related to pensions and deferred outflows related to OPEB are reported in the government-wide Statement of Net Position for various estimate differences that will be amortized and recognized over future years.

***Deferred inflows of resources***, a separate financial statement element, represents an acquisition of net position or fund balance that applies to a future period(s) which will not be recognized as an inflow of resources (revenue) until that time. Although certain revenues are measurable, they are not available. Available means collected within the current year or expected to be collected soon enough thereafter to be used to pay liabilities of the current year. The School has three types of items which qualify for reporting in this category. Deferred inflows of resources related to pensions and OPEB are reported in the government-wide Statement of Net Position for various estimate differences that will be amortized and recognized over future years. In addition, unavailable revenue from grants arises when the related eligible expenditures will not be made until the subsequent period.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

***1-J Long-term Obligations***

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities Statement of Net Position. Bond premiums are deferred and amortized over the life of the bond using the straight-line method.

In accordance with GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*, the School District utilizes the following classifications to categorize the financial transactions:

**Direct Borrowings** – financial transactions for a note or a loan where the School District negotiates certain terms with a single lender and are not offered for public sale.

**Direct Placements** – financial transactions for the sale of bonds where the School District engages with a single buyer or limited number of buyers without a public offering.

***1-K Compensated Absences***

General leave for the School District includes vacation, sick, and retirement stipend pay. General leave is based on an employee's length of employment and is earned ratably during the span of employment. Upon retirement or termination, employees are paid full value for any accrued general leave earned as set forth by the School District's personnel policy.

Vested or accumulated general leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated general leave that are not expected to be liquidated with expendable financial resources are maintained separately and represent a reconciling item between the governmental fund and government-wide presentations.

***1-L Defined Benefit Pension Plan***

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and as amended by GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date* requires participating employers to recognize their proportionate share of collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense, and schedules have been prepared to provide employers with their calculated proportionate share of these amounts. The collective amounts have been allocated based on employer contributions during the respective fiscal years. Contributions from employers are recognized when legally due, based on statutory requirements.

The schedules prepared by New Hampshire Retirement System, and audited by the plan's independent auditors, require management to make a number of estimates and assumptions related to the reported amounts. Due to the inherent nature and uncertainty of these estimates, actual results could differ, and the differences may be material.

***1-M Postemployment Benefits Other Than Pensions (OPEB)***

The School District maintains two separate other postemployment benefit plans, as follows:

**New Hampshire Retirement System Plan** – For the purposes of measuring the total other postemployment benefit (OPEB) liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the New Hampshire Retirement System OPEB Plan (the plan) and additions to/deductions from the plan's fiduciary net position has been determined on the same basis as they are reported by the New Hampshire Retirement System. For this purpose, the plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

**Single Employer Plan** – For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information has been determined based on the School District's actuarial report. For this purpose, benefit payments are recognized when due and payable in accordance with benefit terms.



**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

***1-N Net Position/Fund Balances***

In the Government-wide Financial Statements, net position is reported in the following categories:

**Net Investment in Capital Assets** – Consists of capital assets, net of accumulated depreciation reduced by the outstanding balances of bonds, notes, or other debt attributable to the acquisition, construction, or improvement of those assets.

**Restricted Net Position** – Results when constraints placed on net position use are either externally imposed by a third party (statutory, bond covenant, or granting agency) or are imposed by law through constitutional provisions or enabling legislation. The School District typically uses restricted assets first, as appropriate opportunities arise, but reserves the right to selectively defer the use until a future period.

**Unrestricted Net Position** – Consists of net position not meeting the definition of the preceding categories. Unrestricted net position is often subject to constraints imposed by management which can be removed or modified.

**Fund Balance Classifications** – GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, provides more clearly defined fund balance categories to make sure the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

**Nonspendable** – Amounts that cannot be spent because they are either (a) not in spendable form; or (b) are legally or contractually required to be maintained intact.

**Restricted** – Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed** – Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (School District Meeting). These amounts cannot be used for any other purpose unless the legislative body removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

**Assigned** – Amounts that are constrained by the School District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the School Board or through the Board delegating this responsibility to the Superintendent or Business Administrator through the budgetary process.

**Unassigned** – The portion of fund balance that has not been restricted, committed, or assigned for a specific purpose.

When multiple net position/fund balance classifications are available for use, it is the School District's policy to utilize the most restricted balances first, then the next most restricted balance as needed. When components of unrestricted fund balance are used, committed fund balance is depleted first followed by assigned fund balance. Unassigned fund balance is applied last.

***1-O Use of Estimates***

The preparation of the accompanying basic financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

***NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY***

***2-A Budgetary Information***

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the School District's operations. At its annual meeting, the School District adopts a budget for the current year for the general fund, as well as the nonmajor grants and food service funds. Except as reconciled below, the budget was adopted on a basis consistent with United States generally accepted accounting principles.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

Management may transfer appropriations between operating categories as deemed necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year-end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures, and are therefore, reported as part of the assigned fund balance at year-end, and are carried forward to supplement appropriations of the subsequent year.

State statutes require balanced budgets but provide for the use of beginning unassigned fund balance to achieve that end. In the fiscal year 2024, \$2,667,475 of the beginning general fund unassigned fund balance was applied for this purpose.

**2-B Budgetary Reconciliation to GAAP Basis**

While the School District reports financial position, results of operations, and changes in fund balance on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual is presented for each major general fund. Differences between the budgetary basis and GAAP basis of accounting for the general fund are as follows:

Revenues:	
Per Exhibit D (budgetary basis)	\$ 36,758,215
Adjustments:	
Basis difference:	
Inception of note	121,690
Refunding bonds issued	
GASB Statement No. 54:	
Investment earnings related to the blended expendable trust funds	61,522
Other local revenue of the blended athletic funds	33,695
Per Exhibit C-3 (GAAP Basis)	<u>\$ 36,975,122</u>
Expenditures:	
Per Exhibit D (budgetary basis)	\$ 37,468,938
Adjustments:	
Basis difference:	
Encumbrances, beginning	678,630
Encumbrances, ending	(931,012)
Inception of note	121,690
Payments to refunded bond escrow agent	
GASB Statement No. 54:	
Expenditures of the blended athletic funds	35,008
Expenditures of the blended expendable trust funds	4,117
Per Exhibit C-3 (GAAP basis)	<u>\$ 37,377,371</u>

**2-C Change in Accounting Principle**

During the fiscal year, the School District adopted Governmental Accounting Standards Board (GASB) Statement No. 100, *Accounting Changes and Error Corrections – an Amendment of GASB Statement No. 62*. This statement will improve the clarity and consistency of the accounting and financial reporting requirements for accounting changes and error corrections.

**DETAILED NOTES ON ALL FUNDS**

**NOTE 3 – CASH AND CASH EQUIVALENTS**

The School District's deposits are entirely covered by Federal Depository Insurance Corporation (FDIC) or by collateral held by the School District's agent in the School District's name. The FDIC currently insures the first \$250,000 of the School District's deposits at each financial institution, per case custodian. Deposit balances over \$250,000 are insured by collateral. As of year-end, the carrying amount of the School District's deposits was \$6,379,735 and the bank balances totaled \$6,562,820.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

**NOTE 4 – RECEIVABLES**

Receivables at June 30, 2024, consisted of accounts and intergovernmental amounts arising from grants, school lunch program, restricted grants, and expendable trust funds held by the Town of Pelham Trustees of Trust Funds for the School District. Receivables are recorded on the School District's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectability.

**NOTE 5 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2024 consisted of the following:

	Balance, beginning	Additions	Retirements	Balance, ending
At cost:				
Not being depreciated:				
Land	\$ 699,000	\$ -	\$ (20,900)	\$ 678,100
Construction in progress	24,299,388	7,514,034	-	31,813,422
Total capital assets not being depreciated	24,998,388	7,514,034	(20,900)	32,491,522
Being depreciated:				
Land improvements	2,197,452	104,236	(220,000)	2,081,688
Buildings and building improvements	41,887,854	155,027	(3,335,901)	38,706,980
Machinery and equipment	2,383,073	477,169	(463,255)	2,396,987
Total capital assets being depreciated	46,468,379	736,432	(4,019,156)	43,185,655
Total capital assets	71,466,767	8,250,466	(4,040,056)	75,677,177
Less accumulated depreciation:				
Land improvements	(814,513)	(56,794)	63,575	(807,732)
Buildings and building improvements	(8,352,801)	(709,097)	1,685,509	(7,376,389)
Machinery and equipment	(1,428,529)	(275,096)	395,337	(1,308,288)
Total accumulated depreciation	(10,595,843)	(1,040,987)	2,144,421	(9,492,409)
Net book value, capital assets being depreciated	35,872,536	(304,555)	(1,874,735)	33,693,246
Net book value, all capital assets	\$ 60,870,924	\$ 7,209,479	\$ (1,895,635)	\$ 66,184,768

Depreciation expense was charged to functions of the School District based on their usage of the related assets. The amounts allocated to each function are as follows:

Instruction	\$ 916,128
Support services:	
Operation and maintenance of plant	97,748
Other support	17,489
Noninstructional services	9,622
Total depreciation expense	<u>\$ 1,040,987</u>

**NOTE 6 – INTERFUND BALANCES**

Interfund receivable and payable balances consisting of overdrafts in pooled cash and budgetary transfers at June 30, 2024 are as follows:

Receivable Fund	Payable Fund	Amount
General	Nonmajor - Grants	<u>\$ 83,448</u>

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**NOTE 7 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

Deferred outflows of resources at June 30, 2024 consist of the following:

	Governmental Activities
Amounts related to pensions, see Note 9	\$ 4,260,721
Amounts related to OPEB, see Note 10	607,186
Total deferred outflows of resources	<u>\$ 4,867,907</u>

Deferred inflows of resources at June 30, 2024 consist of the following:

	Governmental Activities	Governmental Funds Nonmajor
State and local grants and donations collected in advance of eligible expenditures being made	\$ 29,772	\$ 29,772
Amounts related to pensions, see Note 9	150,303	-
Amounts related to OPEB, see Note 10	709,169	-
Total deferred inflows of resources	<u>\$ 889,244</u>	<u>\$ 29,772</u>

**NOTE 8 – LONG-TERM LIABILITIES**

Changes in the School District's long-term liabilities consisted of the following for the year ended June 30, 2024:

	Balance July 1, 2023	Additions	Reductions	Balance June 30, 2024	Due Within One Year	Due In More Than One Year
Bonds payable - Direct placements	\$ 38,540,000	\$ -	\$ (2,415,000)	\$ 36,125,000	\$ 2,410,000	\$ 33,715,000
Notes payable - Direct borrowings	1,344,293	121,690	(268,224)	1,197,759	182,441	1,015,318
Premiums	5,386,368	-	(318,721)	5,067,647	318,721	4,748,926
Total bonds/notes payable	45,270,661	121,690	(3,001,945)	42,390,406	2,911,162	39,479,244
Compensated absences	701,640	160,517	(88,301)	773,856	144,580	629,276
Pension related liability	24,460,467	-	(714,586)	23,745,881	-	23,745,881
Net other postemployment benefits	4,039,695	-	(407,205)	3,632,490	-	3,632,490
Total long-term liabilities	<u>\$ 74,472,463</u>	<u>\$ 282,207</u>	<u>\$ (4,212,037)</u>	<u>\$ 70,542,633</u>	<u>\$ 3,055,742</u>	<u>\$ 67,486,891</u>

