

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, September 12, 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 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 Mrs. Carpinone.

3. **Questions, Announcements and Presentations**

4. **Consent Agenda:** *Mrs. Hendricks made a motion to accept the Consent Agenda. Mrs. Reilly accepted the motion. The motion passed by 5-0-0 vote.*

4.1 **Resignation(s):**

Jennifer Fisher	SPED Assistant	South School
Jill LeClair	SPED Assistant	Middle School
Elizabeth Mancini	Cook	High School
Brady Murphy	SPED Assistant	South School
Joann Norman	SPED Assistant	High School

4.2 **Minutes:** August 29, 2017

4.3 **Meetings:**

September 26, 2017	Regular Meeting	7:00PM	Town Offices
October 10, 2017	Regular Meeting	7:00PM	Town Offices
October 24, 2017	Regular Meeting	7:00PM	Town Offices

The September 26th meeting will have a Math Program report from Mr. Black and Mr. Laliberte.

5. **Committee Reports**

5.1 **Student Council – Tyler Cullen:** The first student council meeting of the year was yesterday. I would like to thank Mr. Laliberte and Mr. Black for attending. Parent’s night and the teacher supper will be held on September 14th. For the first time in five years, the homecoming dance will be held on Saturday, September 16th. Ticket sales are already off to a rapid start. The event is shaping up to be a smashing success. Spirit Week will be held next week. The students voted on the themes for each day, pending administrative approval, and everyone is excited. Our student council central district meeting will be held on October 18th at Londonderry High School.

5.2 **Teacher Liaison – Mary Wing Soares: From Pauline Pichette, Visual Arts Teacher at Matthew Thornton:** On Sept 23rd, Manchester will be having an art festival all day called, "Art Jam Bridge Fest." It's to raise money and awareness of the crisis of drug addiction in our state's communities. Our elementary schools, North, South and Matthew Thornton, are all participating in one of the events. Each of our students at Matthew Thornton School has each created a beautiful handmade

butterfly to go in the display we will be giving them to WCZD on the 14th of September. The event is designed to set the first-ever Guinness World Record for the largest number of paper-crafted butterflies. Butterflies will be on display at the corner of Bridge Street and Elm Street in the heart of Downtown Manchester. The Butterflies of Hope Wall is a symbol of community involvement to help a common cause. **From Jodie Doran at South School:** She is planning to do Fitness Fun for learners each month before school. There will be one 30-minute session per month at 8:15 am. She has created a Signup Genius for learners to sign up. It will be open to 25 learners (grades 1-5) each month. They can sign up for as many sessions as they wish. It has been very popular in the past, and she notes that they have a lot of fun getting sweaty together. It is a great way to start their day!! She is verifying the dates before she goes live with the sign up. **At the middle School,** Annie Collacchi reports that Kindness Rocks literally at the Middle School. Teachers have painted their kindness message to start our year and our Kindness path. 6th graders are going to be doing the same in Art class and the rest of the students during Wellness Day. Our goal is to always “default to kindness” and maybe a simple, colorful message will help us remember that! IReady testing is done and we are now down to the business of learning. This Diagnostic will give our teachers the baseline data to plan their lessons and pace their curriculum. Kids did a great job logging in and doing their best! **The high school** announced their spring musical today. They will be presenting Disney’s The Little Mermaid. Shows will be presented in April, the 5th 6th and 7th. Tickets will go on sale beginning in February. I’ve already marked my calendar as the High School show always proves to be amazing. Closer opportunities to appreciate the talent the high school has to offer is the Prism Concert. Planning has begun, and the talented musicians of the high school will be trying out for a coveted spot in the show very soon. The show is a three-stage experience showcased in the high school cafeteria. It will take place at the end of October.

Mrs. Reilly asked why we don’t do the iReady for 6th graders at the end of 5th grade. Mr. Laliberte said we can actually do both and we measure summer loss. He said we do a little bit of both. It’s a short test, computer based not as intrusive as the standardized test. It’s a 45 minutes snap shot and presents more as an activity. Mrs. Soares said the Middle School has the June data and now the September data and it allows them to compare the data. Mrs. Soares said it shows them six different windows of curriculum which is huge and it allows them to target things the student might need help with.

5.3 School Board Liaison Reports: NONE

6. Deliberations

6.1 To see what action(s) the Board will take regarding approval of Overnight Field Trips for the 2017-2018 School Year: Mr. Parent mentioned that the packet contains the overnight field trips. Many students are in co-curricular activities. Chaperones are provided for each event. Organizations fund raise or pay out of pocket. There is no cost to the Londonderry taxpayer. One late addition is the JSA to attend the Fall convention \$165 at Park Plaza in December.

