

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 11, 2017** 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, Mrs. Reilly and Mr. Young. Also in attendance were Superintendent, Mr. Laliberte, Business Administrator, Mr. Curro and School Board
 10 Secretary, Lisa Muse.

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

2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Black.

3. **Questions, Announcements and Presentations:** Mrs. Hendricks mentioned she is looking forward to our next meeting where we will discuss the Math program. Mr. Laliberte said this will take place at the August 8th meeting.

4. **Consent Agenda:** Ms. Ganem made a motion to accept the Consent Agenda. Mrs. Hendricks seconded the motion. The motion passed by a vote of 5-0-0.

4.1 **Resignation(s):**

Karen Clark	Dining Services	North School
Bridget Combes	SPED Assistant	South School
Karen DeMeo	Teacher	North School
Stephanie Messina	School Psychologist	High School

4.2 **Minutes: June 20, 2017**

4.3 **Meetings:**

August 8, 2017	Regular Meeting	7:00PM	Town Offices
August 22, 2017	Building Tours	6:00PM-6:30PM	South School
		6:45PM-7:15PM	Moose Hill
		7:30PM-8:00PM	High School
August 24, 2017	Building Tours	6:00PM-6:30PM	North School
		6:45PM-7:15PM	Middle School
		7:30PM-8:00PM	Matthew Thornton
August 29, 2017	Regular Meeting	7:00PM	Town Offices

5. **Committee Reports**

5.1 **Student Council – Tyler Cullen:** None

5.2 **Teacher Liaison – Mary Wing Soares:** **From South School:** Mrs. Daron and Ms. Lantagne are beginning this week with their summer production of the "The Daily Hawk" with 8 learners, 4 each from 4th and 5th grade. I have a copy of the fifth run of the paper to share. **From Karen Robinson:** Four LHS Advanced TV production students are having their short videos screened in all Chunky's theatres for the next three months. The students won contests sponsored by Chunky's for the best short film in three categories. Seniors Ashley Penland and Christi DeMarco won for best PSA in the Don't Talk or Text category. Nick Pucillo won for best PSA in the Arrive On-Time category. Sammy
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Honeywell won for Best Comedy Trailer. The LHS TV Production students' wins in three categories was the most wins of any participating school.

These videos can also be viewed on the LHS you tube channel.

5.3 School Board Liaison Reports: None

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6. Deliberations

6.1 To see what action(s) the Board will take regarding approval of the fiscal year 2019-2024 School District Capital Improvement Plan: Mr. Curro mentioned we had this discussion last Board meeting and this coming Monday night is the initial meeting where they pick the calendar for the Capital Improvement Plan (CIP). Each year the Town and School are required to submit their six-year plan. The committee is a subcommittee of the Planning Board. Based on needs and the tax rate impact, the subcommittee puts together a community CIP and that goes to the Planning Board at a public hearing. Once the CIP is adopted, we get back from them what has been approved by the Planning Board. The Board is not obligated to fund any of the projects, but this gives the community a sense of what is needed for the community over the next six years.

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Packet includes what we feel are the needs and these include: District Office, Auditorium, new Elementary School and Building Renovations. Mrs. Reilly asked if there have been any changes. Mr. Curro said there are no changes, but regarding the District Office there is an option to commit to a long term lease and not build anything. We could look at leasing for 3-5 years and then determine what they want to do after that. In regard to the budget price tag, he asked the architects for a second option and they reached out to a contract management company. They came back with pretty much the same budget number for a building that size. In the packet, is a good starting point that was proposed. Mrs. Hendricks asked about leasing option property. Mr. Curro said they have not actively looked. He mentioned that there is a good amount of space over near Home Goods.

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Mr. Young said in the past, they looked at leasing for the Town side and one of the buildings they considered was the second floor above Edible Arrangements and the St. Mary's property was decided on because of the bank crises and there were tax issues. Ms. Ganem asked if we have any idea what leasing would cost. Mr. Curro said the going rate was around \$8-\$10/square foot. It would cost a couple \$100,000 to move. The big part of the move would be the IT equipment. If we were to stay 3-5 years, we would build offices to be a little more permanent.

