

**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, January 19, 2016** at 7:00PM at the Londonderry  
Town Office, Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH. In attendance  
were School Board members: Mrs. Hendricks, Mr. Laferriere, Mr. Lekas, Mrs. Reilly and Mr. Young.  
Also in attendance were Superintendent, Mr. Greenberg, Business Administrator, Mr. Curro and School  
10 Board Secretary, Lisa Muse.

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

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

3. **Questions, Announcements and Presentations**

3.1 **Filing Period for Candidates – First Day is Wednesday, January 20, 2016 and Last  
Day is Friday, January 29, 2016**

- **One (1) School Board Member – 3 year term**
- **One (1) School District Clerk – 3 year term**
- **One (1) School District Moderator – 3 year term**
- **One (1) School District Treasurer – 3 year term**

To make arrangements to file, please contact Mrs. Mary Wing Soares, School District  
Clerk at (603) 247-1679. Mrs. Soares will be at the School District Office from 3:00PM to 5:00PM  
25 on Friday, January 29, 2016, for the purpose of final filing.

Mr. Young mentioned that the school and town side are different entities.

4. **Consent Agenda:** *Mr. Laferriere made the motion to accept the consent agenda. Mrs. Reilly  
30 seconded the motion. Motion passed 5-0-0.*

4.1 **Retirement(s):**

**Marsha Greenwood                      Office Assistant                      High School**

4.2 **Minutes:              January 5, 2016**

4.3 **Meetings:**

**February 5, 2016              Deliberative Session                      7:00PM              LHS Café**

**February 5, 2016              Regular Meeting directly after adjournment of Deliberative  
Session in LHS Cafe**

**February 16, 2016              Regular Meeting                      7:00PM              TBD**

**March 3, 2016              Non-Public Session                      7:00PM              School Board Room**

5. **Committee Reports**

5.1 **Student Council – Olivia Caruso:** On Thursday January 7th, graduates from the class of  
2015 returned to give advice to the senior class and answer questions about being a freshman in college,  
45 thank you to those graduates and the Guidance Department for organizing the college panel. The tenth  
annual Pantene Beautiful Lengths Day of Giving assembly was held on Friday January 8th, where over  
200 angels donated their hair for a great cause. The National Honors Society hosted a Miracle Minute

for the Make-A-Wish Foundation during the assembly, where change was collected from the assembly attendees for just one minute. Congratulations to the Adult Education students who graduated last Monday, good luck in your future endeavors.

**5.2 Teacher Liaison – Stella Skoropowski: Moose Hill:** The students enjoyed Beach Day on Friday last week where we surfed the day away. We had a special visitor, Surfer Dude, who kicked off our Sight Word extravaganza helping students read words and then making them into sentences. Some of the other activities included Beach Bingo, Sea Foam painting and sand painting. The best day ever according to some of our kindergarten students! Registration for incoming kindergarten students is on Wednesday, January 27th. If you have a child who will be five by September 30th, please call Moose Hill School for registration information. 437-5855 X7100. **Matthew Thornton:** Jeff Nathan, author, is coming to visit Matthew Thornton on Thursday, January 21. He will be presenting The Silly Laughing Musical Fun Poetry Show to all grade levels. The evening show will be held from 6 to 7 with an opportunity for book signing after the show. **Middle School:** For the 28th year, the National Geographic Society is holding the National Geographic Bee for students in the fourth through eighth grades in thousands of schools across the United States and in the five U.S. territories, as well as in Department of Defense Dependents Schools around the world. The Bee is being sponsored by Google. The Londonderry Middle School Bee, held on January 13, was organized by Special Curriculum Teacher, Jan Armstrong. This year's winner is 7th grader Samantha Bristol; Second place was Steven Valentin and Third place was Aliceyn Lacey. All three were students of 7th grade Social Studies teacher, Marie LaLiberte and are to be congratulated for their achievement and interest in the study of Geography. Samantha will take a 100 question written examination on January 28 to determine if she will represent LMS at the State level Geographic Bee. State winners and their teacher escorts will receive an all-expense paid trip to participate in the National competition in Washington, D.C this spring. As well as being named National Champion, the winner there will receive a \$25,000 college scholarship. She will be presented with her certificate and medal as School Champion on Thursday, January 21 during ASD. LMS had its Spelling Bee last week. The final two spellers were Tim Gore and Luke Pascarelli. Tim ended up winning in round 32. This is the third year in a row that Tim and Luke have battled it out as the top two spellers and the third year that Tim will represent LMS at the State Spelling Bee (to be held February 27th in Concord).

