

AGENDA

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

A concurrent meeting of the School Administrative Unit No. 12 School Board and the Londonderry School District School Board will be held on Tuesday, April 3, 2018 at 7:00PM at the Londonderry Town Office, Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH.

- 7:00 PM 1. Call To Order
2. Pledge of Allegiance
- 7:05 PM 3. Questions, Announcements and Presentations
- 3.1 Washington DC Trip Update – Rich Zacchilli
- 3.2 Emergency Operations Planning Information - Jenn Ganem
- 7:20 PM 4. Consent Agenda
- 4.1 Retirement(s):
- Kathy Horohoe Teacher Matthew Thornton
- Sharon Cornelissen Teacher North School
- 4.2 Minutes: March 20, 2018
- 4.3 Meetings:
- April 17, 2018 Regular Meeting 7:00PM Town Offices
- May 8, 2018 Regular Meeting 7:00PM Town Offices
- May 22, 2018 Regular Meeting 7:00PM Town Offices
- 7:25 PM 5. Committee Reports
- 5.1 Student Council – Tyler Cullen
- 5.2 Teacher Liaison – Mary Wing Soares
- 5.3 School Board Liaison Reports

April 3, 2018

- 7:35 PM 6. Deliberations
- 6.1 To see what action(s) the Board will take regarding a decision on property tax / revenue shortfall issue.
- 8:00 PM 7. Superintendent's Report
- 7.1 Update on Portables - Peter Curro
- 7.2 Facilities Study Committee Introduction - Scott Laliberte
- 8:20 PM 8. Non-Public Session
- Non-Public Session requested under RSA 91-A:3, Section II (b) and (c).
- 8.1 Personnel Nomination(s)
- 8.2 Student Issue
9. Adjournment

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, March 20, 2018** at 7:00PM at the Londonderry Town Office, Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH. In attendance were School Board members: Ms. Ganem, Mrs. Hendricks, Mr. Lekas 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. Laliberte.
2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Zacchilli.
- 15 3. **Reorganization:** Mr. Laliberte opened the floor for nominations.
 - 3.1 **Election**
 - 20 a. **Chairperson:** *Mr. Lekas nominated Ms. Ganem for Chairperson. Mrs. Hendricks seconded the nomination. No discussion. The nomination passed by a vote of 4-0.*
 - b. **Vice Chair:** *Mr. Lekas nominated Mrs. Hendricks for Vice Chair. Mrs. Hendricks seconded the nomination. No discussion. The nomination passed by a vote of 4-0.*
 - 3.2 **Appointments**
 - a. **Attendance Officer – SRO Adam Lane:**
 - b. **School Board Secretary – Lisa Muse**

25 *Mr. Young appointed SRO Adam Lane and School Board Secretary, Lisa Muse. Mrs. Hendricks seconded the appointment. The appointment passed by a vote of 4-0.*
 - 3.3 **Re-adoption of Policies:** *Mrs. Hendricks made a motion to readopt all policies on record. Mr. Lekas seconded the motion. The motion passed by a vote of 4-0*
 - 3.4 **Re-adoption of Policy CI:** *Mrs. Hendricks made a motion to Re-adopt Policy CI; Temporary Administrative Arrangements. Mr. Lekas seconded the motion. Mr. Young mentioned that this policy stated the chain of command. The motion passed by a 4-0 vote.*
 - 3.5 **Re-adoption of Investment Policy DFA:** *Mrs. Hendricks made a motion to re-adopt the Investment Policy DFA. Mr. Lekas seconded the motion. The motion passed by a 4-0 vote.*
- 35 4. **Questions, Announcements and Presentations:** Mr. Parent mentioned that National Geographic is running a Science series on March 26th and Mr. Levergood and Mrs. Lawson along with some students contributed to one of the science lessons on Mighty Microbes which will be featured. This will be accessible to Science teachers throughout the country.

