

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, August 4, 2015** at 7:00PM at the Londonderry Town Office, Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH. In attendance were School Board members: Mr. Laferriere, Mr. Lekas, Mrs. Reilly and Mr. Young. Also in attendance were Business Administrator, Peter Curro and School Board Secretary, Lisa Muse.

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

2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Suzie Swenson.

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It was mentioned that Mr. Greenberg, Superintendent is attending to some family issues and that Mr. Laliberte had a planned vacation. Mr. Curro is acting Superintendent for this meeting.

3. **Questions, Announcements and Presentations**

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3.1 Mobile App Update and Demonstration – Dan McLeod and Shawn Coe: They looked at this in the Fall and did the usual build vs buy assessment. The commercial price was about \$30,000 and they found a way to do this themselves. A trailer was played. The primary focus of the app is for the parents to be able to find the administrative staff easily. The app will be available on Google and Apple app store. Apple is slower on the turnaround being somewhere between two and eight weeks after it is submitted – this variable is out of their control. Android app will be launched at the same time. Mobile devices use is up 50% and covered by mostly Android and Apple. The IT Department will have a booth at Old Home Days promoting the app. Mr. Curro mentioned that this is one of the key initiatives in the strategic plan. Their hope is to communicate and make us more visible to the parents. Mr. Laferriere asked how much did we save by doing this ourselves and the answer was about \$28,000-\$30,000 – IT spent about \$1,000 for licensing. Mr. Laferriere asked if the School Board calendar could be put on the school side along with Athletics. Mrs. Reilly mentioned that this is a great tool for parents, but is this something kids can use. Mr. McLeod mentioned that the app is more geared towards parents for communication, but they will look at user feedback. Mr. Young asked how this compares to Salem’s app. Mr. Coe said they used Salem and Haverhill for comparison. Those towns were designed by an outside vendor and they do not own theirs. The set ups are very similar.

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Mr. Young handed out the t-shirts for the Old Home Days committee. He mentioned that they worked with Embroidery Creations who provided a discount. Old Home Days gets about \$20,000-\$30,000 in donations every year. You can find out more information at www.OLDHOMEDAYS.COM. Mr. Curro mentioned that on August 19th the High School is hosting an all-day event for some Republican candidates starting at 9:00AM. There will be about 400-500 VIPs in the gym and this will go all day ending around 5:00PM. He suggested avoiding Mammoth Road on August 19th.

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4. **Consent Agenda:** *Mr. Laferriere made the motion to accept the Consent Agenda. Mrs. Reilly seconded the motion. Motion passed 4-0-0.*

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4.1 Retirement(s):

Janice Wiles Library Assistant North School

4.2 Resignation(s):

Mr. Laferriere made a motion to accept the second reading of the policies listed above. Mrs. Reilly seconded the motion. Motion passed 4-0-0.

5 **6.3 To see what action(s) the Board will take regarding the second reading of the following new policies: (green packet)**

10 **6.3.1 Policy EEA – Student Transportation Services:** Mr. Curro mentioned that this policy adds a lot of detail to the transportation policy. The commissioner of the Department of Education asked us to look at the current policy and look at the school boards policy and take into account what they have in place. We did, and made changes to Londonderry’s situation.

6.3.2 Policy EEA-R – Student Transportation Services Regulations for Students Riding School Busses: Mr. Curro mentioned that this policy covers the responsibility of parent and children and placement of bus stops.

15 **6.3.3 Policy IJOC – School Volunteers**

6.3.4 Policy IJOC-E – Volunteer Application Form

6.3.5 Policy IJOC-E – Volunteer Agreement Form

6.3.6 Policy JI – Student Rights and Responsibilities

6.3.7 Policy JIE – Pregnant, Parenting and Married Students

6.3.8 Policy JKA – Corporal Punishment

20 **6.3.9 Policy JKAA – Policy on the Use of Child Restraint and Seclusion**

6.3.10 Policy JKAA-R – Procedures on the Use of Child Restraint and Seclusion

6.3.11 Policy JLI – Safety Program

25 **6.3.12 Policy KBA – Right To Know Procedures:** Mr. Curro mentioned that this is no way to discourage somebody to ask for a Right To Know, but to let them know that at times there will be a cost for staff time to put together the information.

