

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

10 A concurrent meeting of the School Administrative Unit No. 12 School Board and the Londonderry School District School Board was held on **Tuesday, October 20, 2015** 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 Board Secretary, Lisa Muse.

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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 Olivia Caruso.
 - 20 3. **Open Public Hearing on Charter Amendment:** *Mr. Laferriere opened the public hearing on the Charter Amendment. Mrs. Reilly seconded the motion.*
 - 3.1 **Public Hearing on the proposed Charter Amendment made necessary by Superior Court Decree in March 2011:** Mr. Greenberg mentioned that the purpose is to hear from the public. Mr. Greenberg went over the history mentioned that back in 2011 a lawsuit was

25 filed to eliminate the quorum requirement that was in our charter for the deliberative meetings. The Superior Court found it was not legitimate to have it in the charter so abiding by the ruling our attorney has provided the adjustments that are outlined in the packet provided at the meeting. If approved by the voters at the March 2016 annual meeting, this will put the school charter in compliance with the court order. Mr. Young asked if there were any questions from the public. Mr. Reed Clark, Stonehenge Road asked if essentially this means there is no quorum and Mr. Young said yes. Mr. Curro wanted it noted in the record that the district deliberative session meeting has been conducted under the court order since even though the charter has not been updated. One of the reasons we are here is to make it official since it is our official document on how we conduct business.

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 4. **Adjourn Public Hearing on Charter Amendment:** *Mr. Laferriere made a motion to close the public hearing on the Charter Amendment. Mrs. Hendricks seconded the motion. Motion passed 5-0-0.*
 - 40 5. **Questions, Announcements and Presentations**
 - 5.2 **Dining Services Report – Peter Curro and Amanda Venezia:** Mr. Curro went over how the year was and has a Power Point presentation. They recap the year end 2015 mentioning that the year-end number came in at -\$12,421.80 which was better than projected in January 2015. Participation of the lunch reimbursable meal is: HS 28.9%, LMS 46.9% and

45 Elementary at 55.5%. The start of the new year has many changes including portion sizes increased, several new items, menu changes, and purchasing from local products. Mrs. Venezia felt it is too early to make any assessment on the impact of leaving the federal school lunch program. Dining services is also operating the concession stand for football games. There is a new snack room and this will be rolled out in three phases: Phase 1: coffee bar and new menu items, Phase 2: iced coffee, char broiler and griddle, popcorn machine, merchandiser, frozen yogurt bar and signage; Phase 3: salad bar unit with cold and hot storage. They are hoping to have this installed in November. The numbers reflected do not include phase 2 and 3. The cash registers were moved to

50 the cafeteria to help with the flow of students in line to get food quicker. The Board authorized

5 expenditure for capital equipment needs. The current paid invoices and open purchase orders total \$47,031. The equipment purchased include the char broiler, griddle, salad, bar, coffee bar, merchandiser, popcorn machine, frozen yogurt and signage. They are working on putting together a kitchen and café upgrade plan that will be presented later in the year by Frank Marinace (district architect). They are also looking at modernizing the school store and see how they want to proceed
10 with that space. Frozen yogurt has brought in \$1,416 over two days and there were a few lunches that it wasn't available. The Coffee Bar is selling 100 cups of coffee a day. Working with Lancer Locker to sell a mug at a smaller price and then use at dining services. Larger hot coffee size and iced coffee will be added shortly. The griddle and char broiler was purchased to use to grill burgers instead of putting in the oven. Signage will be available at the end of October. Comparing the
15 numbers from September 2014 vs September 2015 (HS only) the meals participation percentage has gone from 29.34% to 33.26%. Second meal percentage has gone from 7.11% to 7.18%. A la carte number went down from \$0.70 to \$0.63 because they are purchasing a meal or second meal instead. In regards to the State DOE, we had preliminary approval but now we are being asked for clarifying questions to get final approval for commodity foods. Until we have that, we will not receive any of
20 our \$105,000 allotment from the government. We have missed three out of the nine commodity food runs from the State DOE. There will be an administrative review 11/19 and 11/20. They will be looking at meal pattern compliance, nutritional analysis, smart snack compliance, wellness policy and commodity use and storage. Because of the Healthy Hungry Kids Act of 2010, the wellness policy is very specific. There can only be three food based fundraisers for each school and
25 these must be audited and approved by the principals and they must keep paperwork on who was granted, why granted and who did not get approved. This is part of the Wellness Policy. Looking forward, the point of sale system is outdated. Food Services have demoed four different software systems. They are also looking at the serving line at Matthew Thornton School. For FY18, the delivery van is ten years old and would need to be replaced. North School ovens are outdated and
30 looking at a permanent snack bar line at the Middle School. Mr. Greenberg wanted Mrs. Venezia to elaborate on where we are with the USDA and what the issue is. He also explained that he has a draft of a letter that he would like the board to approve to be sent to USDA along with being sent to our Senators, Governor, Commissioner, and the local legislative representatives regarding this issue that the USDA is classifying us as a food processing plant. Mrs. Venezia said in leaving the federal
35 food program at high school level, we are no longer able to store or receive commodity foods at the facility. However, we lack the facilities to store, receive and process the 28,000 cases of commodity foods which we receive from the government each year for the three elementary and middle school. We have asked the state for an exemption and this benefits the state because they can deliver to one location at the High School. The State would like to continue just to drop at the
40 high school. We have submitted documents ensuring commodity products stored at the High School would be used for the Middle School and elementary meals and delivered to those facilities. We have submitted inventory control and Excel spreadsheets and show that boxes are being labeled properly which showed what can be used at High School and what is being sent out to the other schools. It is marked very visually by caution tape. The USDA said we are not accounting for
45 when what happens when we encounter waste when preparing foods. USDA Boston gave us preliminary approval and so did the State USDA, but the Federal USDA had a conference call with their clarifying questions and she is not sure who was on that because she was brought in after. In regards to waste, the USDA wants us to come up with a production accountability and reconciliation plan. At a big plant like Tyson they get a box of say 40 pounds of diced chicken,
50 however they are putting it on a manufacturing line and there is some waste. They have waste every day. USDA is asking what is our plan with the waste we incur every day? When we are putting 100 pounds of ground beef into meatloaf we don't have the same amount of waste. The

