

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

5 A concurrent meeting of the School Administrative Unit No. 12 School Board and the Londonderry School District School Board was held on **Tuesday, July 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. Saucier and Mr. Young. Also in attendance were Superintendent, Mr. Laliberte, Business Administrator, Mr. Curro and School Board Secretary,  
 10 Lisa Muse.

1. **Call To Order:** The meeting was called to order at 7:00PM by Ms. Ganem.

2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mrs. Small.

3. **Questions, Announcements and Presentations**

3.1 **Update on the District Office Move - Peter Curro:** He mentioned that the District Office has officially moved to 6A Kitty Hawk Landing. He thanked Mr. Zappala and Mrs. Casey for all their logistics of moving the office and it went smoothly. He reminded everyone that the files stored  
 20 under the high school will be moved to the building on Mammoth Road which will be used as storage along with the servers in a protected area. The condensed Board Room will be used for special and small meetings.

Ms. Ganem mentioned that the Department of Transportation will be holding a public information meeting to seek input on Exit 4A on July 25<sup>th</sup> at 6:30PM at West Running Brook Middle School in Derry.

4. **Consent Agenda:** *Mrs. Hendricks made a motion to accept resignations as presented. Mr. Saucier seconded the motion. The motion passed by a vote of 4-0.*

*Mr. Young made a motion to approve the June 19, 2018 minutes. Mr. Saucier seconded the motion. The motion passed by a vote of 3-0*

35	4.1	Resignation(s):	Kenneth Allison Jennifer Lowton Gail Stewart	Dining Services Technology Coordinator SPED Assistant	High School District Office South School
	4.2	Minutes:	June 19, 2018		
	4.3	Meetings:	August 7, 2018	Regular Meeting 7:00PM	Town Offices
			August 21, 2018	Building Tours 6:00PM-6:30PM 6:45PM-7:15PM 7:30PM-8:00PM	North School Middle School Matthew Thornton
			August 23, 2018	Building Tours 6:00PM-6:30PM 6:45PM-7:15PM 7:30PM-8:00PM	South School Moose Hill High School
			August 28, 2018	Regular Meeting 7:00PM	Town Offices

5. **Committee Reports**

- 5.1 **Student Council – Derik Pignone:** None
- 5.2 **Teacher Liaison – Mary Wing Soares:** None
- 5.3 **School Board Liaison Reports:** None

**6. Deliberations**

**6.1 To see what action(s) the Board will take regarding a Resolution for Approved Capital Lease: Peter Curro:** This states that the School District had budgeted and fully intended to purchase via the capital lease the activity bus and High School bleachers and these are now being funded through capital lease program. Mrs. Hendricks asked about Section I where it mentions the cost not to exceed \$350,000. Mr. Curro said it should come in lower. The activity bus is around \$54,000 and the bleachers should come in around \$290,000. They are working on the varsity bleachers right now and then seeing if we can tackle the LAX/soccer game field bleachers. The article for the bleachers was not to exceed \$300,000.

Mr. Young mentioned this is on the Londonderry.org website and this will be signed after the read through and if approved by the Chairperson and Mr. Curro.

Mr. Young read: A RESOLUTION OF THE LONDONDERRY SCHOOL DISTRICT AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE PURCHASE AGREEMENT WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT OR CAPITAL ITEMS FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

*Mr. Young made a motion to accept the capital lease resolution dated July 17, 2018 as read. Mrs. Hendricks seconded the motion. The motion passed by a vote of 4-0.*

**6.2 To see what action(s) the Board will take regarding approval of a Capital Improvement Plan: Peter Curro:** In the packet are the proposed Londonderry School District Capital Improvement Plan (CIP) for the years 2020 – 2025 inclusive. The documents are due to the Planning Board in a couple weeks. On August 9<sup>th</sup>, they will review the submitted projects and then a rating or scoring sheet will be completed to determine the priority of the projects as they relate to public safety, etc. The final document goes to subcommittee and then goes to the Planning Board and the workshop on September 12<sup>th</sup> where they go through the process and the Planning Board will ask for more details and will hold a public hearing on October 10<sup>th</sup>. At this meeting they will adopt a CIP document for the years 2020—2025. Once the plan is approved it goes to the School Board and Town Council. The individual Boards will then decide, based on a variety of factors, what action to take that best fits their goals and needs. It is up to the individual boards to move on the funding or move up, move down or delete. This gives the public a view of the next six year’s plan. The spreadsheet shows the many needs and variations of Moose Hill and the elementary schools. The Facility Study Committee has been formed and will report back to the Board. All the ideas and variations will get sifted through as well as all the dollar amounts. The Middle School core needs to be addressed. In 1986, they doubled the size, but the core facilities were not addressed such as the library, kitchen, gym/MPR, office, etc. The elementary buildings are also getting old in age and new technology needs to be addressed in the elementary grades. We try to give the public what the upper ends of capital needs will be needed.