Long-term bonds/notes are comprised of the following:

	Original Amount	Issue Date	Maturity Date	Interest Rate	Outstanding at June 30, 2024
Bonds payable - Direct placements:					
High School renovations/construction	\$ 20,745,000	2015	2035	3.20%	\$ 11,385,000
Pelham Memorial School renovations/construction	\$ 31,980,000	2022	2042	1.74%	24,740,000
					<u>\$ 36,125,000</u>
Notes payable - Direct borrowings:					
Energy efficiency improvements	\$ 1,353,482	2021	2033	2.73%	\$ 1,054,913
Chromebooks	\$ 89,700	2022	2025	5.15%	30,075
Copy equipment	\$ 46,680	2023	2028	0.00%	34,232
Chromebooks	\$ 121,690	2024	2026	6.52%	78,539
Total direct borrowings					<u>\$ 1,197,759</u>

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The annual requirements to amortize all general obligation bonds/notes outstanding as of June 30, 2024, including interest payments, are as follows:

Fiscal Year Ending June 30,	Bonds - Direct Placement			Notes - Direct Borrowings		
	Principal	Interest	Total	Principal	Interest	Total
2025	\$ 2,410,000	\$ 1,368,270	\$ 3,778,270	\$ 182,441	\$ 35,438	\$ 217,879
2026	2,410,000	1,255,710	3,665,710	157,709	28,546	186,255
2027	2,410,000	1,153,500	3,563,500	120,141	22,963	143,104
2028	2,410,000	1,046,115	3,456,115	120,050	19,941	139,991
2029	2,410,000	933,555	3,343,555	116,930	16,837	133,767
2030-2034	12,050,000	2,986,250	15,036,250	500,488	34,580	535,068
2035-2039	7,910,000	924,230	8,834,230	-	-	-
2040-2042	4,115,000	129,518	4,244,518	-	-	-
Totals	\$ 36,125,000	\$ 9,797,148	\$ 45,922,148	\$ 1,197,759	\$ 158,305	\$ 1,356,064

All debt is general obligation debt of the School District, which is backed by its full faith and credit, and will be repaid from general governmental revenues.

**Arbitrage** – The tax Reform Act of 1986 instituted certain arbitrage restrictions with respect to the issuance of tax-exempt bonds after August 31, 1986. Arbitrage regulations deal with the investment of all tax-exempt bond proceeds at an interest yield greater than the interest yield paid to bondholders. Generally, all interest paid to bondholders can be retroactively rendered taxable if applicable rebates are not reported and paid to the Internal Revenue Service (IRS) at least every five years. During the current year, the School District performed calculations of excess investment earnings on various bonds and financings and at June 30, 2024 does not expect to incur a liability.

**NOTE 9 – DEFINED BENEFIT PENSION PLAN**

**Plan Description** – The New Hampshire Retirement System (NHRS or the System) is a public employee retirement system that administers one cost-sharing multiple-employer defined benefit pension plan (Pension Plan), a component unit of the State of New Hampshire, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans* – an amendment of GASB Statement No. 25. The Pension Plan was established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The Pension Plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State are eligible and required to participate in the Pension Plan. The System issues a publicly available financial report that may be obtained by writing the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301.

**Benefits Provided** – Benefit formulas and eligibility requirements for the Pension Plan are set by state law (RSA 100-A). The Pension Plan is divided into two membership groups. State and local employees and teachers belong to Group I. Police and firefighters belong to Group II.

Group I benefits are provided based on creditable service and average final salary for the highest of either three or five years, depending on when service commenced.

Group II benefits are provided based on age, years of creditable service and benefit multiplier depending on vesting status as of 1/1/12. The maximum retirement allowance for Group II members vested by 1/1/12 (45 years of age with 20 years of service or age 60 regardless of years of creditable service) is the average final compensation multiplied by 2.5% multiplied by creditable service.

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For Group II members not vested by 1/1/12 the benefit is calculated the same way but the multiplier used in the calculation will change depending on age and years of creditable service as follows:

Years of Creditable Service as of 1/1/12	Minimum Age	Minimum Service	Benefit Multiplier
At least 8 but less than 10 years	46	21	2.4%
At least 6 but less than 8 years	47	22	2.3%
At least 4 but less than 6 years	48	23	2.2%
Less than 4 years	49	24	2.1%

Members of both groups may qualify for vested deferred allowances, disability allowances and death benefit allowances, subject to meeting various eligibility requirements. Benefits are based on AFC or earnable compensation and/or service.

**Contributions** – The System is financed by contributions from both the employees and the School District. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees are required to contribute 7% of earnable compensation. For fiscal year 2024, the School District contributed 18.51% for teachers and 13.27% for other employees. The contribution requirement for the fiscal year 2024 was \$2,500,211, which was paid in full.

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions** – At June 30, 2024, the School District reported a liability of \$23,745,881 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022. The School District's proportion of the net pension liability was based on a projection of the School District's long-term share of contributions to the pension plan relative to the projected contributions of all participating towns and school districts, actuarially determined. At June 30, 2023, the School District's proportion was 0.42% which was an decrease of 0.01% from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the School District recognized pension expense of \$3,073,337. At June 30, 2024, the School District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion	\$ 185,365	\$ 140,760
Net difference between projected and actual investment earnings on pension plan investments	343,406	-
Changes in assumptions	624,979	-
Differences between expected and actual experience	606,760	9,543
Contributions subsequent to the measurement date	2,500,211	-
Total	<u>\$ 4,260,721</u>	<u>\$ 150,303</u>

The \$2,500,211 reported as deferred outflows of resources related to pensions results from the School District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ending June 30,	
2024	\$ 912,571
2025	(456,788)
2026	1,214,250
2027	(59,826)
Thereafter	-
Totals	<u>\$ 1,610,207</u>

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**Actuarial Assumptions** – The collective total pension liability was determined by an actuarial performed as of June 30, 2022, rolled forward to June 30, 2023, using the following assumptions:

Inflation:	2.0% per year
Wage inflation:	2.75% per year (2.25% for Teachers)
Salary increases:	5.4% average, including inflation
Investment rate of return:	6.75% net of pension plan investment expense, including inflation

Mortality rates were based on the Pub-2010 Healthy Retiree Mortality Tables with credibility adjustments for each group (Police and Fire combined) and projected fully generational mortality improvements using Scale MP-2019.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2015 – June 30, 2019.

**Long-term Rates of Return** – The long-term expected rate of return on pension plan investment was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rate of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. Following is a table presenting target allocations and long-term rates of return for 2023:

Asset Class	Target Allocation	30 Year Geometric Return
Broad US Equity (1)	30.00%	5.40%
Global Ex-US Equity (2)	20.00%	5.65%
Total public equity	50.00%	
Real Estate Equity	10.00%	4.00%
Private Equity	10.00%	6.65%
Total private market equity	20.00%	
Private Debt	5.00%	5.05%
Core U.S. Fixed Income (3)	25.00%	2.15%
Total	100.00%	

**Discount Rate** – The discount rate used to measure the collective total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the Pension Plan's actuarial funding policy as required by RSA 100-A:16. Based on those assumptions, the Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on Pension Plan investment was applied to all periods of projected benefit payments to determine the collective total pension liability.

**Sensitivity of the School District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate** – The following table presents the School District's proportionate share of the net pension liability calculated using the discount rate of 6.75% as well as what the School District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.75%) or 1-percentage point higher (7.75%) than the current rate:

Actuarial Valuation Date	1% Decrease 5.75%	Current Single Rate Assumption 6.75%	1% Increase 7.75%
June 30, 2023	\$32,220,286	\$ 23,745,881	\$16,505,021

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**Pension Plan Fiduciary Net Position** – Detailed information about the pension plan’s fiduciary net position is available in the separately issued New Hampshire Retirement System Cost-Sharing Multiple Employer Defined Benefit Pension Plan financial report.

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

**10-A New Hampshire Retirement System (NHRS)**

**Plan Description** – The New Hampshire Retirement System (NHRS or the System) administers a cost-sharing multiple-employer other postemployment benefit plan medical subsidy healthcare plan (OPEB Plan). For additional system information, please refer to the 2023 Comprehensive Annual Financial Report, which can be found on the system’s website at [www.nhrs.org](http://www.nhrs.org).

**Benefits Provided** – Benefit amounts and eligibility requirements for the OPEB Plan are set by State law (RSA 100-A:52, RSA 100-A:52-a and RSA 100-A:52-b), and members are designated in statute by type. The four membership types are Group II, Police Officers and Firefighters; Group I, Teachers; Group I, Political Subdivision Employees; and Group I, State Employees. The OPEB Plan provides a medical insurance subsidy to qualified retired members. The medical insurance subsidy is a payment made by NHRS to the former employer or its insurance administrator toward the cost of health insurance for a qualified retiree, his/her qualified spouse, and his/her certified dependent children with a disability who are living in the household and being cared for by the retiree. If the health insurance premium amount is less than the medical subsidy amount, then only the health insurance premium amount will be paid. If the health insurance premium amount exceeds the medical subsidy amount, then the retiree or other qualified person is responsible for paying any portion that the employer does not pay.

Group I benefits are based on creditable service, age and retirement date. Group II benefits are based on hire date, age and creditable service. The OPEB plan is closed to new entrants.

Maximum medical subsidy rates paid during fiscal year 2023 were as follows:

For qualified retirees not eligible for Medicare, the amounts were \$375.56 for a single-person plan and \$751.12 for a two-person plan.

For those qualified retirees eligible for Medicare, the amounts were \$236.84 for a single-person plan and \$473.68 for a two-person plan.

**Contributions** – The OPEB Plan is funded by allocating to the 401(h) subtrust the lesser of: 25% of all employer contributions made in accordance with RSA 100-A:16 or the percentage of employer contributions determined by the actuary to be the minimum rate necessary to maintain the benefits provided under RSA 100-A:53-b, RSA 100-A:53-c, and RSA 100-A:53-d. For fiscal year 2024, the minimum rates determined by the actuary to maintain benefits were the lesser of the two options and were used to determine the employer contributions due to the 401(h) subtrust. The State Legislature has the authority to establish, amend and discontinue the contribution requirements of the OPEB Plan. Administrative costs are allocated to the OPEB Plan based on fund balances. For fiscal year 2024, the School District contributed 1.13% for teachers and 0.26% for other employees. The contribution requirement for the fiscal year 2024 was \$138,583, which was paid in full.

**OPEB Liabilities, OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB** – At June 30, 2024, the School District reported a liability of \$1,424,552 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2023, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2022. The School District’s proportion of the net OPEB liability was based on a projection of the School District’s long-term share of contributions to the OPEB plan relative to the projected contributions of all participating towns and school districts, actuarially determined. At June 30, 2023, the School District’s proportion was 0.42% which was the same as its proportion measured as of June 30, 2022.



