

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 12, 2016** 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. Greenberg, Business Administrator, Mr. Curro and School Board
10 Secretary, Lisa Muse.

1. **Call To Order;** Mrs. Hendricks called the meeting to order at 7:00PM

2. **Pledge of Allegiance;** The Pledge of Allegiance was led by Mr. Hooley. There was a moment
15 of silence for Austin Raffa and the Dallas police officers.

3. **Questions, Announcements and Presentations;** Mrs. Hendricks thanked the Londonderry
Police Department for caring for the students, district and the community. The Police Department is
always involved with our students and very supportive.

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7. **Superintendent's Report**

7.1 **IT Update – Peter Curro:** Brandon Weinert, District Network Specialist and Brenda
Colameta, District Technology Coordinator were present with an update on the wireless project. The
network will be stronger and work much better with our curriculum. They discussed the wireless
25 network/infrastructure regarding wiring, access points and switches. The Guest network will work
across all schools to cover bring your own device. This project should be done by end of July, but will
continue to evolve. We are expected to get E-Rate money for this project and all paperwork has been
submitted for this. We have to wait for the project to be completed and hopefully recoup some money.
Brenda talked about the new district and school website and mentioned that this upgrade will provide
30 improved communication. She explained that this is a responsive website which means it enables
people to see on any device. The navigation menu is very user friendly. There a slideshow with rotating
banner and the banner across the bottom will be used for emergency information like delays. There will
be up to date information with news, events, announcements and tweets. Training has been given to
Moose Hill staff and LMS SPED and administrators. All teachers will have training in August with Jo
35 Oswald. Additional webinars will be offered. Administrators will have completed their training at the
summer retreat. Mr. Curro talked about the additional new projects such as bus routing program, alert
system and GPS. The staff at the bus company is being trained and we get our training in a week or two.
We are going to do it manually this year for the routes and see how the software compares. ALERT
system will be working by September and this gives information regarding accidents or delay alerts
40 telling them how many minutes late the bus will be. The GPS will be rolled out by Thanksgiving with
parents after testing has been completed. Mr. Greenberg asked about parents paying and Mr. Curro
mentioned that parents can pay \$4.95/month for the GPS system. Information will go out to the parents
via letters and website. Mr. Curro mentioned that we are also getting a new food service software
program. Meals Plus is our new food service management software. Setting up the new food service
45 server is in progress. In addition to all the new projects they reviewed the annual summer projects such
as cleaning all devices, labs, and presentation stations. They also created images for each device
specific to building and labs. They will be updating all computers with Windows 10. Upgrade to the
latest version of Office 2016 which was piloted in all the schools. Enrolled all the iPads into a mobile
device management system. All devices will be tracked. X2 is the parent/student information system.

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All the information is being rolled over and is creating next year's schedule for all the schools and all the state reporting. They are getting prepared for federal civil rights data submission. Mr. Lekas asked if the wireless is open to everybody. Mr. Weinert explained that all students will enroll their device which will allow us to see their device. Guest network will be a small bandwidth that is there for people from the outside. Outside organizations that use the schools will use the guest network. The login for the students will look like when you log on at a hotel. Mr. Lekas questioned whether the GPS portion was voted for or not by the Board. Mrs. Reilly and Mr. Greenberg recollected that it was voted that the parents could pay for the monthly subscription.

Mrs. Reilly mentioned that from an end user prospective she is not very pleased with X2. Mr. Curro felt a lot more information will be rolled out from the parent and administrator side through X2. Mrs. Reilly asked about the guest network and the limited capacity. Mr. Weinert said he has the capability to turn on and off. Mrs. Reilly doesn't want to encourage people pulling in for free WiFi. Mr. Young found that limiting guests on the WiFi to be rude. If we have the bandwidth to share with the community then he felt we should share it. He asked Mr. Weinert if we have enough bandwidth to share with the community. Mr. Weinert said there is one access point out there that can handle 100+ connections at once and if we have everybody using it then he worries that a trainer would not be able to access an iPad in case of an emergency. Mr. Young asked Mr. Curro what we pay for X2. He said the first fee was around \$52,000 and Mr. Curro would have to look up what the monthly maintenance fee is.