Mrs. Reilly mentioned that there is about half a million dollars and taxpayers aren’t paying and students are raising money. The children work hard at fundraising. Mr. Parent said no money is from taxpayers. Mrs. Reilly felt that is so impressive that families and the children are working on raising money for these trips. Mrs. Hendricks asked for an explanation on the JSA group again. He mentioned that JSA stands for Junior State of America. It is a debate club and the field trip is at the Park Plaza open to all grades but generally upperclassmen. There are ten members who attend in Boston and it is held December 9th and 10th.

Ms. Ganem mentioned the Mattress Fundraiser is this weekend at the High School cafeteria to help the band raise funds for their trip to the Rose Bowl.

Mrs. Reilly made a motion to approve the Overnight Field Trips for the 2017-2018 School Year. Ms. Ganem second the motion. The motion passes by a vote of 5-0-0

7. **Superintendent's Report**

5 **7.1 Options for Moose Hill School Space Utilization – Scott Laliberte, Peter Curro:**

Mr. Curro reminded everybody that back at budget discussions we started talking about enrollment and the growing number of students. At that time, we talked about the fact that the library was probably going to have to go to the LEEP program. The basis of the library is now in the front left hallway and Mrs. Breithaupt will give an overview of how it is being used. Mrs. Breithaupt mentioned that the library was relocated to the hallway. With the addition of the .5 LEEP teacher we had to house that teacher. The library was the only room left. The librarian goes into the classroom, reads a book, does an activity and they go back to hallway to pick a book and read another story. This is the best solution we had to mimic what it was in previous years. The kids still make their own choices of books. We are still educating them on library etiquette and they can still have a large variety of books instead of doing it on a cart. There have been no complaints from any of the children and they seem to be doing fine with it. Mr. Curro went over the enrollment numbers for fiscal year 2017 and 2018.

Mr. Curro went over the details of the LEEP program and mentioned that they are watching this program closely. Mrs. Carpinone mentioned that it is important to look at where we ended last year. They thought they would end with 143 students and then ended with 153. The program started last year with 116 and this year started with 123. They start working with children at 2.5 years old and already in the pipeline they know by February they will have 140 students. Looking at the program historically, they know we have four child checks and we get children through this. They anticipate ending between 170 and 180 students....20+ more kids than last year. She is anticipating needing an additional half classroom. We have an early childhood setting in LEEP, which is a Federal mandate to provide that experience. If we don't offer that setting, we have to go outside to private daycares, which is not cost effective and we have no control of the curriculum. FRIENDS is a self-contained special education setting and because of that and it is dictated by Federal and State regulations in terms of how many kids they can have. There can be no more than 12 FRIENDS and they need two educators. They are starting the year already with 12 and if they get one more student that needs that type of program she needs another classroom by law. Mrs. Carpinone has nowhere to expand the FRIENDS program. Mr. Curro mentioned they met in May and June several times to go over options and narrowed it down to these two or three that make any sense:

Option 1: Leave the library program as it is until a more permanent solution can be found for the space needs at Moose Hill. This is recommended by the District Administration.

Option 2: Have library services via a cart into the classrooms

Option 3: Drop the .5 kindergarten class and we would have to reassign the teacher and student in that half PM classroom.

Mrs. Hendricks asked how many students that would entail. She is told 17 students and 259 students plus LEEP use the library.

Mrs. Breithaupt said if you reallocate those students – she doesn't think parents would agree to this – students are acclimated to the program and getting into the routine. Mrs. Hendricks said a library in the hallway is unacceptable.

Mrs. Carpinone said when they looked at the last three weeks the new problem with the FRIENDS program she may need that space.

Mr. Curro agreed that nobody is excited about where the program is located, but he felt the way it is set up now is the best without disrupting 17 students and by keeping it in one spot. The children can

get acclimated on where to get their books. He knows next year it will be a bigger issue and modular classrooms are in the picture for Moose Hill next year.

Mr. Lekas said he felt the options are good for one year.

5 Mr. Curro said we are already looking at leasing a nice office trailer because they couldn't get a modular classroom in time for January. Mrs. Carpinone is not thrilled, but she would be recommending that our special education kindergarten program would move out there because they move in and out and this would minimize the amount of time a child is not in a true classroom environment.

Mr. Curro said they were trying to figure out which program where the kids are in the trailer for as short as possible.