5 manufacturing plant has to reconcile with the state the lost waste value of that product so the USDA
said we need an accountability plan. Example: If our cook dropped 1 pound of the ground beef on
the floor, we need to track the meat, reconcile the pound of meat and via the general fund cut a
check to the USDA or dining services for that waste amount with a concrete paper trail. We are
also being opened up to a USDA audit as a processing facility. They want to make more than
10 monthly visits to audit our processing plant to make sure we are accountable. Mr. Curro said he
recognizes why the feds want public commodity money separated to those schools still on the
federal lunch program. We understand and agree, but our issue is with some of the examples Mrs.
Venezia gave that shows that some of this is overboard and doesn't think we would be able to
comply even if we hired new people or software to give them and comply what they exactly wanted
15 if they were to audit. If the state surplus area is ok and the regional USDA in Boston is ok, and the
response we get from DC is a two page email with issues this bothers Mr. Curro and Mrs. Venezia.
We were willing to put a cage in and cameras, but the restrictions and regulations they are requiring
is really affecting the program. Indications seem to be that the program gives the student more
choice, quality food, more food and the students are now coming to the cafeteria and yet we are
20 being penalized for that. Mrs. Venezia said the urgency is that we have not received three of the
nine runs of the commodity foods. We started this process on July 20th to get the application
approved with a lot of back and forth. Mrs. Hendricks is very excited about the changes in the
program and felt we are moving in the right direction. She felt we will come to a resolution. She
asked Mrs. Venezia to explain what a commodity food is? This regulates the farming market. We
25 get foods from commodities which is \$3.75/case = peaches, cheese, ground beef, semi processed
products like chicken, fresh fruits and veggies and they have expiration dates. Mrs. Venezia felt
that the new food changes are a hot topic and the students are very excited to see the different
products. Mrs. Hendricks asked about the wellness program and the selling of food for fundraisers.
She asked if that applies to after school activities also and was told no. Mrs. Venezia explained
30 with the wellness policy vending machines cannot turn on until 30 minutes after school ends. Mrs.
Hendricks asked if employees are allowed to bring in their sons/daughters forms for cookies/candy
bars? Yes if sold from employee to employee. Mr. Lekas asked if we hadn't opted out would be
doing things differently as far as storing. She said nothing would have changed in the way we are
storing or preparing foods. He asked so what reason does the federal government give for their
35 reasoning. Mrs. Venezia asked the state and she said that is what they are asking because
everything the High School is doing is common practice in our state, but this is the first time they
are hearing of it. Mr. Laferriere asked, what is a merchandiser? It is a two tier that holds an extra
hot serving line without the need for an additional person manning the station. Mr. Laferriere asked
Mr. Parent about participation of staff at the lunch program. He said the staff is very excited about
40 the new lunches and the salad bar and are now buying lunch. There has been positive feedback on
coffee and they see an uptake as far as staff is concerned. From 9/14 to 9/15 they are up 200
teacher lunches and increased the price as well. Mr. Laferriere asked from a process perspective we
receive everything into the High School and then distribute to the schools. Do we process any food
in the High School that go out to the other schools? Mrs. Venezia explained that they prepare foods
45 at the High School that go to the elementary school. We receive chopped tomatoes and prepare it
into a marinara sauce – same process as last year. What has changed from a purchasing perspective
to an inventory perspective? Not much has changed for the High School from purchasing except we
need to purchase food that we normally would receive from the government. Since we haven't
received any deliveries from the government anything we purchased cannot be used at the High
50 School. Mr. Curro explained that if we get burger from the lunch program she can't use it for a
meal to be served at the High School. Now that case has to be marked High School or commodity
which we understand and we are ok with that. We can control that process through our inventory