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For the year ended June 30, 2024, the School District recognized OPEB expense of \$12,951. At June 30, 2024, the School District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources
Net difference between projected and actual investment earnings on OPEB plan investments	\$ 1,712
Contributions subsequent to the measurement date	138,583
Total	<u>\$ 140,295</u>

The \$138,583 reported as deferred outflows of resources related to OPEB results from the School District contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ending June 30,	
2024	\$ (283)
2025	(2,163)
2026	4,628
2027	(470)
Thereafter	-
Totals	<u>\$ 1,712</u>

**Actuarial Assumptions** – The total OPEB liability in this report is based on an actuarial valuation performed as of June 30, 2022 and a measurement date of June 30, 2023. The total OPEB liability was determined using the following actuarial assumptions applied to all periods included in the measurement, unless otherwise specified:

Price inflation:	2.0% per year
Wage inflation:	2.75% per year (2.25% for Teachers)
Salary increases:	5.4% average, including inflation
Investment rate of return:	6.75% net of OPEB plan investment expense, including inflation

Mortality rates were based on the Pub-2010 Healthy Retiree Mortality Tables with credibility adjustments for each group (Police and Fire combined) and projected fully generational mortality improvements using Scale MP-2019.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2015 – June 30, 2019.

**Long-term Rates of Return** – The long-term expected rate of return on OPEB plan investment was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rate of return net of investment expenses by the target asset allocation percentage and by adding expected inflation.

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Following is a table presenting target allocations and long-term rates of return for 2023:

Asset Class	Target Allocation	30 Year Geometric Return
Broad US Equity (1)	30.00%	5.40%
Global Ex-US Equity (2)	20.00%	5.65%
Total public equity	50.00%	
Real Estate Equity	10.00%	4.40%
Private Equity	10.00%	6.65%
Total private market equity	20.00%	
Private Debt	5.00%	5.05%
Core U.S. Fixed Income (3)	25.00%	2.15%
Total	100.00%	

**Discount Rate** – The discount rate used to measure the total OPEB liability as of June 30, 2023 was 6.75%. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made under the current statute RSA 100-A:16 and that plan member contributions will be made under RSA 100-A:16. Based on those assumptions, the OPEB Plan’s fiduciary net position was projected to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB Plan investments was applied to all periods of projected benefit payments to determine the collective total OPEB liability.

**Sensitivity of the School District’s Proportionate Share of the OPEB Liability to Changes in the Discount Rate** – The following table presents the School District’s proportionate share of the OPEB liability calculated using the discount rate of 6.75% as well as what the School District’s proportionate share of the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.75%) or 1-percentage point higher (7.75%) than the current rate:

Actuarial Valuation Date	1% Decrease 5.75%	Current Single Rate Assumption 6.75%	1% Increase 7.75%
June 30, 2023	\$ 1,547,204	\$ 1,424,552	\$ 1,317,542

**Sensitivity of the School District’s Proportionate Share of the OPEB Liability to Changes in the Healthcare Cost Trend Rate** – GASB No. 75 requires the sensitivity of the Net OPEB liability to the healthcare cost trend assumption. Since the medical subsidy benefits are a fixed stipend, there is no sensitivity to the change in the healthcare cost trend assumption.

**OPEB Plan Fiduciary Net Position** – Detailed information about the OPEB plan’s fiduciary net position is available in the separately issued New Hampshire Retirement System Cost-Sharing Multiple Employer Defined Benefit OPEB Plan financial report.

#### **10-B Retiree Health Benefit Program**

**Plan Description** – GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, requires governments to account for other postemployment benefits (OPEB) on an accrual basis, rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially determined expense on the Statement of Activities when a future retiree earns their postemployment benefits, rather than when they use their postemployment benefit. The postemployment benefit liability is recognized on the Statement of Net Position over time. The School District OPEB plan is not administered through a trust that meets the criteria of paragraph 4 of GASB Statement No. 75.

The total OPEB liability is based on the School District offering retirees postemployment healthcare insurance governed by RSA 100-A:50. The retirees pay 100% of the premium cost to participate and are included in the same pool as the active members. The inclusion of the retirees in the same pool effects the insurance rates of the active employees as the rates for the retirees are assumed to be higher due to the age consideration, thereby creating an implicit rate subsidy.

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**Funding Policy** – The School District’s funding policy for the implicit rate subsidy is a pay-as-you-go basis. **Benefits Provided** – The School District provides postemployment healthcare benefits for certain eligible retirees. The School District provides medical benefits to its eligible retirees.

**Employees Covered by Benefit Terms** – At July 1, 2023, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	81
Active employees	280
Total participants covered by OPEB plan	<u>361</u>

**Total OPEB Liability** – The School District’s total OPEB liability of \$2,207,938 was measured as of June 30, 2024, and was determined by an actuarial valuation as of July 1, 2023. The School District contracts with an outside actuary to complete the actuarial valuation and schedule of changes in the total OPEB liability. Detailed information can be found in the separately issued report through request of the School District business office.

**Actuarial Assumptions and Other Inputs** – The total OPEB liability was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	4.21%
Healthcare Cost Trend Rates:	
Current Year Trend	8.00%
Second Year Trend	7.50%
Decrement	0.50%
Ultimate Trend	4.50%
Year Ultimate Trend is Reached	2032
Salary Increases	2.75%

The discount rate was based on a yield for 20-year tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher as of June 30, 2024.

Mortality rates were based on the following:

- General (administrative and support staff) participants: SOA Pub-2010 General Headcount Weighted Mortality Table fully generational using Scale MP-2021.
- Teacher participants: SOA Pub-2010 Teacher Headcount Weighted Mortality Table fully generational using Scale MP-2021.
- Surviving Spouses: SOA Pub-2010 Continuing Survivor Headcount Weighted Mortality Table fully generational using Scale MP-2021.

**Changes in the Total OPEB Liability**

	June 30,	
	2023	2024
Total OPEB liability, beginning of year	\$ 2,540,600	\$ 2,442,990
Changes for the year:		
Service cost	119,775	119,602
Interest	104,063	102,338
Assumption changes and difference between actual and expected experience	(87,008)	(285,914)
Benefit payments	(234,440)	(171,078)
Total OPEB liability, end of year	<u>\$ 2,442,990</u>	<u>\$ 2,207,938</u>

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**Sensitivity of the School District's OPEB Liability to Changes in the Discount Rate** – The July 1, 2023 actuarial valuation was prepared using a discount rate of 4.21%. If the discount rate were 1% higher than what was used the OPEB liability would decrease to \$2,063,851 or by 6.5%. If the discount rate were 1% lower than what was used the OPEB liability would increase to \$2,359,060 or by 6.8%.

	Discount Rate		
	1% Decrease	Baseline 4.21%	1% Increase
Total OPEB Liability	<u>\$2,359,060</u>	<u>\$ 2,207,938</u>	<u>\$2,063,851</u>

**Sensitivity of the School District's OPEB Liability to Changes in the Healthcare Cost Trend Rates** – The July 1, 2023 actuarial valuation was prepared using an initial trend rate of 8.00%. If the trend rate were 1% higher than what was used the OPEB liability would increase to \$2,448,923 or by 10.9%. If the trend rate were 1% lower than what was used the OPEB liability would decrease to \$2,007,294 or by 9.1%.

	Healthcare Cost Trend Rates		
	1% Decrease	Baseline 8.00%	1% Increase
Total OPEB Liability	<u>\$2,007,294</u>	<u>\$ 2,207,938</u>	<u>\$2,448,923</u>

**OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB** – For the year ended June 30, 2024, the School District recognized OPEB expense of \$228,929. At June 30, 2024, the School District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	\$ 220,542	\$ 265,532
Differences between expected and actual experience	246,349	443,637
Total	<u>\$ 466,891</u>	<u>\$ 709,169</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ending June 30,	
2025	\$ 6,989
2026	6,991
2027	(27,058)
2028	(26,236)
2029	(60,652)
Thereafter	<u>(142,312)</u>
Totals	<u>\$ (242,278)</u>

**NOTE 11 – COMMITMENTS**

The School District entered into several construction contracts during the fiscal year for building improvements, and other capital projects. As of June 30, 2024, the School District had outstanding construction contracts totaling \$34,690 that will be financed from bond proceeds.

Construction commitments and other significant commitments are as follows:

	Construction Commitments	Total Costs as of June 30, 2024	Balance to Complete
Pelham Memorial School construction/renovations:			
Project design and engineering	\$ 446,708	\$ 446,708	\$ -
Construction	1,585,114	1,550,424	34,690
Total	<u>\$ 2,031,822</u>	<u>\$ 1,997,132</u>	<u>\$ 34,690</u>

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

**NOTE 12 - ENCUMBRANCES**

Encumbrances outstanding in the general fund at June 30, 2024 are as follows:

Current:		
Instruction:		
Regular programs	\$	41,430
Special programs		49,669
Vocational programs		53,983
Other programs		10,170
Total instruction		<u>155,252</u>
Support services:		
Student		30,002
Instructional staff		2,085
Executive administration		3,101
School administration		5,067
Business		6,700
Operation and maintenance of plant		531,342
Student transportation		180,368
Other		17,095
Total support services		<u>775,760</u>
Total encumbrances	\$	<u><u>931,012</u></u>

**NOTE 13 – GOVERNMENTAL ACTIVITIES AND FIDUCIARY FUNDS NET POSITION**

Net position reported on the government-wide and fiduciary fund Statements of Net Position at June 30, 2024 include the following:

	Governmental Activities	Fiduciary Fund
Net investment in capital assets:		
Net book value of all capital assets	\$ 66,184,768	\$ -
Less:		
General obligation bonds/notes payable	(37,322,759)	-
Unamortized bond premiums	(5,067,647)	-
Amount of debt related to unspent proceeds	166,578	-
Total net investment in capital assets	<u>23,960,940</u>	<u>-</u>
Restricted net position:		
Food service	88,497	-
Capital project	805,140	-
Private purpose trust	-	2,649
Total restricted net position	<u>893,637</u>	<u>2,649</u>
Unrestricted	(20,888,113)	-
Total net position	<u><u>\$ 3,966,464</u></u>	<u><u>\$ 2,649</u></u>

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

**NOTE 14 – GOVERNMENTAL FUND BALANCES**

Governmental fund balances at June 30, 2024 consist of the following:

	General Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Nonspendable:</b>				
Prepaid items	\$ 162,256	\$ -	\$ -	\$ 162,256
<b>Restricted:</b>				
Capital project	-	805,140	-	805,140
Food service	-	-	88,497	88,497
Total restricted fund balance	-	805,140	88,497	893,637
<b>Committed:</b>				
Expendable trust	709,999	-	-	709,999
<b>Assigned:</b>				
Encumbrances	931,012	-	-	931,012
Student activities - student related	-	-	265,017	265,017
Total assigned fund balance	931,012	-	265,017	1,196,029
<b>Unassigned</b>	1,891,443	-	-	1,891,443
Total governmental fund balances	\$ 3,694,710	\$ 805,140	\$ 353,514	\$ 4,853,364

**NOTE 15 – RISK MANAGEMENT**

The School District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. During fiscal year 2024, the School District was a member of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) Workers' Compensation and Property/Liability Programs.