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Mrs. Reilly said regardless of the time, you would need privacy space for meetings that are sensitive. Mr. Lekas agreed that his first recommendation is that we need a different plan and a third opinion. He thought the price tag is too much.

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Mr. Young asked on the \$4 million new building plan without land what is the square footage. Mr. Curro said 10,500 and then you had a basement makes it 11,000 for records storage. Mr. Young mentioned he goes in a lot of different types of building and with the number of employees the number square foot/employee is nowhere near this. When Mr. Young went online to calculate how much space is needed for 27 employees it recommends that six private offices, three conference rooms (he will push that up to five), kitchen and two utility rooms and he selected "spacious" space for employees 200 square feet and 8,350 sq. feet is what is recommended per the calculator. An "Average" building is 7000 square feet. He doesn't understand why we are putting up walls when most businesses are taking walls down. He thought going to the voters for \$4 million is insane and he thought the size we want is also insane. He doesn't have a problem putting any of this in the capital plan to let the community know that we are planning on for growth. It is for the Planning Board and it is important to have. It is important to have because the funds we get from the impact fees; the Town Council is going to be sun setting that completely. We can't grow too fast because we need all of these items. Mr. Curro reiterates

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that he asked the architects, who are well known for building schools and District Offices, and the second opinion both came back with basically the same budget. He suggests that we have the architects come and discuss why they recommend that amount of space and why they feel it is necessary and legitimate.

5 Mr. Lekas reminded everyone that this is the discussion phase. Mrs. Reilly felt that there is some value to the suggestion that one or two Board members sits down with the architects.

Mrs. Soares reminded the Board that the Planning Board does not change any numbers. Their decision is whether or not they agree with how urgent it is and where it will fall in the CIP. They rely on the people presenting the project to come in with a valid number.

10 Mr. Curro said we have the District Office in FY19, as an example the committee might feel Fire needs a renovation and that project has a higher need than a District Office and that could push us off to FY20. However, if the Board felt like it needs to be sooner, they have the right to put forth an article on the '19 warrant.

15 Mrs. Hendricks said we are in a growth mode. She felt the size is appropriate and having worked in an open concept, she does not feel it is the most productive way to construct an office. She does not have a problem moving forward with all these items in the CIP as this is just discussion.

Mr. Lekas also does not have a problem recommending or discussing all these projects, but needs to have a full understanding of all the projects. The numbers can change and plans can change. *Mrs. Hendricks made a recommendation to approve the Capital Improvement Plan for fiscal year 2019-2024 for our school district Capital Improvement Plan. Mr. Young seconded the motion. The motion passed by a vote of 5-0-0.*

20 **6.2 To see what action(s) the Board will take regarding the second reading of the following policies:** Mrs. Carpinone introduced Attorney Erin Feltes from Drummond Woodsum. She can answer any questions that there might be for the second reading of the FERPA policies and the first reading of the administrating medication to student's policy.

25 **6.2.1 Rescinding: Policy JO – Student Records**

6.2.2 Amending: Policy JOA – Confidentiality Policy

6.2.3 Amending: Policy JOA-E – Confidentiality Requirement

6.2.4 New: Policy JRA – Student Education Records and Information

30 **6.2.5 New: Policy JRA-R – Student Education Records and Information-Administrative Procedure**

6.2.6 New: Policy JRA-E – Annual Notice of Student Education Records and Information Rights

35 The two memos outline the changes we discussed at the June 20th meeting for the first readings of policy JOA and JOA-R and the rest of the policies we are recommending to rescind and adopt.