Mr. Young asked if the organizational meeting was held two weeks ago, do they need a decision tonight for the next meeting of the capital meeting plan. Mr. Curro needs to submit some document to get started. He could walk in on September 10<sup>th</sup> and have an updated plan the school district would like to submit. There is no meeting before the next meeting so Mr. Young felt he doesn’t have enough information. He mentioned that starting with 1A, that is assuming we continue to run independent and central kindergarten, there has not been any discussion on what would be better or what the community would prefer. Whether we expand the Moose Hill facility or distribute the kindergarten students to the neighborhood schools, he can’t imagine Mr. Laliberte is ready to present that tonight. He also

mentioned that 1B needs a conversation. He thinks we should be looking at putting in more modulars to be ready. In regard to the building renovations (3), we need to make sure it states the Middle School. He felt they need the current enrollment projections as we roll in to the Fall. Mr. Young felt the issue is we are walking right into expanding Moose Hill, but felt this needs to be discussed. Mr. Laliberte said the intent of the CIP process was to make sure we're transparent with the community with what is possibly coming down the road. He instructed Mr. Curro/Mr. Black to estimate what would be the greatest financial impact would be. Mr. Young recommended under description to change it to expansion of current building 1A or 1B which says we have not decided if we would expand Moose Hill or move the students. He felt this should be pushed out to 2021. Mr. Laliberte said if we were to ever go in the direction of full day kindergarten that is a huge process. Mrs. Hendricks said full day kindergarten is a huge shift as to how we give services in this district and would be quite a conversation. Mr. Laliberte said he would like to add this to the discussion as he gets this asked a lot and Mrs. Hendricks agreed.

*Mr. Young made a motion to present the CIP plan as amended to the CIP Planning Committee. Mrs. Hendricks seconded the motion. The motion passed by a vote of 4-0.*

**7. Superintendent's Report:** Mr. Laliberte prefaced the discipline report remarks and mentioned we received valuable feedback from the community on bullying. He mentioned that we completed a policy review and we are reviewing the procedures on how we investigate and report incidents of bullying. We are going to continue and look at how we record incidents. The bullying numbers are low on the report because they are incidents and reported as bullying, investigated and consequence as bullying. There are quite frequently incidents that are reported as bullying but are consequence under other areas. They are working on coming up with a more efficient way to track data on initial reports of bullying. They will report back on this by the end of the summer.

**7.1 Londonderry High School Discipline Report – Katie Sullivan:** 89.7% did not have a discipline infraction. 24 students graduated from the adult ed program. 93/346 incidents were one time offenders. The Breathalyzer was not used during semester two. Mrs. Hendricks was troubled by the last meetings comments and asked if she thought we have a culture of insensitivity. Ms. Sullivan said no. If students or parents feel that way, she said they should come to the school and talk with them. Mrs. Hendricks said an incident must be reported in order for something to be done. Mr. Laliberte said we do have a positive culture which makes these incidents stand out even more. They are looking for ways to frame the expectations that are more comfortable for the students to come forward. He is working with Mr. Parent. Mrs. Hendricks said she thought the students are hesitant to report due to retaliation and we need to make the students feel not afraid.

Ms. Sullivan loved the number that 93 are one time offenders. These are kids and they work with the kids so they don't see them over and over. Kids make mistakes. Mr. Saucier asked about cyber bullying. Mr. Sutherland said when it occurs online and it disrupts the operation of the building is when they can step in. If its ongoing, but the school operations can still go on, then that's when they connect the parent with the SRO and they work with the police department. Mr. Young said the issue is if school operations still work, but a child may kill themselves he wanted to make sure that does not happen. Ms. Ganem would like to see everyone on the same page as categorizing incidents.