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) Workers' Compensation and Property/Liability Programs are pooled risk management programs under RSAs 5-B and 281-A. Coverage was provided from July 1, 2023 to June 30, 2024 by Primex<sup>3</sup>, which retained \$2,000,000 of each workers' compensation loss, \$500,000 of each liability loss, and for each property loss it is based upon the District's property schedule on file with Primex<sup>3</sup>. The Board has decided to self-insure the aggregate exposure and has allocated funds based on actuarial analysis for that purpose. The workers' compensation section of the self-insurance membership agreement permits Primex<sup>3</sup> to make additional assessments to members should there be a deficiency in contributions for any member year, not to exceed the member's annual contribution. GASB Statement No. 10 requires members of a pool with a sharing risk to disclose if such an assessment is probable, and a reasonable estimate of the amount, if any. In fiscal year 2023-24 the School District paid \$85,451 and \$70,423, respectively, to Primex<sup>3</sup> for Workers' Compensation and Property/Liability coverage. At this time, Primex<sup>3</sup> foresees no likelihood of any additional assessment for this or any prior year.

The School District continues to carry commercial insurance for all other risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**NOTE 16 – CONTINGENT LIABILITIES**

There are various claims and suits pending against the School District which arose in the normal course of the School District's activities. Although the outcome of these lawsuits is not presently determinable, in the opinion of the School District's legal counsel, the resolution of these matters will not have a material adverse effect on the financial condition of the Pelham School District.

The School District has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could result in a request for reimbursement from the grantor agency for costs disallowed under terms of the grant. Based on prior experience, the School District believes such disallowances, if any, will be immaterial.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

**NOTE 17 – SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the balance sheet date, but before the financial statements are issued. Recognized subsequent events are events or transactions that provided additional evidence about conditions that existed at the balance sheet date, including the estimates inherent in the process of preparing the financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the balance sheet date but arose after the date. Management has evaluated subsequent events through January 7, 2025, the date the June 30, 2024 financial statements were available to be issued, and noted no events occurred that require recognition or disclosure.

***REQUIRED SUPPLEMENTARY INFORMATION***



**EXHIBIT F**  
**PELHAM SCHOOL DISTRICT**  
*Schedule of the School District's Proportionate Share of Net Pension Liability*  
*New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan*  
*For the Fiscal Year Ended June 30, 2024*

**Unaudited**

Fiscal year-end	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024
Measurement date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
School District's:										
Proportion of the net pension liability	0.37%	0.38%	0.38%	0.39%	0.42%	0.41%	0.42%	0.43%	0.43%	0.42%
Proportionate share of the net pension liability	\$ 14,061,131	\$ 14,937,721	\$ 20,115,897	\$ 18,956,263	\$ 19,986,959	\$ 19,836,752	\$ 27,132,032	\$ 18,971,289	\$ 24,460,467	\$ 23,745,881
Covered payroll	\$ 10,418,741	\$ 10,751,805	\$ 10,819,430	\$ 11,716,086	\$ 11,977,651	\$ 12,449,823	\$ 12,449,823	\$ 12,953,948	\$ 13,328,712	\$ 13,667,349
Proportionate share of the net pension liability as a percentage of its covered payroll	134.96%	138.93%	185.92%	161.80%	166.87%	159.33%	217.93%	146.45%	183.52%	173.74%
Plan fiduciary net position as a percentage of the total pension liability	59.81%	65.47%	58.30%	62.66%	64.73%	65.59%	58.72%	72.22%	65.12%	67.18%

**EXHIBIT G**  
**PELHAM SCHOOL DISTRICT**  
*Schedule of School District Contributions - Pensions*  
**New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan**  
**For the Fiscal Year Ended June 30, 2024**

*Unaudited*

Fiscal year-end	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024
Measurement date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
Contractually required contribution	\$ 1,215,306	\$ 1,265,024	\$ 1,354,575	\$ 1,412,060	\$ 1,754,369	\$ 1,794,100	\$ 1,884,444	\$ 2,469,081	\$ 2,531,843	\$ 2,500,211
Contributions in relation to the contractually required contributions	(1,215,306)	(1,265,024)	(1,354,575)	(1,412,060)	(1,754,369)	(1,794,100)	(1,884,444)	(2,469,081)	(2,531,843)	(2,500,211)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School District's covered payroll	\$ 10,418,741	\$ 10,751,805	\$ 10,819,430	\$ 11,716,086	\$ 11,977,651	\$ 12,449,823	\$ 12,953,948	\$ 13,328,712	\$ 13,667,349	\$ 14,230,370
Contributions as a percentage of covered payroll	11.66%	11.77%	12.52%	12.05%	14.65%	14.41%	14.55%	18.52%	18.52%	17.57%

**PELHAM SCHOOL DISTRICT**  
**NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION –**  
**PENSION LIABILITY**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

***Schedule of the School District's Proportionate Share of Net Pension Liability and  
Schedule of School District Contributions – Pensions***

***Changes in Benefit Terms*** – There were no changes in benefit terms for the current period.

***Changes in Assumptions*** – There were no changes in assumptions for the current period.

***Methods and Assumptions Used to Determine Contribution Rates*** – A full list of the methods and assumptions used to determine the contribution rates can be found in the most recent actuarial valuation report. This report can be located at [www.nhrs.org](http://www.nhrs.org).

As required by GASB Statement No. 68, and as amended by GASB Statement No. 71, Exhibits F and G represent the actuarial determined costs associated with the School District's pension plan at June 30, 2024. These schedules are presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

**EXHIBIT H**  
**PELHAM SCHOOL DISTRICT**  
*Schedule of the School District's Proportionate Share of the Net Other Postemployment Benefits Liability*  
*New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan*  
*For the Fiscal Year Ended June 30, 2024*

**Unaudited**

Fiscal year-end	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024
Measurement date	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
School District's proportion of the net OPEB liability	0.48%	0.49%	0.38%	0.38%	0.42%	0.42%	0.42%	0.42%
School District's proportionate share of the net OPEB liability (asset)	\$ 2,319,087	\$ 2,246,337	\$ 1,747,895	\$ 1,665,188	\$ 1,826,872	\$ 1,683,006	\$ 1,596,705	\$ 1,424,552
School District's covered payroll	\$ 10,819,430	\$ 11,716,086	\$ 11,977,651	\$ 12,449,823	\$ 12,449,823	\$ 12,953,948	\$ 13,328,712	\$ 13,667,350
School District's proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll	21.43%	19.17%	14.59%	13.38%	14.67%	12.99%	11.98%	10.42%
Plan fiduciary net position as a percentage of the total OPEB liability	5.21%	7.91%	7.53%	7.75%	7.74%	11.06%	10.64%	12.80%

**EXHIBIT I**  
**PELHAM SCHOOL DISTRICT**  
*Schedule of School District Contributions - Other Postemployment Benefits*  
*New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan*  
*For the Fiscal Year Ended June 30, 2024*

*Unaudited*

Fiscal year-end	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024
Measurement date	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
Contractually required contribution	\$ 278,355	\$ 291,187	\$ 168,866	\$ 173,336	\$ 193,732	\$ 177,925	\$ 182,452	\$ 138,583
Contributions in relation to the contractually required contribution	(278,355)	(291,187)	(168,866)	(173,336)	(193,732)	(177,925)	(182,452)	(138,583)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School District's covered payroll	\$ 10,819,430	\$ 11,716,086	\$ 11,977,651	\$ 12,449,823	\$ 12,953,948	\$ 13,328,712	\$ 13,667,349	\$ 14,230,370
Contributions as a percentage of covered payroll	2.57%	2.49%	1.41%	1.39%	1.50%	1.33%	1.33%	0.97%

**EXHIBIT J**  
**PELHAM SCHOOL DISTRICT**  
*Schedule of Changes in the School District's Total Other Postemployment Benefits Liability and Related Ratios*  
*For the Fiscal Year Ended June 30, 2024*  
**Unaudited**

	June 30,						
	2018	2019	2020	2021	2022	2023	2024
OPEB liability, beginning of year	\$ 1,948,233	\$ 2,304,157	\$ 2,361,868	\$ 2,769,194	\$ 2,810,345	\$ 2,540,600	\$ 2,442,990
Changes for the year:							
Service cost	120,793	117,868	126,853	132,213	145,123	119,775	119,602
Interest	71,538	90,976	85,360	73,991	62,241	104,063	102,338
Assumption changes and difference between actual and expected experience	306,353	(7,928)	309,703	76,112	(249,051)	(87,008)	(285,914)
Benefit payments	(142,760)	(143,835)	(114,590)	(241,165)	(228,058)	(234,440)	(171,078)
OPEB liability, end of year	<u>\$ 2,304,157</u>	<u>\$ 2,361,238</u>	<u>\$ 2,769,194</u>	<u>\$ 2,810,345</u>	<u>\$ 2,540,600</u>	<u>\$ 2,442,990</u>	<u>\$ 2,207,938</u>
Covered payroll	<u>\$ 12,171,447</u>	<u>\$ 13,930,110</u>	<u>\$ 13,245,037</u>	<u>\$ 13,536,275</u>	<u>\$ 17,198,072</u>	<u>\$ 17,405,951</u>	<u>\$ 16,247,422</u>
Total OPEB liability as a percentage of covered payroll	18.93%	16.95%	20.91%	20.76%	14.77%	14.04%	13.59%

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION –**  
**OTHER POSTEMPLOYMENT BENEFITS LIABILITY**  
**FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2024**

***Schedule of the School District's Proportionate Share of Net Other Postemployment Benefits Liability and Schedule of School District Contributions – Other Postemployment Benefits***

***Changes in Benefit Terms*** – There were no changes in benefit terms for the current period.

***Changes in Assumptions*** – There were no changes in assumptions for the current period.

***Methods and Assumptions Used to Determine Contribution Rates*** – A full list of the methods and assumptions used to determine the contribution rates can be found in the most recent actuarial valuation report. This report can be located at [www.nhrs.org](http://www.nhrs.org).

As required by GASB Statement No. 75, Exhibits H and I represent the actuarial determined costs associated with the School District's other postemployment benefits at June 30, 2024. These schedules are presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

***Schedule of Changes in School District's Total Other Postemployment Benefits Liability and Related Ratios***

***Changes in Benefit Terms*** – The discount rate has been updated based on the yield for 20-year tax-exempt general obligation municipal bonds as of June 30, 2024 (measurement date).

***Changes in Assumptions*** – Healthcare trend rates were reset to an initial rate of 8% decreasing annually by 0.50% to an ultimate rate of 4.50% according to the schedule in the Health Care Trend Rates section of the Actuarial Methods and Assumptions. The impact of this change is an increase in liabilities.