Mrs. Reilly asked for clarification on the second page of policy JRA under E, regarding the designation of law. Attorney Feltes explained the exceptions under FERPA to the law enforcement records. It is not an educational record under FERPA if it is a law enforcement record. School Resource Officers (SRO) are considered employees of the Londonderry Police department. If the SRO did an investigation that becomes a law enforcement record and can be shared with the Police Department, the county attorney's office and a prosecutor. Education record cannot be shared without permission from the parent. Mrs. Reilly understood the basic need and to keep the general population safe, but she is concerned about the incident that you have a child and the rush to judgement. At what point is an offense considered to have crossed the line. Under FERPA there is no obligation for the SRO to share the information. We can have a memorandum of understanding with the police department to clarify how the relationship with work. All the FERPA policy does is allow the information to share it if we

need to. We have veteran SROs that make these judgement calls all the time, but she is worried about the rare instance that an incident was not addressed at the school level and went to the police level.

Mr. Laliberte said there are two extra pieces that get to the heart of what we are talking about. The legal piece is when an SRO becomes involved and that is spelt out in the memorandum and is lengthy. The second piece is the relationship we have with the Londonderry Police Department and he knows they are involved on discussions on hypothetical levels. The Memorandum of Understanding piece lays that out.

Mrs. Reilly asked if it is a fair statement that if the Board enacts this policy and puts this forward that operationally the way we do things covers these types of events and protects the students. Mr. Laliberte said this does not alter the memorandum of understanding in any way, which sets how we interact with the police department.

Tyler Cullen talked about the student handbook and the different kinds of behavioral infractions were broken up. Law enforcement was only mentioned as a response for Level 4 which are the most dangerous crimes.

Mr. Young asked if anybody in the audience has any concerns or support of these policies. He also mentioned that these are on the website www.londonderry.org.

Mrs. Hendricks made a motion to approve the second reading and move all of the following changes to the policy to the third reading:

6.2.1 Rescinding: Policy JO – Student Records

6.2.2 Amending: Policy JOA – Confidentiality Policy

6.2.3 Amending: Policy JOA-E – Confidentiality Requirement

6.2.4 New: Policy JRA – Student Education Records and Information

6.2.5 New: Policy JRA-R – Student Education Records and Information-Administrative Procedure

6.2.6 New: Policy JRA-E – Annual Notice of Student Education Records and Information Rights

Mr. Young seconded the motion. The motion passed by a vote of 5-0-0.

6.3 To see what action(s) the Board will take regarding the first reading of the following policies:

6.3.1 Amending: Policy JHCD Administering Medications to Students

6.3.2 New: Policy JHCD-E Parental Permission for Over the Counter Medications

Mrs. Carpinone discussed the second memo in regard to the nursing policy. They made some changes to the current policy which was amended in 2008. The changes are already in our policy which allow students with a doctor's orders, parental permission and nurse approval to self-carry their epi pens and inhalers. Our policy right now specifically lists Albuterol and we want to use generic terms. We have also expanded that to include diabetic supplies for those students. The doctor, parent and nurse work together with a diabetic student so that they can self-manage.

Parental Permission for over the counter (OTC) medications was discussed. In order to have an OTC protocol we also needed a parent permission slip (JHCD-E) to allow over the counter medication. This allows for more efficient management. There would be an annual written notice from parents. Taking feedback from the nurses, we included the language that a first dose would not be administered before 10:00AM without a verification from parents.

Ms. Ganem discussed that we have a limited supply of over the counter medicine and asked if it is going to remain as limited in the budget. Mrs. Carpinone said some of the nurses really can't predict

how this will impact. If we know of someone with chronic headaches and we knew that from the doctor, we would ask the parents to provide. The parent has to bring the Tylenol/Advil to the nurse.

5 Tyler Cullen asked about the words in bold and how strict it will be enforced. The nurse would call home but they are trying to avoid the frequent flyers to the nurse and phone calls would clear this up.

Ms. Ganem asked about the self-administer epinephrine auto injector. She clarified that the physician needs to sign off that the student can auto inject. Mrs. Carpinone mentioned that sometimes the doctors felt the student is not mature enough so they will not sign off and this usually applies to grade school students. Attorney Feltes mentioned that this is a State law that they cannot change.