Ms. Ganem mentioned that the newest School Board Member, Michael Saucier’s dad passed away and was unable to attend tonight’s meeting.
- 40 5. **Consent Agenda:** *Mr. Lekas made a motion to accept the consent agenda. Mrs. Hendricks seconded the motion. The motion passed by a 4-0 vote.*
 - 5.1 **Retirement(s):**

45	Claudia Bailey	Teacher	Middle School
	Barbara Mee	Teacher	High School
 - 5.2 **Resignation(s):**

	Aimee Cronin	Dining Services	South School
	Alexis Goulet	SPED Assistant	High School

Chrissy Mostrom **SPED Assistant** **Moose Hill**
Kristen Tetley **Teacher** **Middle School**

5.3 Minutes: February 20 and 22, 2018
March 8, 2018

5.4 Meetings:
April 3, 2018 7:00PM Regular Meeting Town Offices
April 17, 2018 7:00PM Regular Meeting Town Offices

***Based on approval of Board Meeting Schedule below (Item 7.1)**

6. Committee Reports

6.1 Student Council – Tyler Cullen: The Student Council is currently planning a “Spring Semi.” The definite date will be Saturday, April 14. We are hoping for a good turnout. The Student Council is now preparing its application for the Honor Council recognition. The final deadline for that is April 11.

6.2 Teacher Liaison – Mary Wing Soares: From Pauline Pichette at Matthew Thornton: The art teachers across our school district selected their ten pieces of artwork from their students for this year’s art annual book. The book was just sent off for publication and it will be ready in May. This year’s front cover was created by Avery Crimmins, the back cover created by Rebecca Quimpo both students of art teacher Denise Burnier from LMS. Congratulations to all the students who were selected. Pauline will send over a copy to show the school board when it is published.

Additionally, this year the third-graders at Matthew Thornton School and North school participated in the state Annual Fire Prevention Calendar Poster Contest. Matthew Thornton School students Anna Arnott’s poster- won for the cover and Devon VanAvery’s- won for November. North School student Eli Bettencourt’s poster-won for August. There will be ceremony to award trophies to the winners, followed by a pizza party on March 29, 6-8 pm at the fire Marshal's offices in Concord. The state Fire Marshal's office also sends calendar to every third grader who participated. Ms. Sullivan and Ms. Pichette will attend the celebration to honor the students.

From Leslie Shilling at South School: The Drama Club is pleased and proud to announce their upcoming performances of Rodgers & Hammerstein’s Cinderella on April 6 and 7. Sixty-one learners and more than a dozen staff members have been working hard since October creating the sets and costumes, learning the songs, perfecting the choreography and memorizing lines. The performances will be at South School in the MPR. Dress rehearsals will be held during the school day on Wednesday, April 4 at 1:30PM for grades 1 and 2, and Thursday, April 5 at 1:30PM for grades 3, 4 and 5. Public performances are at 7PM on Friday, April 6 and 1PM on Saturday, April 7. There is no cost for learners to participate in this fun, confidence building adventure! Our learners have done an outstanding job in preparing for their roles. All are welcome to come and see South School 4th and 5th graders shine!

Middle School: Willy Wonka, Jr. will be presented at Londonderry Middle School on Friday, March 23rd at 7pm, Saturday, March 24th at 1pm and 7pm. Tickets are on sale now at the middle school during lunches and can be purchased for \$8 for adults and \$5 for middle school and younger children with a special price of \$5 for seniors and staff. LMS is beginning a new chapter of Best Buddies in Londonderry. They are inviting all to a meeting on Thursday, March 22nd during ASD so you can find out what Best Buddies is all about. Those interested can see Mrs. Payeur in the library for a flyer or additional information. **High School:** Kim Lindley Soucy would you please share congratulations to the 30 students who took the National Latin Exam. Students participated in examinations based on their level of Latin from Levels 1 through 4/Latin Poetry.

Juniors at LHS will all be taking the School Day SAT on Wednesday, March 21. Aurielle Nazro reported that the Biochemistry Breakfast Club is up and running again. This Enrichment course occurs two mornings a week on Tuesdays and Thursdays. Students come in at 6:30am to learn Junior College Level Biochemistry from a textbook that UNH uses. Three full chapters are covered. This enrichment lasts approximately 6 weeks. Director Valerie Nelson would love to invite all to enjoy Disney’s The

March 20, 2018

Little Mermaid which will be presented by the Londonderry High School Drama Club on April 5th, 6th and 7th, Thursday, Friday and Saturday nights at 7pm with a 1pm matinee on Saturday. The show will be presented at the Derry Opera House. Friday, April 6th is being advertised as pajama night for kids. For Saturday's shows, children are encouraged to dress like their favorite Disney character. Tickets for this fabulous show are \$15 for adults, \$10 for students, seniors and LHS staff and can be ordered through the link on the school district website front page, and the high school website. These shows always sell out, and the seats at the Opera House are assigned now, so don't wait if you have a preference for seating! I already have my balcony seats picked out.