Mrs. Hendricks asked if this will accommodate parents and teachers and provide easy access. Mr. Weinert said yes to all. Mrs. Hendricks asked if you go to the athletics link will you be directed to the LHS athletics and the scheduling site. Mrs. Hendricks asked about Events and if it will be easy to find. Mrs. Colameta said it will be very easy. Mr. Young mentioned that the tools are there to post it and the schools need to post the information for the public to see. Mr. Greenberg mentioned that the administrators can go right online and post it directly. Mr. Parent mentioned that the calendar is in real time.

Mrs. Hendricks mentioned that the new website is also a marketing tool for us when people are considering moving into our district. Ms. Ganem asked if each school will have their own web address. Londonderry.org will link them all together.

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

4.1 Minutes: June 21, 2016

4.2 Meetings:

August 2, 2016	Regular Meeting	7:00PM	Town Offices
August 23, 2016	Building Tours	6:00PM-6:30PM	North School
		6:45PM-7:15PM	Middle School
		7:30PM-8:00PM	Matthew Thornton
August 25, 2016	Building Tours	6:00PM-6:30PM	South School
		6:45PM-7:15PM	Moose Hill
		7:30PM-8:00PM	High School
August 30, 2016	Regular Meeting	7:00PM	Town Offices

Welcome back breakfast is on August 24th.

5. Committee Reports

5.1 School Board Liaison Reports: NONE

6. Deliberations

6.1 To see what action(s) the Board will take regarding the approval of the CIP

Recommendations: Mr. Curro explained that the School Board needs to approve the recommendation of the CIP for the school district and then it goes to CIP Planning Committee. Their work is to put together a six year plan and present the plan to Planning Board who will hold one public hearing. The purpose is to layout to taxpayers what the leaders of the community feel are the capital needs looking ahead six years and it's a tool if a growth ordinance be declared if you have to by state law have an adopted CIP plan to use the tool for a growth ordinance impact procedure. The four projects submitted are: High School auditorium, District SAU office, on the radar is the cost of a 500 pupil elementary school and estimated costs of core renovations at the middle school. In regard to the Auditorium, the Board needs to decide if they want to try that plan again or come up with a different plan. The district office is reaching its end of life. We have been told by architects that any money put into that building is a waste of money. For year six, if typical growth continues, we need to look at as an option an additional elementary school. The district may be looking at a new building due to growth because the potential is there. In regard to the Middle School core renovations/expansion: the gym was moved, but we need to address the core facilities of the LMS. The library, gym, café, main office would need to be addressed. The current debt schedule is attached and the middle school debt has been paid. In 2023, the High School debt will be paid, then two years later South School debt will be paid and then two years later North School debt will be paid. The growth and needs of enrollment need to be addressed. Mr. Lekas asked if we put the auditorium on and the public said no why we put it on again. Mr. Curro said the need has not gone away from a staff perspective. Usually a bond takes two times to get passed due to changes on what was presented and see how the public likes this one and if it fails twice then usually it is not put up again. Mrs. Reilly asked about what it costs and what is involved with moth balling a school. She is amazed in such a short period of time we think enrollment is down and now we are looking at building a new school. Mr. Curro mentioned at the last meeting they went over the new developments and if you drive around town there are so many new homes/buildings. Every day there are multiple families coming in and registering for school. Exit 5 doesn't come online until October and that will have an impact to North School. Mrs. Hendricks asked about the SAU office and if the vision is to knock down and rebuild. Mr. Curro said the options are building at Moose Hill where there is land, move us for a year and take town hall roofline and move it so it looks like it was one building the whole time, or an offsite area which involves purchase of land. All have their pros and cons.

Mrs. Reilly made a motion that the Board approve the CIP recommendations as outlined in Mr. Curro's memo dated June 30, 2016 for fiscal year 2018-2023. Mr. Lekas seconded the motion. Motion passed 5-0-0.

6.2 To see what action(s) the Board will take regarding the approval of a High School Overnight Field Trip: Mr. Greenberg had sent the Board the information beforehand.