**7.2 Londonderry Middle School Discipline Report – David Sutherland:** The new behavior reporting form is being used for all behavior reports and has allowed them to have a more accurate picture of what is happening around the building. 80% of the students did not have a behavioral incident during semester two. During the 8<sup>th</sup> grade trip there were no significant issues. Approximately 40 students stayed back and went to the State House and the NH Veterans cemetery. 31 students were frequent fliers which mean they had five or more incidents. One of the most pressing

concerns is around the use of appropriate language. They are continuing positive rewards. 107 merits were awarded for going above and beyond. The team continues to use team based methods for positive student recognition. The Middle School likes the focusing on the positive. Its age appropriate to be challenging with all facets of the teen life and with society and how they communicate in their world. We need to help them realize what is respectable and responsible. The students step up and report a lot of incidents. Ms. Ganem asked about the 22-member Student Voice Group. Mr. Sutherland said they work with Mrs. Collacchi and the members are from all grades. They came up with putting positive comments on all the lockers. They are a great leadership group and its very useful to get their insights.

**7.3 Possibility of Combining Transportation Services with Litchfield School District -**

**Peter Curro:** Mr. Curro stated that our bus contract expires in June, 2019 and this topic came up again. We wouldn't do anything unless we saw a benefit with price/flexibility or both. The terminal is on the Litchfield line in north Londonderry. He reached out to Business Administrator in Litchfield and they were interested in seeing if there was any benefit. Mr. Curro thought there might be a savings in price for athletic events. There would be one terminal manager and this is just something to consider if the Board is interested in pursuing. Mr. Young asked for the number of Litchfield students and Mr. Curro said it's a much smaller district and so is there bus fleet. He asked if Mr. Curro knows their bus stop policies and felt they should be the same as ours. Mr. Curro will check with Attorney Graham and he felt they should be reasonably close. Mr. Saucier asked if any other town does this. Mr. Curro said he thought they are the first ones. The Board said to move forward and look into it.

**7.4 Proposed Booster Clubs and PTA's/PTO's Policy - Peter Curro:**

This is in policy format and came about when Mr. Greenberg had a conversation and felt some reigning in was necessary, but they never finished it. Mr. Curro was at ASBO and they discussed this along with student activity funds. After the stories, he felt it was time to reign them in. He was trying to make sure they are compliant, and using their own tax ID number and pass in their paperwork and following their own policies/bylaws. We have heard from past Boards concerned with the many fundraising activities identifying themselves associated with the School District, and the Board and Staff are not sure of the affiliation. We want some control over the capital equipment. The purpose is to provide guidelines to working with the school district. We need some controls and protections for them and us especially since they are volunteers that change frequently.

Mr. Young said different booster clubs and organizations in the District may have issues with each other and this intent would be for the District to help them with paperwork and legal advice. Mr. Young thought it is worthwhile to go to a first reading. Mrs. Hendricks asked if we have enough manpower to keep track of all this paperwork and Mr. Curro said it will be part of their requirement to pass it in to us.

**7.5 FY2018 1<sup>st</sup> Close Financial Report – Peter Curro:**

He reminded the Board that these are unaudited numbers and the auditors are due to come on August 13th for their field work. The year-end surplus should come around \$665,000. Revenues will come in around \$307,312 above expectations. The wild card on Revenues is Medicaid. We received a check for \$228,000 on June 28th. He continued by listing a couple of the additional lines in revenues that went over and under and gave as of May 30th the funds held in trust by the Town and the general fund budget individual lines. The group on lines that provided the most saving is professional salaries and special education out of district tuition. Mr. Young asked about Table I and then go over in more detail. The substitutes at \$250,000 were over district wide and this is budgeted to go over. Construction services are for the old SAU, Moose Hill modulars and pads for the trailers. Sped out-of-district tuition was on the surplus, but we had unanticipated out-of-district placements that are court ordered.