**5.3 School Board Liaison Reports:** Mrs. Hendricks was not able to attend the C3 Meeting and asked Mr. Laliberte to give the highlights. He said they discussed the IT warrant article and if that article passes successfully what that will mean. Mrs. Carpinone talked about the compliance audit for Special Ed and a video produced by South School was watched.

## **6. Deliberations**

**6.1 To see what action(s) the Board will take regarding withdrawal of funds from the Maintenance Trust:** Mr. Curro said this is a standard withdrawal. Each year there is a warrant article and the work is usually done over the summer. The High School generator was on hold due to auditorium so that is up and running and we need a motion from Board to withdraw money from Maintenance Trust for the trustees to release the funds from the account that they hold on behalf of the school. Mr. Young went over the completed projects per the handout.

*Mr. Laferriere made a motion to allocate \$628,436.62 from the Maintenance Trust as noted on the maintenance reimbursement request as of 1/19/16. Mrs. Hendricks seconded the motion.*

Mrs. Hendricks asked about the security upgrades. Mr. Curro said each year they do a bunch of upgrades like cameras that our outdated or wiring. **Motion passed 5-0-0.**

**6.2 To see what action(s) the Board will take regarding withdrawal of funds from the Capital Equipment Reserve:** Mr. Curro said this is for needs in the classroom and maintenance and is \$148,703.50. This includes items from grounds, athletics, equipment, etc. This is the third year, we reduce all the equipment needs from the operating budget and the capital equipment reserve special article is the funding mechanism for most of the equipment needs on an annual basis. Mr. Young said this is what we used to do through leasing and this replaces that now. Mr. Young went over the list of items included in the \$148,703.50 amount in the packet.

*Mr. Laferriere made a motion to release the funds of \$148,703.50 from the account Equipment Capital Reserve – reimbursement request as of 1/19/2016. Mrs. Hendricks seconded the motion. Motion passed 5-0-0.*

**6.3 To see what action(s) the Board will take regarding withdrawal of funds from the School Impact Fee Account:** Mr. Curro said this might be the last time we do this because as of today the Impact Fee Program is on hold. This takes down the money in the school impact fee account unless the Town brings back the impact fee program this will be it. This was used to help offset the cost of the High School renovations and additions in 2003 which included the second floor in phase 2, gymnasium and phase 6 second floor. The amount they will withdraw is \$117,000 in the financial report. Mr. Young asked Mr. Curro if we are accessing these funds and using in a legal manner. Mr. Curro said yes.

*Mr. Laferriere made a motion requesting the release of funds from the Town Council at the sum of \$117,000 impact fees per requested by the District to deal with High School debt services. Mrs. Reilly seconded the motion. Motion passed 5-0-0.*

