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**APPROVED**  
TOWN OF PELHAM  
BUDGET COMMITTEE - MEETING MINUTES  
Monday, October 23, 2017

**CALL TO ORDER** – at approximately 7:30pm

PRESENT: Mr. Michael Bailey, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Mr. Brian Carton, Ms. Deborah Gibbons (Left meeting at 9pm), School Board Representative Megan Larson. Also present was Interim School Superintendent Betsey Cox, Business Administrator Deb Mahoney

ABSENT: Excused: Mr. Dave Cate, Mr. Dave Cronin, Selectmen Representative Doug Viger

**PLEDGE OF ALLEGIANCE**

**MEETING MINUTES**

**October 5, 2017**

MOTION: (Hillsgrove/Larson) To approve the October 5, 2017 meeting minutes as written.

VOTE: (5-0-1) The motion carried. Mr. Sherman abstained.

**2018 SCHOOL BUDGET PRESENTATION– (Representing the School’s 2019 Fiscal Year)**

Interim School District Superintendent Betsey Cox and School Business Administrator Deborah Mahoney came forward for budget presentation/review. Ms. Mahoney reviewed the Executive Summary as a companion to the budget review that highlighted their major goals, including, but not limited to: 1) Chromebook Initiative, 2) Personalized Learning, 3) Social-Emotional Learning, 4) Resurfacing Harris Field Track, and 5) Memorial School Septic Leach Field. She noted that the recommended total operating budget had decreased \$725,627 (reduction of 2.43%) from the 2017-18 adopted MS-22. The summary also included information pertaining to the enrollment projections, object account summary/analysis, function account summary/analysis, general fund location summary

**Pelham Elementary School**

FY2018 Adjusted Budget - \$7,038,230

FY2019 Proposed Budget - \$6,798,690 (*decrease of \$239,539*)

PES Principal Thomas Adamakos, PES Vice Principal Jessica VanVranken and Assistant Principal Trisha Kaufmann were present for the discussion.

Ms. Mahoney told the Board they were in year three for the collective bargaining agreement for the teacher’s group (PEA union) and were in year two of the support / instructional assistant group (PESPA union).

43 Mr. Sherman questioned why ten days were cut from the tech integrator/computer position. Ms.  
44 Cox replied the original recommendation to add ten days came from the Director of Technology;  
45 however, when asked to prioritize the additional days was lower priority. The additional ten days  
46 would have been used for additional training and teaching the staff during the summer. Ms.  
47 Larson explained that the budget contained the teacher's requests. She noted there had been a  
48 long list of requests this year, some items were supported and others weren't. Some of the  
49 requests that weren't supported will return in subsequent years. It was noted that the cost of  
50 benefits increased accordingly with salary increases, based on union agreements. Ms. Larson  
51 stated when the budget was initially drafted they didn't have their GMR. They've since received  
52 their GMR, therefore insurance rates were showing the adjustment. There will be no additional  
53 adjustments submitted for reconsideration.

54  
55 Ms. Hillsgrove saw a note about teachers purchasing fans for the classrooms, and she also saw a  
56 note regarding solar shades. She questioned if they've reviewed the building to determine if there  
57 is a mechanical solution. Ms. Mahoney replied the Facility Director will be in attendance during  
58 the next meeting and will let him know the Board wanted additional information for what had  
59 been done to level the temperatures at PES and PMS. Mr. Adamakos stated they had been  
60 tracking the temperature and found that since school began there had been eleven days over  
61 eighty degrees. A solution, aside from air conditioning, was to move air around the classrooms.  
62 Ms. Hillsgrove wanted to know if they were reviewing longer term options for the future that  
63 would make the school more comfortable to manage. Ms. Mahoney took note of the question for  
64 the Facility Director.

65  
66 Ms. VanVranken spoke to the increase within math education. She explained they were piloting  
67 a new math program for grades 1-5. There are two options being considered; the rate increase  
68 will cover either option elected. The current program is approximately 8-9 years old and was one  
69 of the original programs that came out at the same time as common core.

70  
71 Mr. Sherman understood that the music program within the schools had blossomed. Ms. Cox  
72 replied it started at the elementary school and had grown all the way to the high school. She said  
73 it was remarkable and wonderful to see.