Repairs to buildings were performed by outside technicians and Mr. Curro will find out what the work was. Professional services were for the SAU office and for the Moose Hill modular, hook up of temporary trailers at Moose Hill. Dining Services: The cost of inventory needs to be figured in. The program will have a surplus of \$40,000. It could have been \$80,000, but we purchased two high school ovens last year in order to get to the campus in early August so that Building and Grounds can hook up in time of school starting. Lunch sales are holding steady and the vending sales at the High School and Middle School are driving the sales. In regard to open balances, we passed the policy and are being more aggressive. We told parents this was coming and hit the button in June. The High School and Middle School administration did a great job pushing the fact that yearbooks and trips could not happen with open balances. At one point, the balance including fess was up to \$32,000. We sent 25 accounts to the attorney office for collection. Letters have been sent – some reached out and were put on a payment plan and most have had no action. Parents have until July 20<sup>th</sup> to pay in full or get on a payment plan. We will then go through the list to ensure the list is accurate and the attorney will notify the parents that they are going to small claims court. Next year, once the parent goes to collection it is out of our hands. This year being the first we are trying really hard to work with them.

**7.6 Introduction of a New Online Payment System - Lisa McKenney:** Many parents have requested for online student activity accounts. They demoed a few vendors and we found RYCOR and they will handle the lunch account as well as student activity payments. Only one log in and this integrates with the X2/parent portal. It's very user friendly.

Another feature is that it has permission slips electronically. It also allows the District to prioritize payments. If there is a negative lunch balance it must be paid before a field trip.

The \$1.95 convenience fee will stay the same to cover the expenses for the District. We do not want to generate revenue just cover the expenses. Parents can always send in a check to avoid convenience fee. 70% is coming from online payments. The Implementation Team is in place which consists of herself, Kendra McCormick, Tom Cranmer and Amanda Venezia and will move forward with RYCOR to get this in place for the beginning of school to have the food service online. We will test this out in the middle of August. Student activities will follow 1-2 months later.

This gives the District a level of cash handling policy controls. This has been an ongoing concern for auditors. The \$1.95 fee is per transaction. You can put on five students at once and one charge. Mr. Young mentioned that the \$1.95 fee should cover the merchant fees and RYCOR fees. Mrs. Hendricks asked if the discussion of security came up. Kendra McCormick talked with RYCOR and our student data security. There have been zero breaches. She is very impressed with the company and how knowledgeable and flexible they are without charging us extra. She is very comfortable with the product and the vendor.

**8. Non-Public Session: Non-Public Session requested under RSA 91-A:3, Section II (b) and (c). *Mr. Young made a motion to go into Non-Public Session requested under RSA 91-A:3, Section II (b) and (c). Mrs. Hendricks seconded the motion. The motion passed by roll call vote.***

**9. Adjournment:** The meeting was adjourned at 9:02PM.

Respectfully submitted,

Lisa Muse  
School Board Secretary

Londonderry School Board  
Non-Public Minutes  
Tuesday, July 17, 2018

PRESENT: Board Members: Ms. Ganem, Mrs. Hendricks, Mr. Saucier and Mr. Young  
5 Superintendent of Schools: Mr. Laliberte  
Assistant Superintendent: Mr. Black  
Director of Business Administration: Mr. Curro  
Director of Human Resources: Mrs. Swenson

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Mr. Young moved, seconded by Mrs. Hendricks and passed unanimously (4-0) to enter non-public session under RSA 91-A:3, Section II (b) and (c) at 9:04PM

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Mr. Young moved, seconded by Mrs. Hendricks and passed unanimously (4-0) to approve administration's recommendations for three high school teachers

Mrs. Hendricks moved, seconded by Mr. Saucier and passed unanimously (4-0) to approve administration's recommendations for five special education assistants

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Mrs. Hendricks moved, seconded by Mr. Young and passed unanimously (4-0) to approve administration's recommendation for an administrator's contract release request

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Mrs. Hendricks moved, seconded by Mr. Saucier and passed unanimously (4-0) to approve administration's recommendation for a teacher's contract release request

Mr. Young moved, seconded by Mrs. Hendricks and passed unanimously (4-0) to exit non-public session at 9:16PM

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Mr. Young moved, seconded by Mrs. Hendricks and passed unanimously (4-0) to adjourn public session at 9:16PM

Respectfully submitted,

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Scott A. Laliberte  
Superintendent of Schools