

SCHOOL ADMINISTRATIVE UNIT NO. 12
Office of the Superintendent of Schools
Londonderry, New Hampshire 03053

A concurrent meeting of the School Administrative Unit No. 12 School Board and the Londonderry School District School Board was held on **Tuesday, April 17, 2018** at 7:00PM at the Londonderry Town Office, Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH. In attendance were School Board members: Ms. Ganem, Mrs. Hendricks, Mr. Lekas and Mr. Saucier. Also in attendance were Superintendent, Mr. Laliberte, Business Administrator, Mr. Curro and School Board Secretary, Lisa Muse.

1. **Call to Order:** The meeting was called to order at 7:02PM by Ms. Ganem.
2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Dutton.

3. Questions, Announcements and Presentations

3.1 LMS Media Studio students win “What’s Cool About Manufacturing”: Mr. Laliberte congratulated the 8th grade Creative Tech Media class and Mrs. Roy for winning their 2nd consecutive “What’s Cool About Manufacturing” in the State of New Hampshire. He has invited them to a future board meeting in May and we will watch the video and they will share their experience.

4. **Consent Agenda:** *Mrs. Hendricks made a motion to accept the Consent Agenda, Mr. Lekas seconded the motion. The motion passed by a vote of 4-0*

4.1 Retirement(s):	Deborah Villars	Instructional Assistant	Moose Hill	
4.2 Minutes:	April 3, 2018			
4.3 Meetings:	May 8, 2018	Regular Meeting	7:00PM	Town Offices
	May 22, 2018	Regular Meeting	7:00PM	Town Offices
	June 5, 2018	Regular Meeting	7:00PM	Town Offices
	June 19, 2018	Regular Meeting	7:00PM	Town Offices

5. Committee Reports

5.1 Student Council – Tyler Cullen: None

5.2 Teacher Liaison – Mary Wing Soares: From the elementary schools: On Friday 4/13 the three elementary schools held the first ever District Battle of the Books! South, MT, and North each sent one 5th grade team to the compete against each other for the Battle of the Books. North School’s team won the competition. Battle of the Books is a reading incentive program North School has done with students in grades 3-5 for several years. This year MT and South school’s 5th grade students took part in the competition. A list of 15chapter books, of various reading levels and genre, are selected and introduced to students. Students then read as many of these books as they can from mid Jan - mid April. Multiple copies of these books were available in each of our school libraries so students have easy access to them. Teachers divide students into teams of 4-5 students. A Quiz Bowl type competition then takes place within each classroom. Questions are asked, beginning with the words “In what book...” Each team has to give the title and the author's name. The team from each classroom who scores the most points moves on to the school Battle to determine the school winner. The winning teams (1 team from North, 1 from South, and 1 from MT) move on to the District Battle to represent their school. The team from North School answered the most questions correctly so they won the District Battle! The

5 competition was held at the Middle School because they wanted to have it on “neutral” ground with a stage. All 5th grade students, teachers, and some parents attended to cheer on their team. Dan Black was the MC. The reading teachers- Judy Martin & Hilary Walters from South, Kelly Sarbaugh & Ashley Engler from MT, and Karen Coney & Sandi Brown from North School organized and ran the program. A trophy was given to the winning team and will be proudly displayed at North School until next year when the next Battle will take place and the other school s will challenge us for it again. :) **Middle School:** The Storm Center opened last Thursday during student lunch periods. Available items include pens, pencils, pencil sharpeners, erasers, highlighters, lead for mechanical pencils, stress balls, novelty items, and healthy snacks. Candy Grams can also be ordered to celebrate a birthday or other event. Candy Grams will be assembled and delivered by Storm Center associates. Three packages are available: Package A- personalized card & candy bar, Package personalized card & decorated locker or teacher classroom door, Package C- personalized card, candy bar, & decorated locker or teacher classroom door. All middle school students were able vote on name of the store, submit logo designs, and vote for their favorite logo design. Tsunami student, Olivia LaBranche submitted the winning design. The school store has been incorporated into 6 th & 7 th grade computer curriculums. Students participated in a sample taste testing to choose the snacks, researched & chose items to purchase from the supplier web site, wrote persuasive paragraphs on why those items would sell and should be purchased for the store, and calculated the cost per item, sale price, & profit. Students interested in working at The Storm Center are required to fill out a job application and interview for the various positions: Shift Managers, Sales Clerks, Security, Order Clerks, Receiving Clerks, Accountants, Advertising Reps, and a Website Manager. Applications are open throughout the trimester. There is a link to the Storm Center website on the Londonderry Middle School Home Page. We look forward to seeing you at the Storm Center!

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5.3 School Board Liaison Reports: Ms. Ganem congratulated Val Nelson and all the students for the outstanding job on the Little Mermaid performance.

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6. Deliberations

6.1 To see what action(s) the Board will take regarding the withdrawal of funds from Maintenance Trust Fund: Mr. Curro said \$759,253.32 is a staple warrant article in the school warrant each year for the voters to vote on. We had planned to renovate phase two of the bathroom at the High School but we ran into asbestos and we need that to be taken care of first. We send the withdrawal to the Town trustee to release the funds. *Mrs. Hendricks made a motion to withdraw \$759,253.32 from our Maintenance Trust Fund for projects. Mr. Lekas seconded the motion. The motion passed by a vote of 4-0*

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6.2 To see what action(s) the Board will take regarding the withdrawal of funds from the Capital Equipment Reserve: Mr. Curro mentioned the amount of \$108,628.45 which is similar to the Maintenance Trust Fund. Almost all of the classroom equipment is put into a warrant article and voted on by the voters. This is taking the items we budgeted last year and asking for the costs to be withdrawn from this fund. *Mrs. Hendricks made a motion that we withdraw the sum of \$108,628.45 from the Capital Equipment Reserve fund. Mr. Lekas seconded the motion. The motion passed by a 4-0 vote.*

6.3 To see what action(s) the Board will take regarding the Proposed School Board Calendar August 2018 through March 2019: Mr. Laliberte said we did present this at the reorganization meeting and we discussed the meetings through July. He wanted to make sure the Chair has a chance to look at the rest of the year. The list adds in the remaining meetings after July.