Mr. Lekas made a motion to accept the second reading of the policies listed above. Mr. Laferriere seconded the motion. Motion passed 4-0-0.

30 **6.4 To see what action(s) the Board will take regarding the second reading to rescind the following policies: (blue packet)**

6.4.1 Policy AFE (also IM) – Evaluation of Instructional Programs

6.4.2 Policy EEA – Assignment of Students to School Busses

6.4.3 Policy EEACC (also JFCC) – Student Conduct on Busses

35 **6.4.4 Policy IGAD – Occupational Education**

6.4.5 Policy IGAF – Physical Education

6.4.6 Policy IGBH – Alternative School Programs

6.4.7 Policy IHB – Minimum Class Size

6.4.8 Policy IHBA – Elementary Class Size

6.4.9 Policy IHD – Student Schedules

40 **6.4.10 Policy IHG – Independent Study**

6.4.11 Policy IICB – Community Resource Persons

6.4.12 Policy ICC – School Volunteers

6.4.13 Policy ICC-R – Important Regulations for Volunteers

6.4.14 Policy ICC-A – Application for Volunteers Form

45 **6.4.15 Policy ICC-B – Application for Volunteers Form**

6.4.16 Policy IK – Academic Achievement

6.4.17 Policy IL – Testing Programs

6.4.18 Policy IM (also AFE) – Evaluation of Instructional Programs

- 6.4.19 Policy INA – Teaching Methods
- 6.4.20 Policy INB – Teaching About Controversial Issues
- 6.4.21 Policy INC – Controversial Speakers
- 6.4.22 Policy INC-R – Resource Persons Agreement
- 5 6.4.23 Policy JA – Student Policies Goal
- 6.4.24 Policy JEDB – Student Dismissal Precautions
- 6.4.25 Policy JF – Student Rights and Responsibilities
- 6.4.26 Policy JFCC (also EEACC) – Bus Transportation-Student Conduct on Busses
- 6.4.27 Policy JFD – Students of Legal Age
- 10 6.4.28 Policy JFE/JFF – Pregnant and Married Students
- 6.4.29 Policy JGA – Corporal Punishment
- 6.4.30 Policy JGAA – Use of Restraints
- 6.4.31 Policy JGAA-R – Restraint Policy Procedures
- 6.4.32 Policy JGAA-E – Incident Report Form
- 15 6.4.33 Policy JGAF – Junior High Physical Education Policy
- 6.4.34 Policy JHFE – Student Safety

Mrs. Reilly made a motion to accept the second reading and rescind the policies listed above. Mr. Laferriere seconded the motion. Motion passed 4-0-0.

20 It is mentioned that there will be a third and final reading at the August 25th meeting.

7. Superintendent’s Report

7.1 **FY2015 Year-End Financials – Peter Curro:** Lisa McKenney and Chuck Zappala were in attendance. Mr. Curro mentioned that these are unaudited and the auditors arrive on Monday, August 10th and the final report will be given in early December. The year end came in as discussed. The surplus is \$1,880,000 or better. All revenues came in consistent except for Medicaid which came in above expectations. The year-end account balances for the trusts and impact fees are included in the packet. The impact fee account was targeted to be used this coming year as we set the December tax rate for this fiscal year. We were recently notified that we will not get the full amount of our adequacy funds in September. We will get 75% reimbursement for snow removal and that will be revenue for 2016. The big surplus for 2015 is the health plan account. The surplus from health and dental occurred from the action of the Secretary of State ordering the risk pool to lower their reserve levels creating unanticipated surplus released to members. The results of this action were not known until after the budget was approved. It was suggested we shift how we account for healthcare costs. In regard to the year-end surplus, Attorney Graham suggested that when Mr. Curro does the year-end memo he puts in the estimate of what he would want to reserve in unassigned fund balance. Mr. Curro asked for the consensus of the Board to go ahead and reserve an unassigned fund balance of roughly an additional \$100,000. If the Board agrees, that would bring the total unassigned fund balance to \$302,810 and this would show Moody’s that we are planning and taking steps to recognize we need to get to a level that is substantial and protects the district from any emergency that may arise. Mrs. Reilly asked if the additional \$100,000 is locked into the account. Mr. Curro said if he noticed if something came in much lower than expected, he would come back to the Board and ask if the Board still wants to reserve \$100,000 or use whatever we could to lower the tax rate the best we could. Mr. Laferriere asked what the cap is. Mr. Curro said by law its 2.5% of the net assessment. Mr. Laferriere asked what would be a comfortable number for Mr. Curro and from a Moody’s perspective. Mr. Curro said around \$750,000, but you can’t jump into it. Mr. Curro said this is on top of the other reserves that we have. According to law, this account can go as high at \$1.3 million by itself. Mr. Young said this account is not easy to access and the Board cannot vote to spend it and use it.

