

**Pelham School Committee Meeting  
Wednesday, December 7, 2016  
Cafeteria, Pelham School**

**IN ATTENDANCE**

Cara Castenson, Chair  
Ron Mannino  
Emily Marriott

Mike Morris, Interim Superintendent  
Sean Mangano, Finance Director  
Lisa Desjarlais, Principal  
Debbie Westmoreland, Recorder

**ABSENT:**

Tara Luce  
Trevor Baptiste

**1. Call to Order and Approve Minutes 6:35 p.m.**

Ms. Castenson called the meeting to order at 6:35 p.m. Ms. Marriott moved to approve the minutes of November 7, 2016. Mr. Mannino seconded and the motion was unanimously approved.

**2. Announcements and Public Comment 6:36 p.m.**

There were no announcements or public comments.

**3. Interim Superintendent's Update 6:36 p.m.**

Dr. Morris reported that he and Mr. Mangano attended the Pelham staff meeting to share information about the budget process, how the Pelham School budget fits with the town's budget and to answer questions. He also noted that Paul Wiley, Executive Director of Leadership, has spent a considerable amount of time in Pelham over the last month to serve as a resource for Ms. Desjarlais. Ms. Desjarlais then reported that Mr. George Graiff, custodian, will be retiring at the end of December, noting that he is iconic and will be difficult to replace. In addition, Anne Maziarz, Administrative Assistant, is moving to Florida. Ms. Desjarlais reported that Georgia Malcolm, currently a Wildwood secretary, has been hired to take her place beginning in January, noting that she was incredible in the interview process and will be a great asset to the Pelham community.

**4. New and Continuing Business 6:43 p.m.**

**A. Disposal of Surplus Equipment**

***DOCUMENT: Memo to Michael Morris, Interim Superintendent and the Amherst, Pelham and Amherst-Pelham Regional School Committees from Sean Mangano, Director of Finance, regarding Disposal of Surplus Equipment dated December 7, 2016; List of Surplus Wireless Equipment***

Mr. Mangano noted that the list of technology devices provided to the School Committee have surpassed their useful lives and are ready for disposal. Most of the items resulted from the upgrade to the district's wireless infrastructure last summer. Ms. Castenson moved to declare the attached list of Pelham-owned technology equipment surplus and to authorize the Director of Finance to auction off, donate or otherwise dispose of this equipment in conjunction with provisions of MGL 30B. Mr. Mannino seconded and the motion was unanimously approved.

**B. FY18 Budget Guidance--Fees Vote**

Mr. Mangano reviewed the two proposed fee changes for FY18, which are to increase the before school program by .25 per day and the preschool after school program by .25 per hour (moving from \$4.00 to \$4.25). Ms. Desjarlais explained that the increase is necessary to meet the cost of staff salary increases. After brief clarifying questions, it was agreed that a vote will be taken on the fee increases at the next meeting.

**C. FY18 Budget Projections**

***DOCUMENTS: Pelham Elementary School Budget Funding dated 12-7-16; Pelham School Choice Revolving Fund Summary History and Projections; Level Services Projection Chart dated 12-7-16***

Mr. Morris noted that projections are typically presented in January; however, it felt important to present the projections as early as possible in the planning process this year. Mr. Mangano then distributed and reviewed the areas of major changes for FY18 which include:

- EXPENSES
  - Other Programs-- \$42,134 increase due to two students exiting for charter schools
  - Utilities--\$2,446 estimated increase, although it may be possible to lock in a lower rate
  - Transportation--\$21,169 increase for new transportation contract
  - Risk and Benefits--\$46,844 increase due to retirement incentives and PPO insurance rate increase
  - Control Accounts--\$46,691 estimated increase included for steps/COLA and negotiations
- BUDGET SUPPORT
  - The total appropriated amount of budget support will increase 13.55% to \$182,449.
  - School Choice funds will drop to \$365,000 from \$400,000.

Discussion followed with Mr. Mangano and Dr. Morris answering clarifying questions regarding the projections. Dr. Morris noted that there are two important points: 1) How do we manage for next year, and 2) How do we come to Town Meeting with three potential ways to fund the schools going forward (and the current model cannot be one of the three options). He stated that he does not see the current model as sustainable into the future. Mr. Trickey encouraged the School Committee to focus strictly on the elementary budget since it is up to the Town to determine how any savings in the Regional budget will be allocated. Mr. Mannino asked what the next step is to deal with the increase for next year. Dr. Morris noted that the figures will be more refined in January, a budget hearing will be held at the February meeting and a vote will be taken in March. Dr. Morris noted that dealing with the financial issues faced by the school cannot be done by the School Committee alone. It will require town-wide collaboration and the town Finance Committee will be heavily involved in the process.

#### **D. Economic Issues Working Group Discussion**

##### ***DOCUMENT: Pelham Town-School Financing the Future***

Ms. Castenson noted that she has spoken to Dan Robb about the committee Town Meeting authorized last year to look into elementary regionalization or other funding methods for the schools. She noted that Mr. Robb has appointed Mr. Mannino to serve on the committee. Ms. Marriott said she would also be willing to serve on the committee if Mr. Robb appoints her. Dr. Morris noted that Mr. Mangano should be included, and he and Ms. Desjarlais can assist from the Educational perspective. Alisa Pearson stated that she would be willing to serve from the Select Board. Dr. Morris noted that this will be a very big conversation so it would be beneficial to have as many people informed and included as possible. The more voices in the room, the more people will talk about it with their neighbors. Mr. Mannino noted that Mr. Trickey's institutional knowledge and understanding of the figures is invaluable. He encouraged Ms. Castenson to ask Mr. Robb to appoint him. Discussion followed regarding the potential size and role of the committee. Ms. Desjarlais noted that she is committed to Pelham School and would absolutely want to sit on the committee. She said she will be happy to find ways to share information with the Pelham school community and will support the efforts in any way she can.

#### **E. Capital Request Update**

##### ***DOCUMENTS: Memo to Pelham Select Board from Cara Castenson, Pelham School Committee Chair regarding FY2018 Capital Requests dated December 7, 2016; Departmental Capital Request Summary FY2018-2027***

Based on feedback at the last School Committee meeting, Mr. Mangano distributed and briefly reviewed the updated capital request for FY2018. The total request has been reduced to \$16,200. Mr. Mangano also distributed and briefly reviewed a 10-year capital plan for facilities and transportation as well as Information Systems and technology. Dr. Morris thanked Mr. Mangano and Ms. Desjarlais for working with facilities and information systems to bring the capital requests costs down for next year.

**F. School Committee Operating Protocols/Self-Evaluation**

Ms. Castenson noted that she would like to adopt a set of operating protocols for the school committee to keep things working smoothly. She distributed samples of protocols from MASC and asked members to review them prior to the next meeting.

**D. Accept Gifts**

Ms. Desjarlais reported that a gift of \$1,000 has been received from the Pelham PGO for the Pelham school portion of the library. Based on persuasive essays from the third grade, funds will be used in part to purchase genres they want. Other purchases will include titles regarding building understanding and acceptance of diversity. Ms. Marriott moved to accept \$1,000 from the Pelham PGO for the school portion of the library. Mr. Mannino seconded and the motion was unanimously approved.

**5. School Committee Planning**

**8:16 p.m.**

Rationale behind the homework policy will be on a future agenda

**6. Adjourn**

**8:23 p.m.**

Ms. Marriott moved to adjourn at 8:23 p.m. Mr. Marriott seconded and the motion was unanimously approved.

Respectfully Submitted,  
Debbie Westmoreland