50 Mr. Young arrived at 7:18PM.

5 ***Mr. Saucier made a motion to accept the Proposed School Board Calendar August 2018 through March 2019. Mr. Young seconded the motion. The motion passed by a vote of 5-0.***

6.4 **To see what action(s) the Board will take regarding Proposed School Board Liaison Committee Assignments:** Mrs. Hendricks asked about the liaison to the Planning Board and does it require attending every time they meet. Ms. Ganem said Mrs. Hendricks can watch the meeting on TV and not necessarily go to every meeting. ***Mr. Lekas made a motion to accept the proposed School Board Liaison Committee Assignments. Mr. Saucier seconded the motion. The motion passed by a vote of 5-0.***

6.5 **To see what action(s) the Board will take regarding the 3rd reading of Policy IMBD High School Credit 7th/8th Grade Coursework:** Mr. Black mentioned there has been no change to the language. Algebra is ready to do this next year and foreign language wanted a little more time so this will happen a year later. ***Mrs. Hendricks made a motion to accept the 3rd reading of Policy IMBD High School Credit 7th/8th Grade Coursework. Mr. Lekas seconded the motion. The motion passed by a vote of 5-0.***

20 **7. Superintendent's Report**

7.1 **3rd Quarter Financial Report – Peter Curro:** We are running on target. There are no surprises and we don't foresee any until the end of the year. The revenues are a little bit above target. For the expenditures to budget, we expect around \$200,00-\$250,000 below so the fund balance should be around \$250,000-\$300,000. We have committed \$150,000 of surplus for equipment capital reserve and any other funds after that can be used for undesignated unreserved fund balance and /or as revenue to offset the December 2018 tax rate. We stand with the undesignated unreserved fund balance at \$402,810. By RSA, the maximum the district can have by unretained unreserved fund balance is roughly \$1.5 million. Mr. Curro continued by explaining Table 1 and Table 2. He discussed the expenditures and explained that staff turnover provides most of the savings. Pupil services is on budget and out of district placements are running slightly under budget. In regard to Professional Services, he discussed that the drawings for Moose Hill, SAU office and portables are in the one line that is drawing that group over. He continued to discuss Building and Grounds, Employee Benefits and Health Premiums.

35 Mr. Young mentioned the business office is over budget and that one of the expenses is the drawings for the District office. He confirmed that the table that he asked for and Mr. Curro provided that none of that expense would have been included. Mr. Curro confirmed that this is in addition. Mr. Young's recommendation on fund balance was if at all possible he would recommend that the Board consider putting an additional \$100,000 to the fund balance to bring it up to half a million dollars. It appears the Town Council has eliminated a safety valve we had and we want to be building up that balance as soon as we can. The Town is no longer going to hold money for catastrophic events for the school.

45 Mr. Curro mentioned that Dining Services was running better than last year. We surpassed \$85,000 in the vending machines alone. This fills the gap between lunch and after school programs. We are close to launching an online payment system for the students and parents. Right now, we do it for lunch and we will introduce a program that takes any and all fees for students such as yearbooks, field trips, etc.

50 Mrs. Hendricks would like an update on the SAU office. Mr. Curro said the walls are up and they will start painting next week. If the Board wants to go up and see the progress, then the middle of May would be a good idea. Everything is on target for the first week of July to move. Mr. Young agreed that the online payment system is outstanding and this is something our auditors will be happy

5 with. In regard to Food Services, Mr. Young gave his compliments to our Director and mentioned that she has been incredible at getting nationwide press and her services in magazines.

7.2 **March Enrollment Report – Scott Laliberte:** He mentioned that there has not been a lot of movement. The second page went over the LEEP numbers and showed a format that is functional and captured the complexity of the LEEP program. The chart went back to 2012 with monthly
10 enrollment. As a student turns three, they are able to join us. Child checks are four times a year to help identify students who need additional support. There are two rows for each year. There are two numbers under the FRIENDS; the first one is who participates and the second is the number who are enrolled in kindergarten and participate in the FRIENDS program. Our intention is to maintain the chart on an ongoing basis.

15 Mr. Young said because students age into this program at three this gives us visibility of the numbers. He mentioned that last year we started at 108 and by the end of June we were up to 141. The clinical definition of FRIENDS is students identified with autism. In August, we started with 4 and ended at 8. This year started with 115 and in March we were up to 128 and FRIENDS went from 5 to 11.

20 Mr. Young said in regard to the enrollment page when we look at enrollment and compare it to the previous year he would like to see the numbers in regards to the LEEP and kindergarten program; are they growing or decreasing vs the month last year. In September 2017 vs 2016 we recorded we were down 83 students for the whole district, but were we down or up with LEEP and kindergarten based on
25 previous year. The numbers are important when we are looking at buildings/expansions/full day kindergarten and knowing what happens the last year vs this year will be helpful. Mr. Laliberte said we have also discovered that we are changing the way we record students as they come in. We verify residency before they come in.

30 Mr. Clark, 79 Stonehenge Road: He mentioned that he noticed today the deliberations were completed before they were set to start.

8. **Adjournment: Mr. Lekas made a motion to adjourn the meeting. Mrs. Hendricks seconded the motion. The motion passed by a vote of 5-0.**

35 The meeting was adjourned at 7:49PM.

Respectfully submitted,

Lisa Muse
School Board Secretary

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