10 Mrs. Reilly understood the inhalers and diabetic testing supplies, but is concerned about needles being left behind by mistake. Mrs. Carpinone said the reason we are recommending the policy is so that we know all of the students that might be self-carrying an epi pen or a lancet. Mrs. Reilly is very nervous about the bus. Parents of diabetic students have offered to come and talk to the Board. Mrs. Reilly is worried about the safety of all the other students. The bus driver would be notified that a student was self-carrying so the driver would be aware of this.

15 Mrs. Reilly asked what other School Districts have done and if this is typical. Mrs. Carpinone said she could look at surrounding towns and maybe Londonderry will be in the forefront because we have a lot of Type 1 diabetic students right now. The more restrictions you have on the policies the more staff you need to have. Mrs. Reilly asked if this is for all schools and Mrs. Carpinone said yes that is the current recommendation in the policy.

20 Tyler Cullen mentioned that he carries an epi pen and seconds can be life or death. From the student's perspective, maybe starting in elementary school there could be something implemented into the health classes about the dangers of these medicines.

25 Ms. Ganem asked if we can change the word "physician" to health care provider. Mrs. Carpinone and Attorney Feltes will check.

Mrs. Hendricks asked about testing in the classroom and effecting the other students in the classroom and being distracting. Mrs. Carpinone said we have been doing that for years and she has never heard that it has been a distraction. It's done very discreetly. Mrs. Hendricks asked what do we do when another student is uncomfortable and what does the law say about protecting the other students in the classroom and she would like data on that. Mrs. Carpinone mentioned that if a parent/student is really uncomfortable they could educate them and if still uncomfortable move the student out of the visual and make them comfortable. Mrs. Reilly said we just need to find the balance.

35 Mrs. Carpinone mentioned that blood sugars are checked several times a day and checked right before leaving school.

Mrs. Reilly has had parents call her to ask why the kids cannot self-administer on the bus so she has heard both sides. She just wants to make sure all the students are protected.

Mr. Young made a motion we approve the first reading for the change of the following:

6.3.1 Amending: Policy JHCD Administering Medications to Students

6.3.2 New: Policy JHCD-E Parental Permission for Over the Counter Medications

40 ***Ms. Ganem seconded the motion. The motion passed by a vote of 5-0-0.***

7. Superintendent's Report

45 **7.2 Londonderry High School Discipline Report – Katie Sullivan:** 91% of the students did not have a disciplinary incident during semester two. Eight frequent fliers were responsible for 25%

of the discipline totals. Dropout rate was zero percent. She thanked all staff and administrators from the younger buildings. There were zero issues during the final week of school.

Mrs. Hendricks asked in regard to the misuse of electronic devices is there nothing we can do. Mrs. Sullivan said the numbers went down and she is proud of the students and teachers. They just need to keep educating the students. They can use the electronics during non-teaching time. Mr. Young said it's just the way the students communicate nowadays.

Mrs. Reilly asked about the cheating/plagiarism. Mrs. Sullivan said it is more cheating than plagiarism. Group work needs to be educated a little more to the students. Mrs. Reilly felt they should be separated on the incident chart.

Mrs. Reilly asked how they handle the out of school suspension. With the students that do more severe incidents, they hold monthly meetings for these students and the police.

Mr. Lekas asked about parent contact and Mrs. Sullivan said the parent is always contacted.

Tyler Cullen asked if historically the senior prank is considered a disciplinary infraction. Mrs. Sullivan said the senior prank is never accepted or approved by the administration.

7.3 Londonderry Middle School Discipline Report – David Sutherland: 88% of students did not have a single infraction during Semester Two. 44 students did have repeated behaviors and six were frequent fliers. Slight increase in harassment/bullying. The cyber harassing occurred out of the school. Videos are provided monthly to reinforce these types of learning opportunities. Relationship building between staff and students has really helped with the numbers. Merit system is where they recognize students going above and beyond. 88 were handed out. Certificates of merit are acknowledged weekly and their parents are notified as well.

Mrs. Hendricks asked about the dress code violations. She asked if the five violations were girls. Mr. Zacchilli said all five were female students. Mr. Barry in the 8th grade American Studies class had students write to me because they were concerned about the dress code. 13 students wrote letters. The dress code is for males and females. The kids understand the policy. Short shorts are the main problem. Mrs. Hendricks asked if there is any need to revisit the dress policy particularly for the Spring. Mr. Zacchilli spoke with other districts and they are all different but similar. He felt the policy is fair and he is happy how we approach it as a staff.