6.3 School Board Liaison Reports: Mrs. Hendricks has a Board of Directors meeting so she will be unable to attend the C3 meeting. Mr. Young mentioned that he has been the liaison to SERESC for 15 years which required you go to two meetings a year. This organization provided special service needs for special education. They contract out to many Districts. He felt that they lost focus with their mission. They purchased a building 14 years ago and were upside down on that building. They did a lot of events there and started catering and weddings and that wasn't their business of that non-profit organization. They sold the building, but have a shortfall. They have relocated their 12 employees to a 3200 square foot of space in Bedford. The Board is reconstituting and it will no longer be Superintendents and it won't be a member organization and won't have School Board members on it. By June of 2018, they will have an independent Board. The organization, under the leadership of a Director, is now in a very tight cash flow situation, but a positive cash flow and will continue to give the services. They won't have to shut down and are looking to expand. That is good news and they will be continuing in the future. Ms. Ganem mentioned that the C3 Meeting is tomorrow at the High School Library at 4:00pm. Matthew Thornton did a great job at the Annie production. She thanked the voters for the proposed budget and bleachers and everything else that was important.

7. Deliberations

7.1 To see what action(s) the Board will take regarding the proposed School Board Meeting Schedule April 2018 through July 2018: *Mrs. Hendricks made a motion to accept the School Board Meeting Schedule April 2018 through July 2018. Mr. Lekas seconded the motion. The motion passed by a vote of 4-0.*

7.2 To see what action(s) the Board will take regarding the second reading of Policy IMBD 7th and 8th Graders Earning High School Credits: **Dan Black:** Mr. Black mentioned that he has received no further feedback from staff or the leadership team from either the Middle School nor the High School. He has included two additional lines in it since the last time we talked for the School Board to consider. This is focusing on advancement and should be ready by December. *Mrs. Hendricks made a motion to approve the second reading of Policy IMBD 7th and 8th Graders Earning High School Credits. Mr. Lekas seconded the motion. The motion passed by a 4-0 vote.*

8. Superintendent's Report

8.1 Review of Snow Days - Scott Laliberte: Mr. Laliberte mentioned that this is on the web site and part of the public packet. At this point, we have had seven weather related cancellations. As of now, the last day for student is Friday, June 22nd and staff is Monday, June 25th. This falls within the 10 days on the calendar. We are not in a position to move graduation. The calculation of hours' vs calculation of days is included in the packet. Given the current school schedules, we exceed minimum hours by 15, which would equate to 2+ school days. He has had several inquiries as to why the teacher conferences were not changed back to a school day. He made that decision based on the sheer volume of conferences scheduled at the elementary levels.

Mr. Young asked if seniors are exempt and Mr. Laliberte said 30 hours or five days.

Mr. Young asked what is the value of adding eight minutes a day. Mr. Laliberte said it depends solely on how the eight minutes are used. The discussion of hours' vs days starts with the function. If there were specific instruction goals, then it could be valuable.

5 Mrs. Soares said the kids come in 10 minutes before school and they are already starting about eight minutes earlier for the first period. She felt that 15 minutes makes a big difference.

Ms. Ganem said adding minutes was a teacher contract issue also. We would need to discuss with the teachers and would need to discuss this during the contract discussions.

8.2 Londonderry High School Discipline Report – Katie Sullivan: Ninety percent of students at the High School did not have a disciplinary incident during semester one. Vaping and identity theft are new to the admin team. Higher consequences are in place. The action totals are higher than incidents to help the students learn from their mistakes. In regard to the positive highlights, the students have continued to give back and volunteer. The admin team will continue to work with the Middle School and help the transition. Mrs. Hendricks asked about the vaping and how much is a trend. Ms. Sullivan said we are seeing this at the High School level and parents are seeing this at their homes. The admins are trying to piggy back the Middle School who has brought in people to discuss the health issues and are having conversations with parents. Mrs. Hendricks asked about bullying. Ms. Sullivan said daily they deal with social media bullying and they have conversations with the children and parents. She thought most of it is social media. Mrs. Hendricks asked what was the response time. Ms. Sullivan said as soon as it is reported to us and she congratulates parents who are reaching out to the administration.