74  
75 Mr. Bailey questioned the reduction in the enrichment supplies line. Ms. Cox explained the  
76 school was working with a zero based budget and had submitted their request based on their  
77 needs. Ms. Mahoney added each year one of the schools worked from a zero base, this year it  
78 was the elementary school program.

79  
80 Mr. Sherman inquired how the district's numbers looked with regard to kindergarten. Ms. Cox  
81 replied they had looked into having full-day kindergarten and received an estimate of  
82 approximately \$400,000. Based on the estimate, Ms. Larson believed the State's reimbursement  
83 would be approximately \$100,000. She said they had 'tabled' the discussion until the spring. Mr.  
84 Sherman understood some communities were voting on whether or not they would allow Keno as  
85 a way of funding kindergarten. He asked if the school had spoken to the Selectmen, or if the  
86 school would have something on their own ballot. Ms. Mahoney stated they had asked those  
87 questions and their attorneys had indicated whether or not the Town had Keno would not affect  
88 State funding. If they were to adopt full-day kindergarten they would be eligible, no matter what  
89 action the Town took on the Keno decision. Ms. Gibbons was interested in reviewing the  
90 documentation. Ms. Cox replied they would provide the paperwork.

91  
92 Ms. Mahoney continued to review the proposed budget and stated they would discuss facilities,  
93 repairs, etc. when the Facility Director was present at the next meeting.

94

95 **Pelham Memorial School**

96 FY2018 Adjusted Budget - \$5,088,165

97 FY2019 Proposed Budget - \$4,785,633 (*decrease of \$302,532*)

98

99 Interim PMS Principal Jessica VanVranken and PMS Vice Principal Jesse Haarlander were  
100 present for the discussion.

101

102 Ms. Mahoney reviewed the budget adjustments.

103

104 Mr. Bailey asked what a glow active seating stool was, as listed in language arts supplies. Ms.  
105 Mahoney made a note to find out.

106

107 There was an increase for language arts information access fees for I-Ready licenses, which  
108 assesses students and helps teachers guide instruction to the specific areas needed for  
109 intervention. Ms. Larson noted there was a similar increase in the math section. Ms. Mahoney  
110 spoke to the increase for furniture/equipment for personalized learning within classrooms. There  
111 are increases throughout the budget. Ms. Cox explained that the requests were submitted by the  
112 teachers for how they want to set up their rooms and create learning spaces.

113

114 Within physical education there was a reduction in the supplies line and increase to the additional  
115 equipment line for Adidas Zone wrist based heart rate monitors. Ms. Mahoney stated the intent  
116 was to start the program at the middle school and continue to the high school. Mr. Haarlander  
117 discussed the program and explained students would receive instant feedback about their activity  
118 during their physical educational class. Each band will be assigned a number and the numbers  
119 will then be assigned to each student.

120

121 Ms. Mahoney discussed the reductions that had been made within the various programs and  
122 budget lines. She noted that the School Board would be discussing a potential warrant article for  
123 a special education coordinator to be shared between PMS and PHS (50% each). Ms. Hillsgrove  
124 wanted to know the average case load. Ms. Mahoney replied she would forward the information.  
125 Ms. Larson noted at the beginning of the year it was about 8-10 per grade level. She noted that  
126 the case managers could also help support students on 504s while in the classroom, which was  
127 beneficial to all the students in the class.

128

129 Under Guidance services, Ms. Hillsgrove questioned what was included within the anticipated  
130 hearing equipment. Ms. Mahoney believed it was for batteries, but would find out. Ms. Larson  
131 noted last year they purchased two FM systems, and believed the budget line was the batteries for  
132 the systems.

133

134 Ms. Mahoney reiterated that the Facilities Director would be attending the next Board meeting to  
135 discuss building services and grounds. She noted that they found they needed an additional half-  
136 time custodian to be able to manage the level of clean they need at the building; therefore the  
137 budget includes the request for the position. She summarized the various reductions within the  
138 budget.

139

140 Request for architectural fee estimate for building assessment and design. Ms. Mahoney noted  
141 the figure was based on the fee estimated in the previous budget for the security entrance.  
142 They've reviewed the number with their current project manager to see if it is correct; at the time  
143 they believe the number is appropriate based on what they understand the assessment to look like.  
144 Mr. Baliey questioned if there was a specific project/projects that the budget would be used for.