5 system with a backup paper inventory spreadsheet. Mr. Laferriere asked so we went to our State
and gave them a plan for inventory and that is who? Mrs. Venezia replied that is the Federal
surplus manager for the State of NH. We gave the plan and they were happy because they only had
to distribute to the High School and not every school. So why did we have to go outside the State at
the Federal level? Mrs. Venezia explained that if they gave the waiver and because it has not been
10 done before in the State of NH we had to get approval from the USDA. It is the federal surplus
manager who is not the USDA. She is a State employee who is acting as a federal officer. Then it
goes to the USDA in Boston, which is the regional office for the New England area and then it gets
a little hazy because Mrs. Venezia was not included in the conversations and the calls between the
regional office and the federal office. There are two other school districts that were denied one
15 being in CT. The regional Boston office was ok with our plan and we got a head nod and got some
clarifying questions which we addressed and then it went to the federal level and the next set of
clarifying questions. Now the feds have reclassified us as a school lunch program with a food
processing plant such as a slaughter house, Tyson, etc. Mr. Curro mentioned we are waiting for
clarification if the district has to pay the food service program for the equivalent of the free and
20 reduced cost at the High School or just the food service program could cover it. The food service
would give out approximately \$40,000 in free and reduced meals and if the program went in the red
we would cover it. We were told the district must budget and cover any cost of any student at High
school student that is eligible regardless of the financial situation of dining services. If dining
services comes in the black say \$50,000 and it is determined the cost of the free and reduced is
25 \$40,000; we still have to cut a check from the general fund to food service. Mr. Curro was under
the impression from the State DOE that the concept was that Food Service could cover the cost of
the free and reduced students, but if they went in the red the district would cover the cost. Mr.
Laferriere felt that we are being held hostage under our own program. Mr. Curro said we knew
there would be pushback and they want to guard their commodities and we understand and agree,
30 but to treat us as a processing plant is overboard. Mr. Laferriere said the federal government needs
to stay out of this business and the public should be outraged at what is going on here. He went on
to mention that this is crazy and insane. These are our tax dollars and this is what we are getting for
it. Mr. Curro said the students seem to be eating more, the program is working so all the things we
thought we were going to do student wise/feeding wise have happened better than we thought, but
35 we are at a cross roads. Mr. Laferriere would like the bullets from the federal government put on
the website so the public can see it. We have, as a town, decided to improve the food service and
we are being penalized for it and we are being penalized by the USDA of all things. Mr. Greenberg
said because of how we store the food - before we prepare the food - is the result of why we are
being treated as a processing plant. He believed it is faulty, incorrect and as a result is vindictive
40 because we made this move. That is why he would like the Board to put appropriate pressure and
approve this letter that outlines what our concerns are and would like to send it to our Senators,
Governor, Commissioner, and the local legislative representatives. Mrs. Reilly mentioned that we
knew this fight was coming – let's keep tracking our accomplishments and use them to
counterpoint. Keep track of what we have already lost out on. Mrs. Reilly asked if the USDA and
45 wellness policy are separate. Mrs. Venezia explained that when food is served in the district it falls
under our license and we take on the legal liability and financial responsibilities for all people
consuming that food. If something happens to someone on school grounds that we are not
controlling we could lose our license. The Federal Healthy Hunger Free Children's Act of 2010 is
controlling the desserts being served during the school days. At one point there were no desserts
50 allowed and there was pushback and they agreed on the three exceptions/building. Starting next
year all food service workers need to be certified and this will be done with in-house training. Mr.
Young said we understand the government's issue, but we will find some methods to get around this

5 that they will agree to. The fact that we can't use our profits is interesting to him and felt we should have researched and known ahead of time. He felt that it is another area that we should challenge. Mr. Curro reminded the Board that Mrs. Venezia only started this position in July and has already served a lot of meals, dealt with the concession stand and now this. Mrs. Venezia is taking it on and is doing very well. Mrs. Hendricks asked how many people are on free and reduced at the High School for September. Mrs. Venezia reported that there were 311 breakfasts, 89 reduced priced breakfasts (student pays \$.30), 1596 lunches and 367 reduced price lunches (student pays \$.40). *Mrs. Hendricks made a motion to support the letter that Mr. Greenberg, Superintendent has submitted dated October 20th, 2015. Mrs. Reilly seconded the motion. Motion passed 5-0-0.* Mr. Laferriere would like a copy of the letter put on the website.