As required by GASB Statement No. 75, Exhibit J represents the actuarial determined costs associated with the School District's other postemployment benefits at June 30, 2024. The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

***COMBINING AND INDIVIDUAL FUND SCHEDULES***

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**SCHEDULE 1**  
**PELHAM SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)*  
*For the Fiscal Year Ended June 30, 2024*

	Estimated	Actual	Variance Positive (Negative)
School district assessment:			
Current appropriation	\$ 28,462,938	\$ 28,462,938	\$ -
Other local sources:			
Tuition	40,000	49,555	9,555
Investment earnings	1,000	940	(60)
Miscellaneous	15,001	116,076	101,075
Total from other local sources	56,001	166,571	110,570
State sources:			
Adequacy aid (grant)	3,907,137	3,907,136	(1)
Adequacy aid (tax)	3,704,981	3,704,981	-
Catastrophic aid	283,898	451,985	168,087
Vocational aid	15,000	20,188	5,188
Other state aid	947	42,757	41,810
Total from state sources	7,911,963	8,127,047	215,084
Federal sources:			
Medicaid	5,000	1,659	(3,341)
Total revenues	36,435,902	\$ 36,758,215	\$ 322,313
Use of fund balance to reduce school district assessment	2,667,475		
Total revenues and use of fund balance	\$ 39,103,377		

**SCHEDULE 2**  
**PELHAM SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Appropriations, Expenditures, and Encumbrances (Non-GAAP Budgetary Basis)*  
*For the Fiscal Year Ended June 30, 2024*

	Encumbered from Prior Year	Appropriations	Expenditures	Encumbered to Subsequent Year	Variance Positive (Negative)
Current:					
Instruction:					
Regular programs	\$ 64,999	\$ 13,012,235	\$ 12,519,127	\$ 41,430	\$ 516,677
Special programs	49,701	6,419,999	5,587,219	49,669	832,812
Vocational programs	37,910	113,671	91,372	53,983	6,226
Other programs	9,439	728,899	662,784	10,170	65,384
Non-public programs	-	15,131	-	-	15,131
Total instruction	<u>162,049</u>	<u>20,289,935</u>	<u>18,860,502</u>	<u>155,252</u>	<u>1,436,230</u>
Support services:					
Student	24,158	3,367,738	3,245,555	30,002	116,339
Instructional staff	20,410	1,060,986	951,200	2,085	128,111
General administration	-	92,647	108,392	-	(15,745)
Executive administration	6,315	1,061,800	806,993	3,101	258,021
School administration	5,102	2,018,270	1,969,081	5,067	49,224
Business	1,758	476,976	480,434	6,700	(8,400)
Operation and maintenance of plant	377,649	3,104,972	3,113,727	531,342	(162,448)
Student transportation	756	2,117,105	2,196,925	180,368	(259,432)
Other	80,433	1,428,031	1,398,834	17,095	92,535
Total support services	<u>516,581</u>	<u>14,728,525</u>	<u>14,271,141</u>	<u>775,760</u>	<u>198,205</u>
Debt service:					
Principal of long-term debt	-	2,415,000	2,415,000	-	-
Interest on long-term debt	-	1,491,308	1,491,308	-	-
Total debt service	<u>-</u>	<u>3,906,308</u>	<u>3,906,308</u>	<u>-</u>	<u>-</u>
Facilities acquisition and construction	-	178,609	178,605	-	4
Total appropriations, expenditures, and encumbrances	<u>\$ 678,630</u>	<u>\$ 39,103,377</u>	<u>\$ 37,216,556</u>	<u>\$ 931,012</u>	<u>\$ 1,634,439</u>

See Independent Auditor's Report.

**SCHEDULE 3**  
**PELHAM SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Changes in Unassigned Fund Balance (Non-GAAP Budgetary Basis)*  
*For the Fiscal Year Ended June 30, 2024*

Unassigned fund balance, beginning		\$ 2,667,472
Changes:		
Unassigned fund balance used to reduce school district assessment		(2,667,475)
2023-2024 Budget summary:		
Revenue surplus (Schedule 1)	\$ 322,313	
Unexpended balance of appropriations (Schedule 2)	<u>1,634,439</u>	
2023-2024 Budget surplus		1,956,752
Increase in nonspendable fund balance		<u>(65,306)</u>
Unassigned fund balance, ending		<u><u>\$ 1,891,443</u></u>

**SCHEDULE 4**  
**PELHAM SCHOOL DISTRICT**  
*Nonmajor Governmental Funds*  
**Combining Balance Sheet**  
**June 30, 2024**

	Special Revenue Funds			
	Grants	Food Service	Student Activity	Total
<b>ASSETS</b>				
Cash and cash equivalents	\$ 17,247	\$ 92,734	\$ 265,017	\$ 374,998
Intergovernmental receivable	83,448	29,110	-	112,558
Total assets	<u>\$ 100,695</u>	<u>\$ 121,844</u>	<u>\$ 265,017</u>	<u>\$ 487,556</u>
<b>LIABILITIES</b>				
Accounts payable	\$ -	\$ 20,822	\$ -	\$ 20,822
Interfund payable	83,448	-	-	83,448
Total liabilities	<u>83,448</u>	<u>20,822</u>	<u>-</u>	<u>104,270</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue - grants received in advance	<u>17,247</u>	<u>12,525</u>	<u>-</u>	<u>29,772</u>
<b>FUND BALANCES</b>				
Restricted	-	88,497	-	88,497
Assigned	-	-	265,017	265,017
Total fund balances	<u>-</u>	<u>88,497</u>	<u>265,017</u>	<u>353,514</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 100,695</u>	<u>\$ 121,844</u>	<u>\$ 265,017</u>	<u>\$ 487,556</u>

**SCHEDULE 5**  
**PELHAM SCHOOL DISTRICT**  
**Nonmajor Governmental Funds**  
*Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances*  
*For the Fiscal Year Ended June 30, 2024*

	Special Revenue Funds			Total
	Grants	Food Service	Student Activity	
<b>REVENUES</b>				
Other local	\$ 125,382	\$ 590,980	\$ 247,457	\$ 963,819
State	-	10,347	-	10,347
Federal	788,054	294,148	-	1,082,202
Total revenues	<u>913,436</u>	<u>895,475</u>	<u>247,457</u>	<u>2,056,368</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	602,799	-	249,623	852,422
Support services:				
Instructional staff	285,979	-	3,540	289,519
Operation and maintenance of plant	967	-	-	967
Other	23,691	-	-	23,691
Noninstructional services	-	929,895	-	929,895
Total expenditures	<u>913,436</u>	<u>929,895</u>	<u>253,163</u>	<u>2,096,494</u>
Net change in fund balances	-	(34,420)	(5,706)	(40,126)
Fund balances, beginning	-	122,917	270,723	393,640
Fund balances, ending	<u>\$ -</u>	<u>\$ 88,497</u>	<u>\$ 265,017</u>	<u>\$ 353,514</u>

See Independent Auditor's Report.

**SCHEDULE 6**  
**PELHAM SCHOOL DISTRICT**  
*Student Activity Funds*  
**Combining Balance Sheet**  
**June 30, 2024**

	Student Activity Funds				Total
	High School	High School Principal	Memorial School	Elementary School	
<b>ASSETS</b>					
Cash and cash equivalents	\$ 215,021	\$ -	\$ 20,271	\$ 29,725	\$ 265,017
<b>FUND BALANCES</b>					
Assigned	\$ 215,021	\$ -	\$ 20,271	\$ 29,725	\$ 265,017

See Independent Auditor's Report

**SCHEDULE 7**  
**PELHAM SCHOOL DISTRICT**  
**Student Activity Funds**  
**Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Fiscal Year Ended June 30, 2024**

	Student Activity Funds				Total
	High School	High School Principal	Memorial School	Elementary School	
<b>REVENUES</b>					
Other local	\$ 131,089	\$ 338	\$ 89,426	\$ 26,604	\$ 247,457
<b>EXPENDITURES</b>					
Current:					
Instruction	135,500	-	86,403	27,720	249,623
Support services:					
Instructional staff	-	3,540	-	-	3,540
Total expenditures	135,500	3,540	86,403	27,720	253,163
Net change in fund balances	(4,411)	(3,202)	3,023	(1,116)	(5,706)
Fund balances, beginning	219,432	3,202	17,248	30,841	270,723
Fund balances, ending	\$ 215,021	\$ -	\$ 20,271	\$ 29,725	\$ 265,017

See Independent Auditor's Report.

***INDEPENDENT AUDITOR'S REPORTS AND  
SINGLE AUDIT ACT SCHEDULES***

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## **PLODZIK & SANDERSON**

*Professional Association/Certified Public Accountants*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

### ***REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS***

#### **Independent Auditor's Report**

To the Members of the School Board  
Pelham School District  
Pelham, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Pelham School District as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Pelham School District's basic financial statements, and have issued our report thereon dated January 7, 2025.

#### ***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Pelham School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Pelham School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Pelham School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

#### ***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Pelham School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

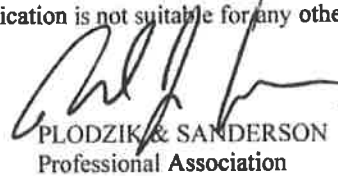
***Pelham School District***

***Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards***

***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Pelham School District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Pelham School District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

January 7, 2025  
Concord, New Hampshire



PLODZIK & SANDERSON  
Professional Association



## **PLODZIK & SANDERSON**

*Professional Association/Certified Public Accountants*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

### ***REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE***

#### **Independent Auditor's Report**

To the Members of the School Board  
Pelham School District  
Pelham, New Hampshire

#### **Report on Compliance for Each Major Federal Program**

##### ***Opinion on Each Major Federal Program***

We have audited the Pelham School District's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Pelham School District's major federal programs for the year ended June 30, 2024. The Pelham School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Pelham School District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

##### ***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Pelham School District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Pelham School District's compliance with the compliance requirements referred to above.

##### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Pelham School District's federal programs.

##### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Pelham School District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for

***Pelham School District  
Report on Compliance for Each Major Federal Program and Report on Internal Control Over  
Compliance Required by the Uniform Guidance***

that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Pelham School District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Pelham School District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Pelham School District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Pelham School District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

***Report on Internal Control Over Compliance***

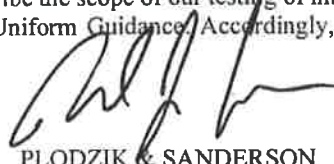
A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

January 7, 2025  
Concord, New Hampshire



PLODZIK & SANDERSON  
Professional Association

**SCHEDULE I**  
**PELHAM SCHOOL DISTRICT**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended June 30, 2024**

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**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

***Financial Statements***

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:  
Unmodified opinions on governmental activities, each major fund, and aggregate remaining fund information.