10 Mr. Lekas said beyond where the library goes, we need to start worrying about where to put the kids.

Mr. Young asked Mr. Zappala to calculate out the square footage the LEEP section of the program uses.

15 Mrs. Reilly wondered if the discussion really just should be targeted to the issue around the library space and how some of these concerns can be addressed. A lot of space constraints are coming like a freight train. We can address a lot of these other issues as we get to budget season and we will address them, but in regard to the library there are some firm opinions. Is there a way a lot of the reading can be done in the class room? She wondered if we can expose them to what a real library looks like and consider a bus that takes them over to the Leach library as a class. Just a field trip to reinforce some of the things Mrs. Hendricks is talking about. Not weekly, but it will provide them with what a real library looks like. Mrs. Breithaupt said we could look into this to take the students over there.

20 Mr. Curro said we considered putting the nice trailer in sooner, but they aren't available. The earliest to get a nice trailer is January. Mr. Lekas asked what does it entail to bring in a trailer. Mr. Zappala met with the building inspector and he is being as flexible as possible. We don't have to do footings, but it would have to be level. The biggest problem is connecting to the utilities. The current electrical service won't support this so we would have to update the service and that puts us out a couple months. They also need to tie in the fire alarm system and it wouldn't be attached directly to the building, but we could get waiver on the sprinkler. The full fledge modular would be attached and they would have to have sprinkler systems and fire alarms.

30 Mr. Laliberte said the reason this is worthy of discussion is because of the ripples in the pond and the larger issues coming. Parents are starting to ask about full day kindergarten.

Mr. Curro said that during the budget process, we will probably spend half a night on space and personnel.

35 Ms. Ganem thought we need to be discussing the bigger picture and the modular is a temporary solution.

Mr. Curro said on the CIP district wide renovations this would fit in. We need a minimum square footage of 1200 square feet for Moose Hill to move into an elementary school.

40 Mr. Zappala provided information to Mr. Young's question. LEEP occupies about 40% in regard to classroom space, but programming, sensory motor skills room and pullout is about 50%. Moose Hill is 34,500 square feet and LEEP is about 18,000 sq ft. All Mr. Young is doing is collecting data.

45 Presently, there are 123 LEEP students. Mr. Young asked when LEEP was in roughly 2800 sq. feet at Action Boulevard they had how many students? He understood it absolutely did not include a special ed program setting and they didn't have a FRIENDS program and sped program. Mr. Zappala thought there were 40-45 students back in the day. Mr. Young mentioned that the District had 40 students in 2800 sq. feet and now we need 18,000 for 123 students. He felt it doesn't add up and he

needs to know the reasons. He thought one reason is he doesn't get how FRIENDS and LEEP are in one room. Mrs. Carpinone explained that there is a FRIENDS classroom and the students are in the building between 8:00 and 2:00 depending on their program. Mrs. Breithaupt explained that in the FRIENDS room they have 3, 4, 5 and 6 year olds. So the autistic children are in the regular LEEP classroom or kindergarten for part of their day. In the afternoon when they release at 11:20AM the Kindergarten FRIENDS go into the classroom and they are there until 1:45. The LEEP students have lunch, recess and ADA at a different time so kids are constantly moving in and out of that classroom. Mrs. Carpinone said that you have to consider the FRIENDS population as taking up two spots because they are in both the LEEP or Kindergarten classroom also. The students are constantly moving in and out of these classrooms.

Mr. Young commended the school for coming up with a frugal solution to the library and he sees the other options and he felt the halls are safe and he is not happy about it, but felt it's a solution better than increasing class sizes.

Mr. Curro went over the future space needs slide.

Mrs. Reilly asked if there is any overlap and efficiencies gained from the staff and services provided to LEEP and Kindergarten but she wondered if there so many interdependencies that you can't see them in different places. She wanted to know if Kindergarten and LEEP can be separated or would that cause more programming and space issues?

Mrs. Breithaupt said they looked at all different scenarios. They looked at sending just South kindergarten students to South and Matthew Thornton kindergarten to Matthew Thornton. What Mrs. Breithaupt is hearing is that parents really like the early childhood setting at Moose Hill. The parents like it separate from the elementary schools. Mrs. Carpinone said in terms of staff overlay, they are predominantly separate and FRIENDS would be effected because she wouldn't have the same inclusionary options and they share staff.