**6.4 To see what action(s) the Board will take regarding the 2016-2017 Londonderry Middle School Program of Studies:** Mr. Zacchilli, Principal and Mrs. Collacchi, Curriculum Coordinator presented. They thanked the Board for their support. Fifth grade parent night is February 10<sup>th</sup> in the Middle School cafeteria and the snow date is February 11<sup>th</sup> at 7:00pm. The eighth to ninth grade transition night has been completed. There are no major changes to the program guide. There are a few wording changes. All students take four core classes along with physical education and music. Mr. Zacchilli went over the changes that are included in the packet. The Middle School is piloting two initiatives: the genius hour and the eighth grade seminar. Mrs. Collacchi went over the eighth grade seminar. They met with the teams and explained the options and this is modeled after the senior project at the High School. The child picks a topic; works with a mentor of their choice then shows evidence of their learning in traditional and non-traditional ways. They are pleased with the number of students interested. They are in the process of helping the students to find mentors and will start up in the third semester. This work is done during ASD. Mrs. Hendricks asked when we have a student that can't advocate for themselves what programs do we have in place to support them. Mr. Zacchilli said the guidance counselors help the students and because they loop they are very familiar with the students. Also during ASD time, they focus on a variety of options. Mrs. Hendricks asked about the required summer reading and when the list is available for students. Mrs. Collacchi said that has increased to two books and one required book group. That was successful last year. No particular books are mandated. The kids can pick something they are interested in. Suggestions will be published in May from the librarians and the reading teachers also put that out. Mrs. Reilly asked how often or how much time is spent with guidance counselors. They sometimes meet as groups or some kids come from elementary school with a required amount of time. Mrs. Collacchi said they also attend all the grade level functions so it's easy for a student to access them. Mrs. Reilly asked what ASD stands for and what is the time. Mr. Zacchilli said it stands for Academic Skill Development and it two times per week Monday and

Thursday. It's for children to get some extra help or study help, the mentor program is held during this time. The time is also used to hand out report cards, or if the team wants to talk to the students about behavior. It really depends on the grade level; eighth graders use it a lot for homework time. If student is absent they can go see teachers and make up tests. Mr. Laferriere is encouraged with the language changes and making the students more independent learners and thinkers and being able to ask questions. Problem solving is what we have to learn and he thinks the changes are very positive. He would like to hear how these program changes are working.

*Mrs. Hendricks made a motion to accept the changes regarding the 2016-2017 Londonderry Middle School Program of Studies, Mr. Lekas seconded the motion. Motion passed 5-0-0*

**7. Superintendent's Report**

**7.1 2<sup>nd</sup> Quarter Financial Report – Peter Curro:** This gives us time to look at any trends over the first 6 months, adjust and plan for the unplanned issues. The budget is tight. At the public hearing of the FY17 budget, we had reduced what we thought the year end fund balance from \$600,000 to \$300,000 and we had identified these reasons at the last public hearing. Revenues for the general fund will come \$100,000 above and expenditures \$125,000 under and the year end fund balance of \$225,000 or better. On the revenue side, Table I is the list of trust reserves that the town holds on behalf of the school. We have the capital reserve, maintenance trust, school impact fee and the capital project funds. These balances are as of 11/2015. On the general fund for revenue, Table II shows that CAT Aid is a little higher than expected. Every year we have to guess on this amount after working closely with the Department of Ed. Local revenues is the FEMA money we received for the snow removal services and shoveling of the roofs/moving of snowbanks. You post the revenue once the check arrives. Medicaid is always a wild card and is projected to come a little under right now. Again, this is based on when checks are dated is when it gets posted. Overall operating revenues should come in around \$100,000 at year end. On the expenditure side, we have talked about the major account that is overrunning the budget and that is the out of district placements. Several unplanned out of district placements have come and we need to address. That is the reason in Table III the projected out of district placements will come at year end and the other accounts we expect to come over budget. The line that says IT new equipment should read Planned expenditures. That line has not been expended but has been committed and we expect to change out but we are holding to get through winter months and get closer to third quarter to see where year-end numbers would come. We have not frozen the budget but have told directors/principals that only necessary items are to be expended through the winter months.

We expect the budget to still come in at \$225,000. By law, we cannot spend over the budget even if revenues were to come \$600,000 over you can't expend the bottom line budget.

Mr. Young said that the out of district placement is \$450,000 we did not expect.

Mr. Laferriere asked about the temporary staff account for \$550,000. Mr. Curro said that the sub line is normally underfunded and usually that is offset by staff turnover.

Mr. Laferriere asked about the out of district placement and what if we had another student and what is the minimum and maximum amount. Mrs. Carpinone said given it is halfway through the year, if a brand new child needed to be outplace, it could be \$22,000 to \$42,000 not including transportation. Mr. Curro stated we can absorb one more out of district student in this projection if it's not residential.