Ms. Ganem asked if vaping needs to be addressed in the policy. Mr. Parent mentioned that he just talked with Mr. Laliberte about this. Mr. Parent said we have two policies with 180 days of suspension from co-curricular activities for alcohol, tobacco and drugs on school grounds. The Life of a Lancer Policy covers all these behaviors outside of school. They are seeing that a lot of the students, where this is trending with the vaping, is on school grounds and they are trying to decide which policy deals with this infraction. He felt this needs to be revisited and make the consequences appropriate. A lot of the vaping is in the bathrooms in the schools.

Ms. Ganem asked about the dress code violation. Ms. Sullivan said they usually just make a child change and most know they are breaking the violation.

30 She discussed the Screenagers viewing and it was very well attended and the open discussion was fantastic and that was just about cell phones.

8.3 Londonderry Middle School Discipline Report – Dave Sutherland: He mentioned that there was no single significant issue that made them look at the data. Tier I and Tier 2 was looked at. They collected data more thoroughly and Appendix C was implemented. They now have primary and secondary incident codes and this defines the value system. The administration saw only 138 students in the course vs 192 students. Eighty-six percent of students had no behavior incident. Three percent less from last year. He discussed the Target Teams that were created and implemented. This diverse group of staff members reviews individual, grade-level and school-wide behavior data. The goal is the development of intentional strategies assisting in individual student success as well as school level instructional and procedural shifts resulting in lower levels of negative behaviors. They offer positive student recognition when possible. 73 merits were awarded. Big buddy and peer mentor programs are ongoing. A twenty-two-member student group meets with administration monthly. He recognized Sarah Taylor and Mrs. Fox who sit on the Target Team. Mrs. Hendricks asked about the non-academic electronic use. Mr. Sutherland said the uptick is due to better reporting processes. Self-control and self-discipline came up through Screenagers. These devices are phones. Mr. Sutherland said the Target team will continue to emphasize these community events. If we continue to reach out, that will help us all take a look at how it is effecting us. Mrs. Hendricks asked about bullying/teasing and taunting. Mr. Sutherland is confident the numbers are accurate and we are taking the right steps for the students to learn from their behaviors. Mr. Young asked about the Screenagers. Mr. Sutherland said it was a

March 20, 2018

multiple building process nationwide that is available. It's a movie that chronicles a parent's process of going through the turmoil of having an adolescent that wants an increase in technology. We see it from a parent perspective. The movie was followed up with a panel. It showed ways parents can handle screen time and the mental health well-being of instant gratification. Parents and children from all grades attended. Two High School students sat on the panel and it was interesting to hear their perspective. Mr. Sutherland mentioned that with the frequent fliers, they work with outside counselors and parents to provide wrap around services. Bringing them into student leadership roles is certainly something they do.

8.4 January and February Enrollment Report – Scott Laliberte: Mr. Laliberte mentioned that there was only a modest fluctuation in the K-12 group and we are at 4346. There is a steady increase in the LEEP population and we are well into the process of kindergarten registration. It is too early to give a number, but we are seeing people on a daily basis to register.

Mr. Young asked how many Hookset students we had this year and it was stated there were 88. He continued to say that looking at February vs last year we are down 101 students. He knows there is negativity towards Hooksett students from community members. He feels that we give them a place to go and they have selected to come here. He is thankful that we have them because our capacity can handle them.

Mr. Young said LEEP and Kindergarten was down compared to last year. He would like to see a more detailed breakdown like the overall numbers in the LEEP and Kindergarten program from past years. For the decisions we need to make for LEEP and Kindergarten students, he felt we need to understand in greater detail their history.

Mr. Young asked about the trailer at Moose Hill and if that was going to be used by students or parents. Mr. Laliberte said students and he was told it is being used by staff. Mrs. Carpinone said it is being used by students and staff.

Mrs. Hendricks said we are not considered a charter school. Mr. Young said the use of the term charter school was an extreme compliment where students want to come and are willing to pay to come too. She felt charters are designed for a different kind of curriculum and thanked his clarification.

Ms. Ganem said that Hooksett has seven schools to choose from and she felt it is a compliment also. Mr. Parent said we are the second school chosen behind Pinkerton.