---

Internal control over financial reporting:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified? ☐ yes ☒ none reported
- Noncompliance material to financial statements noted? ☐ yes ☒ no

***Federal Awards***

Internal control over major programs:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified? ☐ yes ☒ none reported

Type of auditor's report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in  
accordance with 2 CFR 200.516(a)? ☐ yes ☒ no

Identification of major federal programs:

<u>Assistance Listing Numbers</u>	<u>Name of Federal Program or Cluster</u>
84.027/84.027X/84.173	Special Education Cluster

Dollar threshold used to distinguish between type A and  
type B programs: \$750,000

Auditee qualified as low-risk auditee? ☒ yes ☐ no

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**NONE**

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**NONE**

**SCHEDULE II**  
**Pelham School District**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended June 30, 2024**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Federal Expenditures
<b>U.S. DEPARTMENT OF AGRICULTURE</b>				
Passed Through the State of New Hampshire Department of Education				
<b>CHILD NUTRITION CLUSTER</b>				
School Breakfast Program	10.553	N/A	\$ -	\$ 19,319
National School Lunch Program	10.555	N/A	-	201,136
COVID-19 - National School Lunch Program	10.555	N/A	-	73,693
<b>CLUSTER TOTAL</b>			-	<b>294,148</b>
<b>U.S. DEPARTMENT OF EDUCATION</b>				
Passed Through the State of New Hampshire Department of Education				
<b>Title I Grants to Local Educational Agencies:</b>				
Title I	84.010	20230421	-	14,659
Title I	84.010	20240284	-	107,849
<b>PROGRAM TOTAL</b>			-	<b>122,508</b>
<b>SPECIAL EDUCATION CLUSTER</b>				
<b>Special Education Grants to States:</b>				
IDEA	84.027	20220261	-	27,299
IDEA	84.027	20230181	-	85,606
IDEA	84.027	20240066	-	310,521
COVID-19 - ARP - IDEA	84.027X	20220423	-	42,140
<b>Special Education Preschool Grants:</b>				
Preschool	84.173	20230181	-	8,570
Preschool	84.173	20240066	-	2,333
<b>CLUSTER TOTAL</b>			-	<b>476,469</b>
<b>Supporting Effective Instruction State Grants:</b>				
Title II	84.367	20220849	-	6,861
Title II	84.367	20230794	-	42,401
Title II	84.367	20240814	-	9,163
<b>PROGRAM TOTAL</b>			-	<b>58,425</b>
<b>Student Support and Academic Enrichment Program:</b>				
Title IV	84.424	20220897	-	16,436
Title IV	84.424	20230756	-	17,940
Title IV	84.424	20240848	-	6,700
<b>PROGRAM TOTAL</b>			-	<b>41,076</b>
<b>COVID-19 - Education Stabilization Fund:</b>				
ESSER II	84.425D	20211428	-	16,509
ESSER III	84.425U	20220370	-	46,006
ARP - Learning into Literacy Resource Grant	84.425U	20231253	-	3,984
<b>PROGRAM TOTAL</b>			-	<b>66,499</b>
Passed Through the Goffstown School District, New Hampshire				
<b>English Language Acquisition State Grants:</b>				
Title III	84.365	20230682	-	1,592
<b>PROGRAM TOTAL</b>			-	<b>1,592</b>
<b>Total Expenditures of Federal Awards</b>			<b>\$ -</b>	<b>\$ 1,060,717</b>

The Notes to the Schedule of Expenditures of Federal Awards is an integral part of this schedule.

**PELHAM SCHOOL DISTRICT**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

***Note 1. Basis of Presentation***

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of the Pelham School District under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Pelham School District, it is not intended to and does not present the financial position and changes in net position and fund balance of the Pelham School District.

***Note 2. Summary of Significant Accounting Policies***

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

***Note 3. Indirect Cost Rate***

The Pelham School District has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

***Note 4. Food Donation***

Nonmonetary assistance is reported in the Schedule at the fair market value of the commodities on the date received. For the fiscal year ended June 30, 2024, the value of food donations received was \$61,676.

**PELHAM SCHOOL DISTRICT  
SCHOOL BOARD MEETING DATE 01.22.2025**

**AGENDA ITEM: PreK Tuition Rates for FY26**

**ACTION**   X   **PRESENTATION**      **INFORMATION**             
=====

**BACKGROUND:**

Each year, we review the rate to be charged for Pre-Kindergarten tuition for students enrolled, as typical peers, in our 3-day and our 5-day programs.

For School Year 2024-2025:

- the tuition rate is \$150/month for the 3-day program, following a \$20/month increase this year
  
- the tuition rate is \$180/month for the 5-day program, following a \$30/month increase this year.

We have reviewed area rates and have found that we are still behind our area districts. We are proposing an increase of \$30/month for each program. With approval the new rates for FY2026 would be: 3-day program \$180 and 5-day program \$210.

The current area rates are as follows:

**PreK Rates            2024-2025**

<b>(rate/month)</b>	<b>2 days</b>	<b>3 days</b>	<b>4 days</b>	<b>5 days</b>
Bedford	\$145	\$180	\$215	\$250
Goffstown		\$195	\$260	
Hudson	\$120		\$240	
Litchfield	\$125	\$165		
Londonderry	\$150	\$180	\$200	
Pelham		\$150		\$180
Salem		\$200		
Windham	\$150		\$300	
Average:	\$138	\$178	\$243	-

**FISCAL IMPLICATIONS:** Estimate of \$12,000 additional revenue for FY26

**RECOMMENDATION:**

I make a motion to increase the Pre-Kindergarten monthly rate by \$30 per student for the 2025-2026 School Year.

Presented by: Deb Mahoney, BA and Chip McGee, Superintendent



# PELHAM SCHOOL DISTRICT

## DRAFT 2025-26 School Calendar DRAFT

July						
Su	M	T	W	Th	F	Sa
			1	2	3 4 H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	School Days:					4

September						
Su	M	T	W	Th	F	Sa
	1 H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 ER	25	26	27
28	29	30				
School Days:						21

October						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13 H	14	15	16	17	18
19	20	21	22 ER	23	24	25
26	27	28	29	30	31	
School Days:						22

November						
Su	M	T	W	Th	F	Sa
						1
2	3 Q2	4 W	5	6	7	8
9	10	11 H	12	13	14	15
16	17	18	19	20	21	22
23	24 T2	25	26 W	27 H	28 H	29
30	School Days:					15

December						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10 ER	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 H	26 H	27
28	29	30	31			
School Days:						17

January						
Su	M	T	W	Th	F	Sa
				1 H	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 H	20 S2	21	22	23	24
25	26	27	28	29	30	31
School Days:						19

February						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11 ER	12	13	14
15	16	17	18	19	20	21
22	23 H	24	25	26	27	28
School Days:						15

March						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10 W	11 T3	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
School Days:						21

April						
Su	M	T	W	Th	F	Sa
			1 ER	2	3	4
5	6 Q4	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 H	28	29	30		
School Days:						18

May						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13 ER	14	15	16
17	18	19	20	21	22	23
24	25 H	26	27	28	29	30
31	School Days:					19

June						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
School Days:						9

### Special Days

July 4	Independence Day (Offices Closed)
Aug 11,12,15,18,22	Additional Professional Development Options
August 13-14	Workshop - New Teachers Only
August 19, 20, 21	Workshop (3 of 6) includes all IAs
August 25	PES Meet & Greet, PMS Gr 6, PHS Gr 9 - Half Day
Aug 29 & Sept 1	Labor Day Weekend (No School)
Sept 24 ER*	Early Release - PD District (1 of 6)
Oct 13	Columbus Day (No School)
Oct 22 ER*	Early Release - PD District (2 of 6)
Nov 3	Start of Second Quarter (PHS)
Nov 4 W*	General Election Voting / Workshop (4 of 6)
Nov 11	Veterans Day (No School)
Nov 24	Start of Second Trimester (PES and PMS)
Nov 26 W	Workshop - for Parent Conferences (5 of 6)
Nov 27-28	Thanksgiving (No School)
Dec 10 ER*	Early Release - PD PEA Collab (3 of 6)

\* Dates selected to align with Regional CTE Programs.

### Total School Days 180

Dec 24-Jan 2	Vacation (No School)
Jan 19	Martin Luther King Jr. Day (No School)
Jan 20	Start of Second Semester (PHS)
Feb 11 ER*	Early Release - PD PEA Collab(4 of 6)
Feb 16	Presidents Day - Regular School
Feb 23-27	Winter Vacation (No School)
March 10 W	Workshop - Town Election (6 of 6)
March 11	Start of Third Trimester (PES and PMS)
April 1 ER*	Early Release - PD PEA Collab (5 of 6)
April 6	Start of Fourth Quarter (PHS)
April 27 - May 1	Spring Vacation (No School)
May 13 ER*	Early Release - PD District (6 of 6)
May 25	Memorial Day (No School)
June 11	180th Day of School for Students
June 12-18	Additional Days of School (if needed) or Add'l PD
June 19	Juneteenth National Independence Day

Approved by Pelham School Board XX/XX/2025

# PELHAM SCHOOL DISTRICT POLICY

## BDC – APPOINTED BOARD OFFICIALS

*Category: Optional*

### CLERK OF THE DISTRICT

The Clerk of the District is an elected official, and shall not be a member of the School Board. The Clerk shall receive such remuneration as the District may determine and shall keep a true record of each District meeting and make any reports to the State of New Hampshire as may be required and shall carry out duties as required by law.

A Deputy Clerk may be appointed by the Clerk subject to the approval of the Board.

### TREASURER

The Treasurer of the District is an elected official, and shall not be a member of the School Board. The Treasurer shall receive such remuneration as the District may determine and perform such duties pertaining to the fiscal affairs of the School District as outlined in the New Hampshire statutes relating to public schools.

A Deputy Treasurer may be appointed by the Treasurer subject to the approval of the Board.

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### **District Policy History:**

*Adopted: July 1998*

*Revised: November 1999*

*Revised: April 5, 2006*

*Revised: January 21, 2021*

### **Legal References:**

*RSA 195:5 Cooperative School Districts: School Board  
Powers and Duties*

*RSA 197:20 Clerk*

*RSA 197:22, School Meetings & Officers: Treasurers Bond*

*RSA 197:23-a School Meetings & Officers Treasurers Duties*

*RSA 671:23 School District Elections: Warrant*

*RSA 671:6, School District Elections: Other Officers*

# PELHAM SCHOOL DISTRICT POLICY

## DAF – ADMINISTRATION OF FEDERAL GRANTS

### **Category: Priority**

See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

<b>DAF-1</b>	<b>ALLOWABILITY</b>	<b>2</b>
<b>DAF-2</b>	<b>CASH MANAGEMENT AND FUND CONTROL</b>	<b>6</b>
<b>DAF-3</b>	<b>PROCUREMENT</b>	<b>7</b>
<b>DAF-4</b>	<b>PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM</b>	<b>14</b>
<b>DAF-5</b>	<b>CONFLICT OF INTEREST AND MANDATORY DISCLOSURES</b>	<b>16</b>
<b>DAF-6</b>	<b>INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS</b>	<b>17</b>
<b>DAF-7</b>	<b>TRAVEL REIMBURSEMENT – FEDERAL FUNDS</b>	<b>18</b>
<b>DAF-8</b>	<b>ACCOUNTABILITY AND CERTIFICATIONS</b>	<b>18</b>
<b>DAF-9</b>	<b>TIME-EFFORT REPORTING / OVERSIGHT</b>	<b>19</b>
<b>DAF-10</b>	<b>GRANT BUDGET RECONCILIATION AND GRANT CLOSEOUT</b>	<b>20</b>
<b>DAF-11</b>	<b>SUBRECIPIENT MONITORING AND MANAGEMENT</b>	<b>20</b>
<b>DAF-12</b>	<b>REPORTING ON REAL PROPERTY</b>	
<b>DAF-13</b>	<b>WHISTLEBLOWER PROTECTIONS: NOTIFICATION, RIGHTS &amp; REMEDIES</b>	

**NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.**

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Business Administrator **or designee** to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or state law and regulation and shall be based on best practices.