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There are a lot of controls around this money. It was decided that it is the consensus of the Board to retain \$100,000 of unassigned funds that would bring the total unassigned fund balance to \$302,810.00.

5 Mr. Curro gave kudos to the Special Ed Department and to Mrs. Carpinone that out-of-district placement costs came under budget this year and the department as a whole came under budget last year. This is one of the more volatile accounts that the district has and this is a big achievement.

10 Mr. Curro mentioned that in a couple weeks we are going to show where a majority of the \$4.0 million bond has gone. Mr. Zappala gave an update. He mentioned that this is the second summer of projects and they will be wrapping up in next couple of weeks. These projects included roofing at Middle School, paving parking lot at Matthew Thornton, roof at High School and gym at the High School, security vestibules are done and they 90% done with the press box and concession stand. Those projects need electrical and grounds still. The paving at the Middle School is almost done and they will do the striping in the next couple of days. At the end of the summer, everything will be done except the roofing at the 15 High School and Moose Hill. There will also be some kitchen renovations at the High School. The parking lot will be ready for Old Home Days and the gym will be ready for the baby contest. There will be an additional 42 parking spaces at the Middle School. Mr. Lekas asked what was done at the front of Matthew Thornton school? Mr. Zappala said the wall wasn't the right application in the school. Originally, they were going to replace the wall with Kalwall material, but building codes have changed so 20 it was actually less expensive to replace it with brick and it will last longer.

8. **Non-Public Session:**

25 **Non-Public Session requested under RSA 91-A:3, Section II (b). Please see attached Confidential Memorandum. Mr. Laferriere made the motion to move into non-public under RSA91-A:3 section i(b) and (c). Mrs. Reilly seconded the motion. Motion passed by roll call vote.**

9. **Adjournment**

Public meeting was adjourned at 7:48PM.

30 Respectfully submitted,

35 Lisa Muse
School Board Secretary

Londonderry School Board
Non-Public Minutes
Tuesday, August 4, 2015

5 PRESENT: Board Members: Mr. Young, Mr. Laferriere, Mrs. Reilly, and Mr. Lekas
Director of Business Administration: Mr. Curro
Director of Human Resources: Mrs. Swenson

10 Entered non-public session under RSA 91-A:3, Section II (b) at 7:45PM.

Mrs. Reilly moved, seconded by Mr. Laferriere and passed unanimously (4-0) to approve
administration's recommendation for a high school math teacher

15 Mr. Lekas moved, seconded by Mr. Laferriere and passed unanimously (4-0) to approve
administration's recommendation for a high school media specialist

Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (4-0) to approve
administration's recommendations for a middle school special education teacher

20 Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (4-0) to approve
administration's recommendations for an elementary special education teacher

25 Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (4-0) to approve
administration's recommendations for an elementary teacher

Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (4-0) to approve
administration's recommendations for three special education assistants

30 Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (4-0) to approve
administration's recommendations for a middle school math teacher

Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (4-0) to exit non-public
session at 7:59PM.

35 Mr. Laferriere moved, seconded by Mr. Lekas and passed unanimously (4-0) to adjourn public
session at 8:00PM.

Respectfully submitted,

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Peter Curro
Director of Business Administration