Ms. Ganem asked to look at the liaison committees. Mr. Young said SERESC will go away. They will postpone this since Mr. Saucier is not here.

Mr. Young asked for future meeting agendas. He thought it is important to get a briefing on the tax collection shortfall and how that is going. The shortfall is \$440,000.

9. Adjournment: Mrs. Hendricks made a motion to adjourn. Mr. Young seconded the motion. The motion passed by a 4-0 vote.

The meeting was adjourned at 8:19PM.

Respectfully submitted,

Lisa Muse
School Board Secretary

TIF VALUATION ISSUE							
		As Calculated		Revised			
Municipal	\$ 19,129,198	\$ 3,896,223,165	\$ 4.910	\$ 3,868,118,017	\$ 4.945		
County	\$ 3,822,337	\$ 3,896,223,165	\$ 0.981	\$ 3,868,118,017	\$ 0.988		
Local	\$ 52,645,485	\$ 3,896,223,165	\$ 13.512	\$ 3,868,118,017	\$ 13.610		
State	\$ 6,958,849	\$ 3,153,456,557	\$ 2.207	\$ 3,125,351,409	\$ 2.227		
Total	\$ 82,555,869		\$ 21.609		\$ 21.770		
TIF Retained Value: \$28,105,148							
PROPOSED USE OF FUND BALANCE							
	Orig. Approp	Add'l UFB	Revised Approp	As Calculated		Revised	
				Valuation	Rate	Valuation	Rate
Municipal	\$ 19,129,198	\$ 137,992	\$ 18,991,206	\$ 3,896,223,165	\$ 4.90968	\$ 3,868,118,017	\$ 4.90968
County	\$ 3,822,337	\$ 27,575	\$ 3,794,762	\$ 3,896,223,165	\$ 0.98104	\$ 3,868,118,017	\$ 0.98104
Local	\$ 52,645,485	\$ 379,760	\$ 52,265,725	\$ 3,896,223,165	\$ 13.51193	\$ 3,868,118,017	\$ 13.51193
State	\$ 6,958,849	\$ 62,025	\$ 6,896,824	\$ 3,153,456,557	\$ 2.20674	\$ 3,125,351,409	\$ 2.20674
Total	\$ 82,555,869	\$ 607,352	\$ 81,948,517		\$ 21.609		\$ 21.609
	TIF Revenue	\$ 607,352					
	Difference	\$ -					
Town UFB	\$ 165,567						
School UFB	\$ 441,785						

Director of Buildings & Grounds

To: School Board
From: Chuck Zappala
Date: March 28, 2018
Re: Portable Classrooms for Moose Hill School

I wanted to update the Board on the project to install 2 portable classrooms at Moose Hill School. As I had said during the budget discussions last fall, this needs to be a fast-track project to be sure the classrooms will be ready for the 2018-2019 school year.

The approved FY19 budget contains \$167,500 for the 1st year costs which include the site prep, utility connections, delivery & set up, and the actual rental price. We will also be constructing an enclosed connector from the existing west entrance into the portables.

At this time, we are still negotiating with 2 companies on the footprint of the buildings and the pricing, but should have a contract completed within a week or so. The initial rental term will be 2 years with options to extend the lease. We plan to have the concrete footings installed during the April school vacation, and also begin the prep work for the electrical, water and sewer connections. We hope to have the units on site by late May, and into place and assembled within a few days after that. This may cause some disruptions with parking and buses on the west (left) side of the school, but we will work closely with the building administrators to minimize the effects. If we wait until late June to begin, the classrooms will not be ready until several weeks into the new school year in September. In the past we have had major construction projects take place at North School, South School, and the High School while classes were in session with minimal impact.

Once the units are fully assembled and water tight, we will spend the next couple of months on the connector; the water, sanitary and electrical connections; and finally the fire sprinklers, fire alarms, data, phones and security wiring. Our goal is to have the new classrooms inspected and ready for occupancy the 1st week of August to allow the teachers time to set up their classrooms.

Facilities Study Committee

Moose Hill School and Elementary Schools

Task:

To research the various options available for space use and expansion at Moose Hill and related adaptations in Grade 1-5 buildings, in a manner that draws a direct connection between physical space and educational programs.