15 **5.1 Updates from Principals on College and Career Ready Day: Bonnie**

Breithaupt/Moose Hill: The Moose Hill angels will be taking part in making strides walk on October 25th. Fundraising has been going on and so far they have raised over \$2,000. On October 14th, the students dressed up as what they want to be when they grow up. Interviews can be found on You Tube. Teachers talked about different careers and did activities in the classrooms. They face timed with a pilot in the cockpit. Staff dressed up in college attire of their choice. **North School/Paul Dutton:** There was an assembly with representative from the iRobot Company. The students dressed up and discussed occupations and they did writing assignments, they took intelligent tests and explored potential careers and what would it take to get there. **Matthew Thornton/Sharon Putney:** The school had a lot of parent volunteers who talked about their careers and the students dressed up, there was an iRobot presentation, read and wrote books about careers, students asked lots of questions, students interviewed their parents and presented to the class, key students are working on debates; **South School/Linda Boyd:** The focus was on asking speakers what challenges did they incur with the jobs, what kind of training and how it felt when gave best effort, iRobot presentation showed how robots can help solve problems, a lot of visitors came and talked to the students and the students got to interview. **Middle School/Rich Zacchilli:** There were a lot of volunteers who came in to speak with the students; students were matched up with potential career interests off campus after filling out a questionnaire beforehand. The students went on two hour field trips, they had lunch off site then had a motivational speaker, and 8th graders took the PSAT8. The students worked really hard and went right to the end of the allotted time. The school provided the students a barbecue lunch and Mr. Laliberte met with the students and talked about STEM initiatives and how the skills will help through high school and careers. The students represented the school very well. 8th grade had a STEM mixer and projects throughout the building. SNHU and Fidelity were present. **High School/Jay Parent:** Staff was provided breakfast and college t-shirts worn. Attendance rate was 97.5% and the exams were three hours in the morning. In the afternoon there was lunch and a college fair with over 80 colleges attending. NAVIANCE workshop was given online and students began to build their portfolios. Freshman took part in the SOS Program. Seniors could come to college fair, work on college essay and work on applications or visit colleges. Mr. Laferriere asked Mr. Parent about the list of colleges if there were any colleges asked to come in that didn't and Mr. Parent didn't think so. 400 students went into the gym at a time. Financial aid night is next, student athlete night, and another college fair in the spring. There are a handful of colleges that come in all year long for students to come to guidance to talk to. Mr. Greenberg commended all the faculty and staff and mentioned that overall it was a great day. He felt that this sends a message that this is important that the district is promoting to all students.

50 **6. Consent Agenda: Mr. Laferriere made the motion to accept the Consent Agenda. Mr. Lekas seconded the motion. Motion passed 5-0-0.**

5	<p>6.1 Retirement(s): John Dalrymple Trudy Morris</p>	<p>Grounds Teacher</p>	<p>District Wide Middle School</p>
10	<p>6.2 Resignations: Linda Aucella Sarah Lang Doreen Stubbs</p>	<p>Dining Services SPED Assistant Dining Services</p>	<p>Middle School Matthew Thornton Middle School</p>
	<p>6.3 Minutes:</p>	<p>October 6, 2015</p>	
	<p>6.4 Meetings:</p>		
15	<p>November 3, 2015 November 17, 2015 November 24, 2015</p>	<p>Regular Meeting Regular Meeting Budget Presented to Board</p>	<p>7:00PM 7:00PM 7:00PM</p> <p>Town Offices TBD Town Offices</p>

7. Committee Reports

7.1 Student Council – Olivia Caruso: Thank you to the LHS students for giving back and attending the Down Syndrome Buddy Walk on October 4th, to celebrate Down Syndrome Awareness month. The annual Hypnotist show hosted by the Senior class was held on Thursday October 7th. Wednesday, October 14th was PSAT test day for grades 9-11 while there was also a College Fair in the LHS gymnasium. Congratulations to the Athletic Leadership Council and Mrs. Rich who hosted the first LHS Walk for a Difference on Sunday October 18th. The Student Council and LHS Dance Team are hosting the annual Zumbathon in the LHS Cafe this Thursday October 22nd. The Drama Club is preparing for their annual Haunted Woods event which is taking place on October 21st and 22nd from 6-8 PM.