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

# PELHAM SCHOOL DISTRICT POLICY

## DAF – ADMINISTRATION OF FEDERAL GRANTS

### **Category: Priority**

See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes;  
and
5. comparison of expenditures against budget.

### **DAF-1      ALLOWABILITY**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

**A. Cost Principles:** Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
  - a. To determine whether a cost is “reasonable”, consideration shall be given to:
    - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
    - ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;
    - iii. market prices for comparable goods or services for the geographic area;
    - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
    - v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
  - b. When determining whether a cost is “necessary”, consideration may be given to whether:
    - i. the cost is needed for the proper and efficient performance of the grant program;

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- ii. the cost is identified in the approved budget or application;
  - iii. there is an educational benefit associated with the cost;
  - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
  - v. the cost addresses program goals and objectives and is based on program data.
- c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
- 2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
  - 3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
  - 4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
  - 5. Be determined in accordance with generally accepted accounting principles.
  - 6. Be representative of actual cost, net of all applicable credits or offsets.

The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- 7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- 8. Be adequately documented:
  - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
  - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

**B. Selected Items of Cost:** The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff

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shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

- C. **Cost Compliance:** The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

#### **D. Determining Whether A Cost is Direct or Indirect**

1. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. “Indirect costs” are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if **all** the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be

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charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

- E. Timely Obligation of Funds:** Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the **recipient or subrecipient** ~~non-Federal entity~~ during the same or a future period.

The following are examples of when funds are determined to be “obligated” under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

- F. Period of Performance:** All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty- seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

Pre-award costs are those incurred prior to the effective date of the Federal award or subaward directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they

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would have been allowable if incurred after the date of the Federal award and only with the written approval of the *initial* Federal awarding agency or of the NHDOE or other pass-through entity.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate time frame are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

#### **DAF-2      CASH MANAGEMENT AND FUND CONTROL**

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent **or designee** is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.



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- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
  - 1. The District receives less than \$120,000 in Federal awards per year.
  - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
  - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
  - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (“PMS”) through an electronic medium using either Automated Clearing House (“ACH”) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

#### **DAF-3      PROCUREMENT**

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District’s written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.327) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District’s documented general Purchasing Policy, DJ and the District’s Purchasing Procedures, DJB.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

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Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

- A. Competition:** All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a “brand name” product instead of allowing for an “or equal” product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

- B. Solicitation Language:** The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such

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description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

**C. Procurement Methods:** The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property which is acquired above the aggregate dollar micro-purchase threshold and not exceeding the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

a. In order for sealed bidding to be feasible, the following conditions shall be present:

- i. a complete, adequate, and realistic specification or purchase description is available;
- ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- iii. the procurement lends itself to a firm fixed price contract and the selection of the successful

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bidder can be made principally on the basis of price.

- b. When sealed bids are used, the following requirements apply:
  - i. Bids shall be solicited in accordance with the provisions of State law and Policy *DJE, Bidding Requirements*. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
  - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
  - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
  - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
  - v. The Board reserves the right to reject any and all bids for sound documented reason.
  - vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

#### **4. Competitive Proposals**

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are

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evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

#### 5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

#### **D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor**

**Surplus Area Firms:** The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms, including, without limitation, Veteran-Owned Small Business (VOSBs) or Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) are used when possible ("target business"). Affirmative steps must include:

1. Placing qualified target businesses ~~small and minority businesses and women's business enterprises~~ on solicitation lists;
2. Assuring that target business ~~small and minority businesses, and women's business enterprises~~ are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by target businesses; ~~small and minority businesses, and women's business enterprises;~~
4. Establishing delivery schedules, where the requirement permits, which encourage participation by target businesses; ~~small and minority businesses, and women's business enterprises;~~
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### **E. Contract/Price Analysis:** The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit),

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including contract modifications. (See 2 CFR 200.324(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

- F. Time and Materials Contracts:** The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- G. Suspension and Disbarment:** The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

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The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov) (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Subpart C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screenshot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

#### **H. Additional Requirements for Procurement Contracts Using Federal Funds:**

1. Clause for Remedies Arising from Breach: For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. Termination Clause: For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. Anti-pollution Clause: For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. Anti-lobbying Clause: For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. Negotiation of profit: For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.324(b)).
6. "Domestic Preference" Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also

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additional “Buy American” provisions in DAF-4.C regarding food service procurement.

7. **Huawei Ban**: The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.

- I. **Bid Protest**: The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

- J. **Maintenance of Procurement Records**: The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with District Policy EHB, Data Records Retention and District Procedure EHB-R, Local Records Retention Schedule.

#### DAF-4      **PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM**

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

- A. **Mandatory Contract Clauses**: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
  1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
  2. The contractor must separately identify for each cost submitted for payment to the school food



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authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

**B. Contracts with Food Service Management Companies:** Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

**C. “Buy American” Requirement:** **NOTE - See DAF-3.H.6 regarding “domestic preference” requirements for procurements other than for food service.**

Under the “Buy American” provision of the National School Lunch Act (the “NSLA”), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the “Buy American” procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District’s behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

Under the NSLA, “*domestic commodity or product*” is defined as an agricultural commodity or product that is produced or processed in the United States using “*substantial*” agricultural commodities that are produced in the United States. For purposes of the act, “*substantial*” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

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1. Exceptions: The two main exceptions to the Buy American requirements are:
  - a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
  - b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Director of Nutrition and Wellness, shall
  - a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
  - b) Monitor contractor performance;
  - c) Require suppliers to certify the origin of the product;
  - d) Examine product packaging for identification of the country of origin; and
  - e) Require suppliers to provide specific information about the percentage of U.S. content in food products from time to time.

#### **DAF-5      CONFLICT OF INTEREST AND MANDATORY DISCLOSURES**

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

No employee, board member or other District officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict - or apparent conflict - of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, (collectively a "covered individual") has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Additionally, no employee, Board member or other District officer, or agent may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. This prohibition, however, shall not apply to gratuities of de minimis value, which, for purposes of the policy, are individual gifts, favors, or other items of monetary value, worth \$50 or less and which have no bearing on the selection, award or administration of a Federal award.

*The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient or subrecipient.*

Each covered individual who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the **Superintendent**, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

Employees who violate this provision are subject to disciplinary consequences up to and including dismissal. Agents or contractors acting on behalf of the District are subject to contract termination. School Board members or other District officers are subject to such actions as are within the authority of the School

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Board or District. Violations will also be reported to law enforcement in appropriate circumstances.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, and to the Federal awarding agency whenever the Superintendent has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act ([31 U.S.C. 3729-3733](#)). The notice to the Federal awarding agency shall be directed to that agency's Office of Inspector General. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

~~Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.~~

~~A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.~~

~~Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.~~

~~The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).~~

#### **DAF-6      INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS**

Equipment and supplies acquired ("property" as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements.

Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

- A. **"Equipment" and "Pilferable Items" Defined:** For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

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- B. Records:** The Superintendent or designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- C. Inventory:** No less than once every two years, the Business Administrator or designee shall cause a physical inventory of all equipment and pilferable items to be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF-6, Administration of Federal Grant Funds, inventories shall be conducted consistent with Board Policy DID, Fixed Assets and Inventory.
- D. Control, Maintenance and Disposition:** The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
  2. to maintain the property and keep it in good condition; and
  3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

#### **DAF-7      TRAVEL REIMBURSEMENT – FEDERAL FUNDS**

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent or designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence

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of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent or designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

#### **DAF-8      ACCOUNTABILITY AND CERTIFICATIONS**

All fiscal transactions must be approved by the Superintendent who can attest that the expenditure is allowable and approved under the federal program. The Superintendent submits all required certifications.

Byrd anti-lobbying Certification provision: In accordance with 45 CFR 2543.87, contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any organization, agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31

U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient of the funds.

#### **DAF-9      TIME-EFFORT REPORTING, OVERSIGHT & AUDIT REQUIREMENTS**

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

- A. **Compensation:** Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

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1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

**B. Time and Effort Reports:**

1. Time and effort reports – general standards. Such reports shall:
  - a. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - b. be incorporated into the official records of the District;
  - c. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
  - d. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
  - e. comply with the District's established accounting policies and practices;
  - f. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.
2. Individual employee time and effort reporting. Timesheets and required periodic certifications shall include at a minimum:
  - a. Employee name;
  - b. Grant information;
  - c. Time spent on grant;
  - d. Period of performance
  - e. Signature of employee, and dated after period of performance;
  - f. Signature of employee's supervisor who has direct knowledge of the work performed, and dated after period of performance; and
  - g. Certifying statement that information is true (can be placed above signatures).

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entities as appropriate to the extent that they are more restrictive than the Federal requirements. The Business Administrator or designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to

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authorized auditors or as required by law.

- C. **Audit Requirements:** The District is required to have a single or program-specific audit conducted for any fiscal year in which the District expends \$1,000,000 or more. A single audit must be conducted in accordance with 2 CFR 200.514, and must cover the entire operations of the entity, or a series of audits that includes all departments, agencies and other organizational units that expended or otherwise administered Federal awards during the audit period. A program-specific audit must be conducted in accordance with 2 CFR 200.501(c).

For any year that the District expends less than \$1,000,000 during the District's fiscal year in Federal awards, the District is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, the New Hampshire Department of Education or other pass-through entity, and the Government Accountability Office (GAO).

#### DAF-10      **GRANT BUDGET RECONCILIATION AND GRANT CLOSEOUT**

- A. **Budget Reconciliation:** Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

- B. **Grant Closeout Requirements:** At the end of the period of performance or when the Federal awarding agency determines the District has completed all applicable administrative actions and all required work under the grant, the agency will close out the Federal award. If the award passed-through the State, the District will have 90 days from the end of the period of performance to submit to the State all financial, performance, and other reports as required by the terms and conditions of the award.

Failure to submit all required reports within the required timeframe will necessarily result in the Federal awarding agency reporting the District's material failure to comply with the terms of the grant to the Office of Management and Budget (OMB), and may pursue other enforcement actions.

The District must maintain all financial records and other documents pertinent to the grant for a period of three years from the date of submission of the final expenditure report, barring other circumstances detailed in 2 CFR 200.344.