Mr. Lekas made a motion to approve the overnight field trip. Ms. Ganem seconded the motion. Motion passed 5-0-0

7. Superintendent's Report

7.2 FY2016 1st Close Financial Report – Peter Curro: Mr. Curro mentioned that the reports are unaudited. The auditors will be here the week of August 8th for four days. The final report comes around the month of December. He believed the Fund Balance will come in at \$295,000 or slightly better. There will be \$100,000 to fund the Capital Reserve Fund that was approved and to move \$100,000 into the Unassigned Fund Balance which increases our reserve for the district. He also believes there will be \$100,000 to be used to offset the December 16 tax rate. Originally, when we did the FY17 budget, we estimated there would be \$200,000 in there, but things came up in regard to out of

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5 district placement costs. From the third quarter to now, we pretty much came in order, but at the last minute we received a few last minute employee retirements. The Grant was approved for security and it had to come from the Operating Budget. The only other piece not closed is accounts payable and that is left open for utility bills. On the revenue side, Medicaid came in \$25,000 better. We need to remember that when the checks are dated is what counts not when we get the check.

10 Food Service: Mr. Curro handed out an updated income statement. He mentioned that the revenues went up because of all the banquets done in the month of June. The only open item is the inventory adjustment. Food Service will show somewhere between \$28,000 and \$32,000 in the black. It does include the required \$52,000 that is the calculated cost for free and reduced lunches served at the high school only that the district is required to pay. So when looking at year one numbers the experiment seems to work. Mr. Young asked for the cost of sales gross profit line from last year to this year. Mrs. McKenney stated the numbers are \$96,720 from last year and this year is \$200,296 due to increased revenue. Mr. Curro mentioned that we did have a price increase and they saw a huge increase in meals served at the high school and a small increase at the Middle School. We have had to buy an oven at North School, which they estimate the cost to be around \$15,000 and will be purchased in FY17. On behalf of the Food Service Director, Mr. Curro is looking to lease/purchased a new van for the program which is not budgeted. The reason is the current van is a 2002 Ford with 78,000 miles. The past two years, the program has spent on average \$1,250 annually for repairs to the van. There is significant body rot and the side doors do not close properly. The current van is also not refrigerated. The new van would be equipped with minimal refrigeration for transporting food items to the various school buildings. The estimated cost is around \$30,000; a three year lease would be about \$10,000 annually. There is no money set aside for equipment purchase or lease. He is asking the Board to consider. Mr. Greenberg said if the board is interested in purchasing a new van, then he suggested Mr. Curro bring in the specs for next meeting. Mr. Curro mentioned that Food Service should come in about \$30,000 to the good. Mr. Greenberg asked what the price increase was for the schools. Mr. Curro said \$.25 for High School and \$.10 for the elementary. There will not be a price increase in August, 2016. Mr. Greenberg said that looking at the income statement the increase in revenue for special events has gone from \$35,000 to \$70,000 and concession revenues has also increased. He believed the fact that Mr. Curro and Mrs. Venezia have taken a broad view of the Food Service Program to generate revenues to support the program which allowed us to stabilize the cost to what parents pay for their children to eat lunch.

35 **8. Non-Public Session**

Non-Public Session requested under RSA 91-A:3, Section II (b) and (d). Please see attached Confidential Memorandum. Mr. Lekas made a motion to move into non-public session under RSA 91-A:3, Section II (b) and (d). Mrs. Reilly seconded the motion. Motion passed by a roll call vote.

40 **Adjournment**

The public meeting was adjourned at 8:28PM

45 Respectfully submitted,

Lisa Muse
School Board Secretary

Londonderry School Board
Non-Public Minutes
Tuesday, July 12, 2016

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

Mr. Lekas moved, seconded by Mrs. Reilly and passed unanimously (5-0) to enter non-public session under RSA 91-A:3, Section II (b) and (d) at 8:30PM..

15 Mr. Lekas moved, seconded by Ms. Ganem and passed unanimously (5-0) to approve administration's recommendations for five teaching positions and two and half Allied Health positions

Discussion on negotiations

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Discussion on consideration regarding acquisition of property

Mr. Young moved, seconded by Mr. Lekas and passed unanimously (5-0) to seal minutes until such time as matter is resolved

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Mr. Lekas moved, seconded by Ms. Ganem and passed unanimously (5-0) to exit non-public session at 9:10PM.

30 Mrs. Reilly moved, seconded by Ms. Ganem and passed unanimously (5-0) to adjourn public session at 9:11PM.

Respectfully submitted,

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Nathan S. Greenberg
Superintendent of Schools