**Dining services:** Mr. Curro said menu changes and change in style, changes at the high school has made revenues at all building are up and price increase helped along with participation. Participation is up about 1-2% higher. All new equipment has been implemented; frozen yogurt machine and the salad bar. Both have received great support by the students. Food costs are a little bit higher because we had to do a swag for the high school since the high school is on its own for a year. The bottom line is running about \$30,000 better than last year including the \$50,000 equipment and includes a pro-rated share of the general funds commitment to the cost of the free and reduced at the high school. Mr. Curro strongly believes dining services has a great chance of breaking even or maybe a small surplus at 6/30/2016. Dining services also took over the concession stand; volunteers worked out well. Catering is doing much better also.

Mrs. Reilly went back to the discussion before dining services and asked about the out of district placements and the cushion we have. Do we have insurance for this? Mr. Curro said we have two paths. We have not frozen anything and told directors/principals to spend as needed, but are already holding back some monies. The SPED Trust Fund also becomes available where we can withdraw money to cover the cost of a couple students in case it becomes a burden on the operating fund/budget? Mr. Curro said we are not overly concerned because we have some paths and contingencies in place to handle anything. Mrs. Reilly would like to discuss this in the future as how these costs are going up and children are taken care of and make sure we have lots of contingencies. Mr. Greenberg said that what we have seen is an increase in the number of students with significant issues/difficulties and because we don't have the services and they need to go out of district. There is a movement by the courts to place the students. Based on State statute, if the student goes to a public charter school we have to provide special education services and for that child we have to send somebody there, or transport child here or pay to have services delivered there. Mr. Greenberg said as we go forward we might want to entertain putting additional fund balance money in the special ed trust account and build that up like we have with the other accounts or within the budget itself, but as our out of district costs are based on the students we have now is X we would recommend that we put an X+ whatever as a contingency as we move forward. The other option is you could flip around to some degree the manner of which we handle the budget internally. As the board is aware, we underfund the substitute account based on our past history of teacher turnover. We could flip it and you could say we budget the substitute account based on what we see as the current issue and hold in reserve teacher turnover money to address out of district tuition. If we are hit with a significant number of out of district placement, there is a process at the state level that allows you to over spend the budget. You have to get approval from the State Board of Education and then you would have a warrant article saying to raise and appropriate X amount of dollars to cover deficit for a specific thing. So there are legal options and Mr. Greenberg had to do that once in a prior lifetime. We would have to demonstrate that we have expended every other penny to address the issue before we would get permission. We can continue to look at options.

Mr. Laferriere asked with the housing in town and with the turnover and with the growth and the communities that are growing in the North and Woodmont, he questioned if we are a victim of our own success. We attract families that need family services because we provide some of the best services for special education. He asked if there is a way to calculate based on number of units to identify students and help in the budgeting? Is there a mechanism similar to make the fees accessible to help budget these types of students coming into the community? He said if we were static we could calculate but with the increase of number of units over the next 15 years, this is going to impact our community. Mr. Curro said the impact fee program was designed to provide a funding mechanism to help the schools, or rec, or whoever to fund costs from expansion in the town. Unfortunately, this program has been put on hold

from the town. School is not receiving any funding from the town side for expansion of housing developments.

5 Mr. Laferriere wanted to clarify that the Town can help developers, and not have tax impact which we have stopped having tax impact fees to help us out. The tax impact fees help fund growth issues like we are talking about and that has been put on hold. Mr. Curro mentioned there was a growth management ordinance and that has been removed and the whole impact fee program has been put on hold. Mr. Curro said to his knowledge the Town is not collecting impact fees from the developers of the new developments that have been approved and under construction. Mr. Curro mentioned that impact fees  
10 can only be used for construction not for special ed or out of district placements and services.