7.2 Teacher Liaison – Stella Skoropowski: Matthew Thornton: The Wellness Committee and the Student Wellness Club will be helping with an event on Thursday, November 5 Hannafords is hosting a MT Family Wellness Night. The event is scheduled from 4-7pm at Hannaford in Londonderry. Heidi Kerman, dietician, is coordinating the event and has arranged for nutrition students from UNH to run activities set up throughout out the store. There will be a welcome booth and a thank you for coming booth. She is planning to have a guiding stars booth, a booth for each food group with food activities- she is planning to have a make your own sundae salad bar; dairy yogurt parfaits, grains- how to tell whole grain- taste testing cereals. She is planning to have a map at the welcome booth for families to follow. She has a wheel to spin and some game activities that she may use. Hannaford is donating a gift card for a raffle that evening as well. Thanks to Anna Cook and Erin Chinni for their work in keeping our MT Wellness Club engaged in healthy community outreach! **MiddleSchool:** Boys respect has gotten off to a great start at the middle school. Several 6th graders have joined and some 7th graders have returned to act as mentors and advisors to the new members. We will be going on our first field trip next Tuesday. Thank you to the board for their continued support for this club and the others in our school. They make a real difference in these student’s lives.

7.3 School Board Liaison Reports: Mrs. Reilly was at the fundraiser which included the Harlem Wizards. It was a fabulous show and a great way to get all the elementary school communities together. Mrs. Hendricks mentioned there will be a C3 meeting 10/28 4:00pm in the High School library. She is hoping that the time change will encourage attendance to come talk about our curriculum. Mrs. Hendricks asked if Mr. Greenberg would come back to the Board with information about concussions this year. Mr. Greenberg said he will wait until the fall season concludes then give a report. Mr. Young spoke with Mrs. Mee’s class of ten students on what it is like to be on a School board. He had some great conversation with the students. He also stopped at the Haunted Woods and mentioned that the students are amazing and things were pretty gruesome.

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8. Deliberations

8.1 To see what action(s) the Board will take regarding the proposed Charter Amendment made necessary by Superior Court Decree in March 2011: The regulation is we need to present this to the State and then when we get into budget season. Once the State approves it, we will move it to the ballot at that time. *Mr. Laferriere made the motion that the Board approve the recommended Charter Amendment and submit the charter as amended and the report to the district clerk and to be submitted to the required State agencies. Mrs. Hendricks seconded the motion. Motion passed 5-0-0.*

15 **9. Superintendent's Report**

9.1 1st Quarter Financial Report – Peter Curro: We have not been notified of a meeting with the Department of Revenue Administration to set the December 2015 tax rate yet. We have gone through the revenue numbers with the DRA and our numbers including the additional \$100,000 are in. We are waiting for the final numbers from the town side. Mr. Curro will alert the Board when the preliminary rate is set and the Board has five days to challenge, contest, and ask questions about the rate. In regards to the General Operating fund, we look for emerging trends both positive and negative. The second quarter is important because we usually can identify any surprises. All in all, the general fund is in great shape. In regards to the trust funds there are \$117,000 impact fees. We are using impact fees to set the December tax rate so that funding source disappears. The impact fees program has not been reestablished from the town council yet so there are no revenues coming in for that until they do that. Food service program, we think we will be fine, but it really is too early.

30 **10. Non-Public Session**

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

Mr. Laferriere made the motion to move into non-public session requested under RSA 91-A:3, Section II (b). Mr. Lekas seconded the motion. Motion passed by roll call vote.

35 **11. Adjournment:**

The public meeting was adjourned at 9:11PM.

Respectfully submitted,

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Lisa Muse
School Board Secretary

Londonderry School Board
Non-Public Minutes
Tuesday, October 20, 2015

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

15 Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (5-0) to enter non-public session under RSA 91-A:3, Section II (b) at 9:12PM..

20 Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (5-0) to approve administration's recommendation for a speech and language nomination

25 Mr. Laferriere moved, seconded by Mrs. Hendricks and passed unanimously (5-0) to approve administration's recommendations for Destination Imagination nominations

30 Mr. Lekas moved, seconded by Mrs. Hendricks and passed unanimously (5-0) to exit non-public session at 9:31PM.

35 Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (5-0) to adjourn public session at 9:32PM.

Respectfully submitted,

Nathan S. Greenberg
Superintendent of Schools