#### DAF-11      **SUBRECIPIENT MONITORING AND MANAGEMENT**

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "sub-recipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330. "Subrecipient and



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See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA contractor determinations". Generally, "sub-recipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., **DAF-3 relative to federal grant funds**, *DJE* relative to bidding requirements for non-federal money projects, etc.). Sub-recipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its sub-recipients, and as such requires that sub-recipients comply with applicable terms and conditions (flow-down provisions). All sub-recipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

#### **A. Sub-award Contents and Communication**

In the execution of every sub-award, the District will communicate the following information to the sub-recipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
  - a) Sub-recipient name
  - b) Sub-recipient's unique ID number (DUNS)
  - c) Federal Award ID Number (FAIN)
  - d) Federal award date
  - e) Period of performance start and end date
  - f) Amount of federal funds obligated
  - g) Amount of federal funds obligated to the sub-recipient
  - h) Total amount of the Federal award
  - i) Total approved cost sharing or match required where applicable
  - j) Project description responsive to FFATA
  - k) Name of Federal awarding agency, pass through entity and contact information
  - l) CFDA number and name
  - m) Identification of the award is R&D
  - n) Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements the District deems necessary for financial or performance reporting of sub-recipients as necessary.
4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and sub-recipient.
5. Requirements that the District and its auditors have access to the sub-recipient records and financial statements.
6. Terms and conditions for closeout of the sub-award.

#### **B. Subrecipient Monitoring Procedures.**



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The Superintendent is responsible for having all the District project managers monitor sub-recipients.

The District will monitor the activities of the sub-recipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub- award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the sub-recipient for programmatic, financial, and administrative suitability.
2. Evaluate each sub-recipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the sub-recipient's:
  - a) Prior experience with the same or similar sub-awards.
  - b) Results of previous audits and single audit (if applicable).
  - c) New personnel or new or substantially changed systems.
  - d) The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub- award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the sub-recipient to meet objectives of the sub-award. To facilitate this review, sub-recipients are required to submit sufficient invoice details and a progress report. The District project managers will encourage sub-recipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
  - a) Verify invoices that include progress reports.
  - b) Review progress reports to ensure the project is progressing appropriately and on schedule.
  - c) Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
  - d) Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
  - e) Obtain report, certification and supporting documentation of local (non- federal)/in-kind match work from the sub-recipient.
  - f) Review sub-recipient match tasks for eligibility.
  - g) Initial the progress report and invoice confirming review and approval prior to payment.
  - h) Raise any concerns to the Superintendent.
7. The Superintendent **or designee**, upon recommendation from the project's manager, will approve the invoice payment.

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8. Payments will be withheld from sub-recipients for the following reasons:
  - a) Insufficient detail to support the costs billed;
  - b) Unallowable costs;
  - c) Ineligible costs; and/or
  - d) Incomplete work or work not completed in accordance with required specifications.
9. Verify every sub-recipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.

**C. Sub-recipient Project Files.** Sub-recipient project files will contain, at a minimum, the following:

1. Project proposal;
2. Project scope;
3. Progress reports;
4. Interim and final products; and
5. Copies of other applicable project documents as required, such as copies of contracts or MOUs.

**D. Audit Requirements.**

All sub-recipients are required to annually submit their audit and Single Audit report to the District for review to ensure the sub-recipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through the entity's own records.

**D. Methodology for Resolving Findings.**

The District will work with sub-recipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant sub-recipients in accordance with 2 CFR 200.339 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a) Temporarily withhold cash payments pending correction of the deficiency;
- b) Disallow all or part of the cost of the activity or action not in compliance;
- c) Wholly or partly suspend or terminate the sub-award;
- d) Initiate suspension or debarment proceedings;

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- e) Withhold further Federal awards for the project or program; and/or
- f) Take other remedies that may be legally available.

#### **DAF-12 REPORTING ON REAL PROPERTY**

The District will submit annual reports on forms provided by the New Hampshire Department of Education (NHED) and in accordance with the rules or procedures of NHED of any real property in which the Federal Government retains an interest.

#### **DAF-13 WHISTLEBLOWER PROTECTIONS: NOTIFICATION, RIGHTS & REMEDIES**

In accordance with the Federal Uniform Grant Guidance, the District is committed to maintaining the highest standards of integrity and transparency in its operations. This policy encourages and protects employees, contractors, and other stakeholders who report, in good faith, any instance of fraud, waste, abuse, or any other misconduct related to federally funded programs. The District will not retaliate against any individual who, in good faith, reports concerns related to financial irregularities, fraud, or any violation of law or policy involving federally funded programs. Retaliation against a whistleblower may result in disciplinary action, up to and including termination.

The Superintendent shall ensure that all employees and contractors are notified in writing of their whistleblower rights and remedies under 41 U.S.C. § 4712, including the protection against retaliation for reporting misconduct.

Methods of notification may include:

Employee handbooks, training materials, and/or other onboarding resources;

Contracts with employees and or third party contractors;

Periodically distributed to all employees via email or other communication channels; or

Displayed prominently in the District's internal communication platforms and in common areas of the workplace.

Individuals may report suspected violations through the following methods:

Directly to the Superintendent or Business Administrator, via email or in writing.

Reporting directly to the Office of Inspector General for the Federal awarding agency.

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

*Adopted: May 6, 2020*

*Revised: December 21, 2022*

#### **Legal References:**

Federal Regulations:

2 CFR 200.317-200.326

2 CFR 200.344 Retention Requirements for Records

2 CFR 200.501 Audit Requirements

2 CFR 200.503 Relation to Other Audit Requirements

2 CFR Part 180

## **PELHAM SCHOOL DISTRICT POLICY**

### **DAF – ADMINISTRATION OF FEDERAL GRANTS**

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

See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA

2 CFR Part 200

2 CFR Part 200 Appendix II

2 CFR Part 200.0-200.99

2 CFR Part 200.305

2 CFR Part 200.313(d)

2 CFR Part 200.403-200.406

2 CFR Part 200.413(a)-(c)

2 CFR Part 200.430

2 CFR Part 200.431

2 CFR Part 200.458

2 CFR Part 200.474(b)

7 CFR 210 7 CFR Part 210 National School Lunch Program

7 CFR Part 210.16

7 CFR Part 210.19

7 CFR Part 210.21

7 CFR Part 215.14a

7 CFR Part 220.16

#### Federal Statutes:

41 U.S.C. 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information

42 USC 1751 – 66 - National School Lunch Act

# PELHAM SCHOOL DISTRICT DID – CAPITAL FIXED ASSETS

*Category: Recommended*  
*See also: DAF, DN*

**NOTE: Any property purchased in whole or in part with Federal funds must be managed in accordance with Board policy DAF.**

The Pelham School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than ~~one~~ five years.

Capital assets include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery

All assets, or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.

## CAPITALIZATION THRESHOLD

For financial reporting purposes, capitalization thresholds are set at \$10,000 per item, or for like-kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

## ESTIMATED USEFUL LIFE THRESHOLD

For financial reporting purposes, an asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation.

## ACQUISITION OF ASSETS

Capital assets may be acquired through donation, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all costs of construction.

# PELHAM SCHOOL DISTRICT

## DID – CAPITAL FIXED ASSETS

*Category: Recommended*

*See also: DAF, DN*

### DEPRECIATION OF ASSETS

For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.

### DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures.

---

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

*Adopted: December 18, 2013*

*Revised: September 9, 2020*

#### **Legal Reference:**

*GASB 54*

*Governmental Standards Board Statement 54 (GASB 54) Link effective as of 2024.4.4*

*2 CFR Part 200*

**PELHAM SCHOOL DISTRICT POLICY**  
**GBGD – WORKERS COMPENSATION TEMPORARY ALTERNATIVE**  
**WORK PROGRAM ALTERNATE TRANSITIONAL DUTY**

*Category: Recommended*

In compliance with RSA 281-A:23-b, the School District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

The District adopts the principle that it is important to provide meaningful work during the time of healing and strengthening following a work-related illness or injury; to retain the knowledge and expertise of the employee; and to maintain the dignity and respect of the employee.

~~Temporary~~ Alternative/Transitional Duty is meant to be temporary and transitional in nature to return the employee back to full duty. This program will last as long as the employee continues to transition back to the position at full duty, but not longer than 18 months. (RSA 281-A:25-a includes a 18-month limitation for reinstatement to the employee's former position after the date of the injury.) Once the transition stops, the employee's supervisor and the Human Resource ~~Manager~~ Director will reevaluate the temporary alternative/transitional program in which the employee is participating.

This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.

The provisions of this policy are intended to comply with RSA 281-A:23-b, Alternative Work Opportunities as adopted into law on February 8, 1994, and LAB 504.04. To the extent that this policy is ambiguous or contradicts the RSA or DOL regulations, the language of the RSA or DOL regulations, the language of the RSA or DOL will prevail.

A notice summarizing all employees' rights shall be posted for inspection by all employees.

---

**District Policy History:**

*Adopted: April 6, 2006*

*Revised: May 5, 2021*

**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).

190

191 Roll Call:

192 a. T. Bressette - Aye

193 b. G. Abare - Aye

194 c. R. Cummings - Aye

195 d. D. Greenwood - Aye

196

197

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

213 **C. Correspondence & Information:**

214 a. None

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:**

- 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

228

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

230 0).

231

232 Roll Call:

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

237

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

246

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

250

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).

- 264
- 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).

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

Respectfully Submitted,  
Matthew Sullivan  
School Board Recording Secretary

**Pelham School Board Meeting  
Pelham Elementary School  
January 8, 2025  
Non-Public Session**

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

**Superintendent:** Chip McGee

**Also in Attendance:** None

**Absent:** David Wilkerson, Vice-Chair

**Enter Non-Public Session:**

Mr. Bressette moved to enter non-public under RSA 91-A:3, II (c)—Reputation and RSA 91-A:3, II (i)—Emergency Function at 7:01 p.m. Ms. Greenwood seconded the motion, which passed (4-0-0).

**Roll Call:**

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

**Non-Public Session:**

The Board discussed a Personnel Matter.

(The minutes related to the personnel matter were approved and sealed at the end of the meeting.)

The Board discussed Emergency Functions.

**End of Non-Public**

Ms. Greenwood moved to leave the non-public session at 7:48 p.m. Ms. Cummings seconded the motion. The motion passed (4-0-0).

**Roll Call:**

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

**Approve and Seal Non-Public Minutes**

Mr. Bressette moved to approve and seal the non-public minutes regarding a personnel matter. Ms. Cummings seconded the motion. The motion passed (4-0-0).

**Roll Call:**

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

**Resignation Acceptance**



54 Mr. Bressette moved to accept the resignation of Todd Kress as PMS Assistant Principal. Mr. Abare seconded the motion.  
55 The motion passed (4-0-0).  
56

57 **Roll Call:**

- 58 a. T. Bressette - Aye  
59 b. G. Abare - Aye  
60 c. R. Cummings - Aye  
61 d. D. Greenwood - Aye  
62

63 Mr. Bressette asked the Superintendent to ensure that families at PMS were informed of the resignation and  
64 63 informed that Dr. Marandos will remain at PMS until the end of the year.  
65

66 Respectfully Submitted,  
67 Matthew Sullivan  
68 School Board Recording Secretary

November 6, 2024

PELHAM SCHOOL DISTRICT, SAU28

Professional Nomination

Academic Year: 2024-2025

School Board Meeting 01/022/2025

---

NAME	POSITION LOCATION	SALARY GRADE/STEP	POSITION ASSIGNMENT
Justin DeLorge	PHS	\$230.49 per day	Long Term Substitute