Mrs. Reilly referred back to Mrs. Breithaupt's statement in regard to parent's preference. She clarifies that the parents like to have the kindergarten separate from elementary. Parents love the early childhood experience and then they go on to the elementary school, but she doesn't think that can't be an option. They discussed maybe taking a survey. Mrs. Breithaupt said we need to look at the elementary schools and see if there is room and the proper setting. Mrs. Reilly has always been an advocate for having K-5.

Mr. Curro said you have to keep in mind this is the kids first experience in a school setting. It's the most fragile point and you want them to enjoy it. Mrs. Reilly said she would like to see the percentage of what kids have not been to preschool before kindergarten. She felt the statement that kindergarten is their first school experience is dated.

Mr. Young asked if Moose Hill is the only standalone kindergarten in the State. Mrs. Breithaupt said Goffstown and Amherst are stand alone. All kindergarten parents are taxpayers, but not all voters are kindergarten parents. He looked at the Moose Hill map and felt there is room to work with down there.

7.2 Policy Change Regarding Student Meal Charging and Responsibilities – Peter

Curro: Mr. Curro asked if the Board has any questions regarding the two student handbook edits. It was then realized they were not in the packet and he will get them to the Board. Mr. Curro then talked about the High School and how they tightened up the wording on financial responsibility, added the idea of parking privileges could be taken away if money is owed and how students can attend graduation but diploma could be held until the debt was paid. He mentioned that what they are talking about is an idea of what the Board wanted to do and they will come back with the first reading next Board meeting. At the Middle School it is the same idea. They tightened up the wording and any and all non-educational

field trips could be revoked if they owe money including the End of the Year 8th grade festivities. He will make sure the Board gets a copy of these edits for the High School and Middle School handbooks. They did not touch anything in the elementary schools following the Federal Guidelines.

5 On the policy, they took the language from the School Board Association template on school student charging, but the main piece is if the Board wanted to consider the concept of charging parents for bad debts. In the policy it is a schedule of fees. Dining Services would charge the student account the appropriate fee if not in good standing and if the account reaches \$250 or more we have the right to take them to small claims court.

10 Ms. Ganem asked if this would be the procedure and he said yes. The main point is to discuss if the Board wanted to have this type of penalty for those accounts not in good standing. The norm is the District would have on the menu at all times, the meal that if the student owes money then the meal on the tray would be removed and they would get this item. Mr. Curro mentioned that he is not advocating that and the Board has made it very clear that they are not interested in this procedure.

Mr. Lekas said that he is not interested in embarrassing the child and Mr. Curro agreed.

15 Mr. Curro said as an example a child goes through the line and at the end of October if the student owes \$65.00 there would be a surcharge added to the account. This does not include anybody on the free and reduced program. Ms. Ganem mentioned that Mrs. Venezia mentioned before that parents are notified multiple times by email and letters and this provides the responsibility to be more on the parent. Mr. Curro said the debt was \$5,000 at the elementary level, \$4,000 at the Middle School and
20 \$5,000 for the High School.

Presently, there are seven students accounts that owe over \$250.

Mr. Curro clarified that the only amount the money or district pay is the bad debt of seniors leaving the district or students leaving the district. It's a cash flow, but the only time the General Fund is being hit is when they leave the district. \$438 was covered by the general fund this year.

25 Mrs. Hendricks said she doesn't want to embarrass or shame, but she can't imagine a student would not be embarrassed because he can't go to Canobie Lake Park. She doesn't want to go there and she felt we need to find a way to go after these parents. She was ok with taking a family to court and putting the names in newspapers and to hold the parents accountable.

30 Mr. Curro mentioned again that the activities being targeted were fun activities and not curriculum related. Mrs. Hendricks felt we are holding the kids hostage and she doesn't think that is right.

Mr. Young said he would like to see the handbook and have the handbook changes implemented and see how they work and how effective they are. He was pleased Mr. Curro brought forth policy changes because he would like to give comment on this. After discussions with people in town, he felt
35 people decide what they want to pay for and not pay for and clearly some have decided that Dining Services is something they don't want to pay for. He would like to see how the handbook changes work and enforced it through there, but if it needs to be a policy then so be it. Three different areas jump out at him:

- 40 a. On the Dining Services Management page, it mentions "The Director of Dining Services and all dining service employees will meet professional standards requirements as outlined by the United States Department of Agriculture." He would like to see how that is listed as where appropriate. He is not talking about washing their hands after going to the bathroom. He could see the Department of Agriculture mandating that we provide fresh grown kale/spinach to the student at every meal no matter what time of the year. He wanted to make sure we
45 don't walk into a corner where we blindly follow someone in Washington. Mrs. Venezia said in regard to the professional standards these relate to the training standards which are

very specific towards hours of training and it doesn't go towards meal components. It makes sure the staff is certified.