145 Ms. Larson replied they will review a possible renovation/expansion. They will assess the  
146 building and the site. Currently, a committee is assessing all the different areas. Ms. Hillsgrove  
147 was concerned that the budget line might be underfunded. Ms. Larson noted they wanted to make  
148 a solid plan on the first go-around and see if they could solve their issues. Ms. Cox added that  
149 they could split the review over two budget cycles if needed.

150  
151 Memorial School budget review was concluded.

152  
153 Ms. Gibbons left the meeting.

154  
155 **Pelham High School**

156 FY2018 Adjusted Budget - \$7,679,409

157 FY2019 Proposed Budget - \$7,787,876 (*increase of \$108,467*)

158  
159 PHS Vice Principal Daniel Alexander was present for the discussion.

160  
161 Ms. Mahoney identified the positions that made it through the review process within the salaries  
162 line. Ms. Cox spoke about the New England Association of Schools and Colleges ('NEASC')  
163 evaluation process for accreditation. There was a request for an auditorium coordinator stipend.  
164 Ms. Hillsgrove questioned how they determined the amount of the stipend. Ms. Cox replied the  
165 coordinator would basically be a year-round position. The candidate would need to possess  
166 expertise relating to the equipment and have the ability to train students on its use. Ms. Larson  
167 noted that the auditorium was currently not available for outside events because they don't have  
168 anyone to oversee the equipment and work with the students. Ms. Cox stated that the stipend was  
169 the first year guess, and will be evaluated at the end of the first year. Mr. Alexander commented  
170 that they surveyed surrounding schools to provide the figure. Mr. Sherman questioned if a rental  
171 fee would be charged to outside groups using the auditorium. He commented that the fee could  
172 be used to offset the cost of using the space/equipment. Mr. Alexander replied that the Facilities  
173 Director was drafting a fee schedule that would be submitted to the Board for review. Ms.  
174 Mahoney made a note to review offsetting the stipend through the revenue.

175  
176 Mr. Sherman understood they were requesting a half-time science teacher and questioned if they  
177 had enough money to cover enough materials and books within the budget. Mr. Alexander  
178 answered yes; the request was so they could run more elective courses. He said one elective was  
179 green technology, which didn't really use materials.

180  
181 Ms. Hillsgrove wanted to know if the budget line for chemical waste would be adequate. Ms.  
182 Mahoney replied they budgeted the teacher's request, which was a decrease from this year's  
183 expenditure. Ms. Hillsgrove noted the costs generally increased.

184  
185 Similar to the middle school, they moved three (full-time) instructional assistant positions into a  
186 teaching position at the high school for social/emotional learning. This will be discussed by the  
187 School Board for possible warrant article.

188  
189 Vocational education had a reduction after reviewing the actual expenditures. Ms. Hillsgrove  
190 questioned if there was data regarding the number of students attending the programs. Ms.  
191 Mahoney stated she would provide data when responding to the other questions.

192  
193 Reduction in Library salaries with secretary position being reassigned to guidance.

194

195 Mr. Sherman asked for more information regarding the increase to information access fees. Ms.  
196 Mahoney made a note to do so.

197

198 Ms. Mahoney discussed the building services requests. Mr. Bailey questioned if the wet vac  
199 could be shared with other schools. Ms. Cox noted that the equipment had to be used at the same  
200 time. Ms. Mahoney explained that they rotate equipment and suggested discussing the topic with  
201 the Facility Director when he attends the next Board meeting. She noted there was an increase to  
202 sweeping the parking lot as they needed to sweep it out a second time during the year. Mr. Bailey  
203 understood that students were charged a fee for parking at school. Ms. Cox answered yes.

204

205 Ms. Mahoney noted there was a request under their capital improvement plan to resurface Harris  
206 Track.

207

208 School Budget review concluded.

209

210 **GENERAL DISCUSSION / CLOSING COMMENTS**

211

212 Mr. Bailey asked Board members to forward any questions/reductions to Mr. Cate prior to the next  
213 meeting.

214

215 **ADJOURNMENT**

216

**MOTION:** (Carton/Sherman) To adjourn the meeting.

**VOTE:** (5-0-0) The motion carried.

217

218 The meeting was adjourned at approximately 9:32pm.

219

220

Respectfully submitted,

221

Charity A. Landry

222

Recording Secretary