Outcomes:

1. To provide a list of options for space needs accommodation, indexed by program impact, to the School Board for their consideration prior to the FY '20 Budget Cycle and beyond. (The Board may not wish to take action in FY '20, but the information should be delivered prior to that process to give them the option.)
2. To establish the concept of 'Functional Capacity' as a primary consideration for subsequent building projects.
3. To provide materials necessary for further discussions regarding existing space and possible future program expansions.

Timeline:

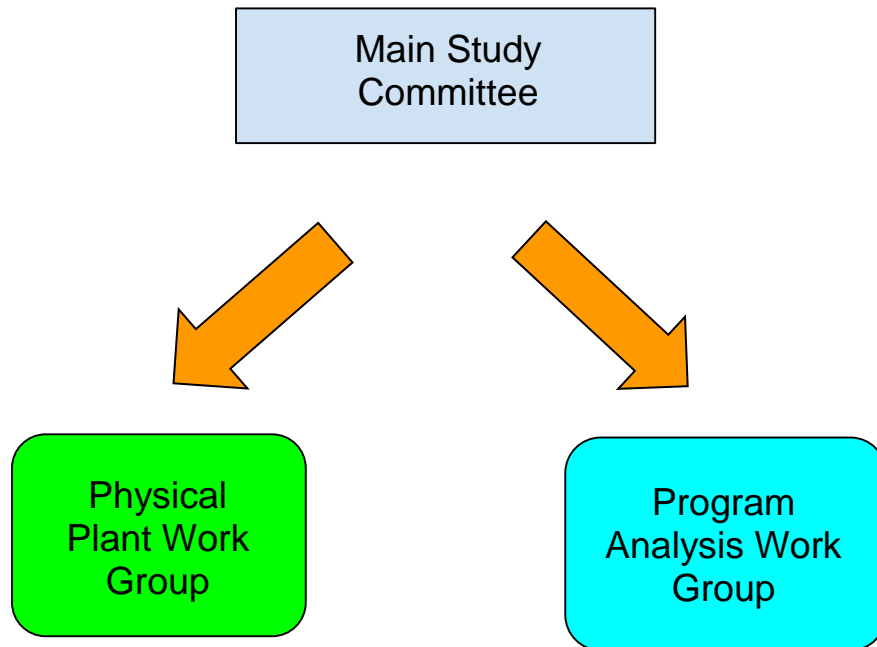
- April: Board presentation, charge for the Committee. Formation of the groups to follow.
- May: Work begins, organizational meeting scheduled for the Main Study Committee and Work Groups.
- August: Board update on progress, initial structure of the presentation.
- October: First Board meeting of the month to include a presentation of the report.

Functional Capacity:

The primary variable to be considered by the Committee in presenting these options to the Board will be 'Functional Capacity' - which is an index of the use of physical space given various accommodations for programming. The intent here is to create a means of articulating both the current use of space, and potential modifications to that space in the future, that connect directly to the programs that occupy it. While there are still subjective elements to this concept, the impact upon student learning is far more explicit in the process.

Structure:

This committee will be comprised of a main representative committee and two larger work groups with expanded groups of stakeholders focused on two main areas. The first will be a program analysis workgroup, and the second will be the physical plant workgroup. Each will address specific elements of the final report that require expertise in these areas, with their work being reported to the main committee for assembly into a final report to the Board.



Composition of the Committee and Work Groups:

The challenge of composing such a work group is to make it large enough as to comprise all impacted areas, and yet small enough to be functional. As such, the Main Study Committee will be a smaller group comprised of members of both work groups, which will be larger and encompass more members with backgrounds in that specific area.

Main Study Committee:

- Superintendent (Will oversee both work groups)
- Assistant Superintendent
- BA/CFO
- Director of Buildings and Grounds
- Director of Moose Hill
- Pupil Services Director
- School Board (1-2)
- ES Principal (1)
- Community Members / Parents (2)

Program Analysis Group:

- Assistant Superintendent
- Director of Moose Hill
- Pupil Services Director
- Teachers (3-4)
- Parents (1-2)
- Support staff (1-2)

Other members to be added for specific expertise.

Physical Plant Work Group:

- BA/CFO
- Director of Buildings and Grounds
- Community Members (1-2)
- Staff (1-2)

Other members to be added for specific expertise.