Mr. Young said when the State Government says we believe in local control they mean you should pay for it and when the Federal Government says it they mean you had better do what we tell you to do. That was his experience and he wanted to make sure we don't walk into a corner where we are following that.

- b. In the last sentence of the same page, it mentioned "Contact the Director of Dining Services for details regarding parent/guardian financial responsibilities to the Dining Services Department." He wanted to know who contacts? He doesn't get that context.
- c. There is a section in the Dining Services Administrative Procedure where it mentioned "Parents should monitor and keep all financial obligations in good standing within the Londonderry School District. Any individual student who is in arrears with the Londonderry School District will accrue the following surcharge each month.:

\$50-\$99.99 will be charged \$10.00 each month
\$100.00 - \$199.99 will be charged \$20.00 each month
Over \$200.00 will be charged \$50.00 each month"

Mr. Young would like Mr. Curro to check with attorneys in regard to this whole document and he also felt that this seems usury or unenforceable. If he owed \$200 a month in 4 months he would be racking up \$200 in fine. Mr. Curro will have Attorney Graham look at everything.

Mrs. Reilly mentioned in the same paragraph in regard to fines it references any individual student within the District. It doesn't say it does not include the elementary students. So it needs to be looked at because if that is the intent it can't read like that. Mr. Curro said this section is really going after the parents not the students. When he said we aren't touching the elementary schools, he mean that he isn't touching the activities but this piece does talk about the parent responsibility. Mrs. Reilly said it does overflow because it kicks in once they leave elementary. She said if she just finished 5th grade and they go to the Middle School, do they tell the parent they now owe so much money for debt? Mr. Curro said any student account from 1-12, if that balance goes over \$250, we have the right to take the parent to court no matter which grade. However, if the child is in 4th grade they won't be kept from any activity. This is only true at the Middle School and High School level.

Mrs. Reilly continued to say in regard to the Admin Procedure document, talked about the financial obligations but where in the document do parents have an understanding that they aren't going to go after the elementary kids with the activities. She felt it is not clear. Mr. Curro said that will be in the handbook. She wanted some reference in the School Board policy and procedure handbook. She wanted some reference that says the guidelines in the handbook explained it. She wanted it clear so that if a parent goes through and tries to scrutinize that they can link the two together. Mr. Curro said we could say something like "additional information can be found in the Middle and High School handbook. Mr. Young suggested saying something like "this policy shall not supersede the regulations"

Mrs. Reilly said that the parent needs to be told that the kids can't wrack up charges and the parents are able to have control of the account. She was fine with the surcharges and still felt its stealing.

Mrs. Venezia mentioned again that they cannot charge any ala carte menus when they are in the negative. They can only get a meal.

Mr. Curro said we will put something on the front page of Dining Services regarding parental controls or who they can contact if they want parental controls.

5 Mrs. Soares said as an 8th grade teacher on the last day of schools there were lines of people with checks to pay for books to go on the field trips so she felt it is effective. Mrs. Reilly does not have a problem with activities being taken away. Mrs. Hendricks has a problem with the parents who don't care and their child can't go on the trips.

10 Tyler Cullen knew that parents can put a stop on what kids order, but it is an option that a parent can go online and say the child can't buy anything through Dining Services. Mrs. Venezia said yes. He also asked that if on the administrative procedure page with the different surcharge amounts, let's say after one month I owe \$200 flat. Does the \$50.00 charge go into my student account and kick me into the \$250 debt collection zone. Mrs. Venezia said yes.

15 Mr. Young asked again if we the District can't shut off a student, but a parent can shut off a student. There is discussion that some parents send in lunches, but the kids don't eat those and purchase lunch. Mr. Young said it seems odd we can't stop them, but a parent can stop them from eating a lunch. Mrs. Venezia said if this occurs then the nurse is contacted to troubleshoot with the parent.

20 Mr. Curro asked if we are moving forward with the policy and regulation. We may look at the fees and reduce a little. Are we going forward with middle and handbooks as well as the policy. Mr. Lekas would like to go forward with the handbook and policy. We will come back next meeting with a first reading.

8. Adjournment: Mrs. Hendricks made a motion to adjourn. Ms. Ganem seconded the motion. The motion passed by a vote passed 5-0-0.

25 The meeting was adjourned at 8:32PM.

Respectfully submitted,

30 Lisa Muse
School Board Secretary