Mr. Greenberg said we can put pressure on the legislature to fully fund Catastrophic Aid. This year for expenses we had in the past year we are getting \$100,000 less than we are entitled to. Mr. Greenberg said another issue is the funding formula itself for all students. The Board needs to be aware of that with  
15 our declining enrollment, we are operating under for lack of a better term a collar. This means they have limited the amount of decrease based on the number of students. There are certain communities such as Bedford and Dover that have not gotten there per pupil adequacy because of the amount of money that has been budgeted in the State because they have seen growth. Part of the issue is the funding formula itself short changes everybody across the board, CAT Aid is another and the third is the historical  
20 underfunding of IDEA at the time of its inception in 1974 to now. Mrs. Carpinone mentioned that the formula for IDEA has not been updated since 1997 and CAT Aid has been in the 70 percentile in terms of getting back monies for at least the last four years and allowable costs under Catastrophic Aid and Medicaid have been more and more difficult. Mr. Greenberg said what also complicates the  
25 Catastrophic Aid formula is it's based on State average per pupil costs so as this goes up the floor also rises.

Mr. Greenberg felt we can't make a forecast on housing coming in. We will see more people selling their three and four bedroom homes. So if you were to try and develop some formula it would have to be based on a ratio or logarithm based on what we have now per student to make a projection. If you  
30 had another 100 students that you could anticipate and that you might have two or three out of district placements. That might be a more practical way to go. Then, if we developed a logarithm that went that way then come budget time you would have to be very transparent and say historically, we have seen an increase of two students out of district placements with an average cost of \$40,000 a year and we are putting in an \$80,000 insurance policy for lack of a better term. Then, you could say at that point, give  
35 yourself a little more margin for error and then if in fact \$80,000 doesn't get expended then you would have a warrant article that says you would take that balance and put it in the trust. There are a lot of different options to look at as we approach budget season next year. He felt new housing stock is part of it, but it's not the whole thing.

40 Mrs. Carpinone mentioned of the 31 students - seven are court placed or charter school and we have no control over. The cost per student is \$12,000 to \$27,000. If it is a residential court placed child it could run as high as \$46,000 which is the state cap on court placement.

Mr. Greenberg said we have one of the best special ed departments that provide great opportunities and  
45 quality programs. We try to do that with all of the programs we provide and we just need some help from the state and federal government to help us fund these programs.

**7.2 December Enrollment Report – Nate Greenberg;** Right now, we have 4419 students which is five less than last year. We are seeing a slowdown in the pattern in monthly changes. It is interesting to look and compare the patterns to last year. He felt the decline is declining in speed.

- 5 Mrs. Hendricks attended our adult ed graduation and is proud of the programs we offer especially this one. She thanked Mr. Parent, Mr. Laliberte and the faculty for supporting this program.

**8. Non-Public Session: Non-Public Session requested under RSA 91-A:3, Section II (b). Please see attached Confidential Memorandum.**

- 10 *Mr. Laferriere made the motion to move to Non-Public Session requested under RSA 91-A:3, Section II (b). Mr. Lekas seconded the motion. Motion passed by roll call vote.*

**9. Adjournment**

- 15 Meeting was adjourned at 8:15pm

Respectfully submitted,

- Lisa Muse  
20 School Board Secretary

Londonderry School Board  
Non-Public Minutes  
Tuesday, January 19, 2016

5 PRESENT: Board Members: Mr. Young, Mr. Laferriere, Mrs. Reilly, Mrs. Hendricks, and  
Mr. Lekas  
Superintendent of Schools: Mr. Greenberg  
Assistant Superintendent: Mr. Laliberte  
Director of Human Resources: Mrs. Swenson

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Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously by roll call vote (5-0) to enter non-public session under RSA 91-A:3, Section II (b) at 8:17PM..

15 Mr. Lekas moved, seconded by Mr. Laferriere and passed unanimously (5-0) to approve administration's recommendation for a special ed assistant nomination

Mr. Lekas moved, seconded by Mr. Laferriere and passed unanimously (5-0) to approve administration's recommendation for a leave of absence request

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Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (5-0) to exit non-public session at 8:23PM.

25 Mrs. Reilly moved, seconded by Mr. Lekas and passed unanimously (5-0) to adjourn public session at 8:24PM.

Respectfully submitted,

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Nathan S. Greenberg  
Superintendent of Schools