Mrs. Reilly discussed the email regarding a practice of some games that were potentially dangerous. She felt from a parent's perspective our District put out the most informative email. There were four school districts that had put out notices and she felt the information was very valuable and helpful. Mr. Sutherland said that was a collaboration with the High School.

7.1 FY2017 1st Close Financial Report – Peter Curro: Mr. Curro reminded everyone that the financial statements have not been audited. The auditors arrive in mid-August and the final report is given mid-December. He gave thanks to the HR and Business Department because he asked for so many updates because that's how razor close we were coming in. What saved us was we didn't need as much money reserved for special ed tuition and employee taxes. On the expenditure side, we were \$155,000 under budget. Revenues did come in under budget. The year-end surplus from operations is \$122,000. We will have enough funds to fund capital reserve equipment and sped trust fund.

As of June 30th, 2016 the Undesignated fund balance was \$402,810. He doesn't think they will be adding to that.

Ms. Ganem asked about impact fees. Mr. Curro said we will get rid of that at the end of the year.

Mr. Young thanked Mr. Curro for watching this so closely and wishes we weren't this close and disappointed we don't have funds to put into the capital reserve fund. We need a fund balance to run a \$70-million-dollar corporation. Mr. Young is more disappointed that we can't reduce the tax rate, but at least we are in the green.

Mr. Curro mentioned that Dining Services should break even on operations. They did a fair amount of catering work and pushed a lot of unique items and saw an increase in participation. The bad news is that the year-end open balance is over \$15,000. It was \$5,000 the year before and \$2,500 before that. The Federal law says bad debts for food service program must be covered by the Operating Budget. He felt the bad debt is the graduating seniors or someone who transferred and the auditors agreed. The write off from the operating budget for this year is \$438.

There is a dozen or so students that didn't make a single payment all year and there are students that owe over \$400. The District is leaning towards holding the diploma. Mr. Curro felt the word is out that you don't have to pay. We will put together a recommendation to the Board to consider and then a policy will need to be written. Tyler Cullen asked how much was seniors and Mr. Curro said that was \$438. Mr. Curro said the administrators at the high school do a great job tracking down the seniors. The fact that there is another \$14,500 district wide is very concerning. There are federal restrictions and not being on the federal program so he would like to have Mrs. Venezia present to discuss.

Mr. Young asked if the students debts keep accruing, would they start the year with a negative balance. Mr. Curro said yes. Having these large amounts is a burden on the program.

8. Non-Public Session: Non-Public Session requested under RSA 91-A:3, Section II (b). Please see attached Confidential Memorandum. Mrs. Reilly made a motion to adjourn into Non-Public Session requested under RSA 91-A:3, Section II (b). Mrs. Hendricks seconded the motion. The motion passed by roll call vote.

9. Adjournment

The meeting was adjourned at 8:46PM.

Respectfully submitted,

Lisa Muse
School Board Secretary

Londonderry School Board
Non-Public Minutes
Tuesday, July 11, 2017

5 PRESENT: Board Members: Ms. Ganem, Mrs. Hendricks, Mr. Lekas, and Mrs. Reilly
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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Mrs. Reilly moved, seconded by Mrs. Hendricks and passed unanimously (5-0) to enter non-public session under RSA 91-A:3, Section II (b) at 8:48PM

15 Mr. Young was not in attendance during this session.

Ms. Ganem moved, seconded by Mrs. Hendricks and passed unanimously (4-0) to approve administration's recommendation for two teachers

20 Mrs. Reilly moved, seconded by Ms. Ganem and passed unanimously (4-0) to exit non-public session at 8:54PM

Mrs. Hendricks moved, seconded by Ms. Ganem and passed unanimously (4-0) to adjourn public session at 8:55PM

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Respectfully submitted,

30 Scott A. Laliberte
Superintendent of Schools