

AGENDA

SCHOOL ADMINISTRATIVE UNIT NO. 12

Office of the Superintendent of Schools

Londonderry, New Hampshire 03053

The meeting of the Londonderry School Board will be held on Monday, September 25, 2023, at 7:00 PM at Londonderry High School, 295 Mammoth Road, Londonderry, NH in the Cafe. The meeting will also be broadcast on local Cable Access Ch. 8 as well as the [District's YouTube Channel](#).

1. Call To Order
2. Pledge of Allegiance
3. Consent Agenda
 - 3.1 Retirement(s)
Linda Couture Support Staff District Office
 - 3.2 Resignation(s)
Emily Kus Dining Services High School
 - 3.3 Minutes
September 5, 2023
 - 3.4 Meetings

October 3, 2023	Regular Meeting	LHS Cafe	7:00 PM
October 17, 2023	Regular Meeting	LHS Cafe	7:00 PM
November 7, 2023	Regular Meeting	LHS Library	7:00 PM
4. Announcements and Presentations
 - 4.1 VFW & American Legion Scholarships - Isaac Miller, VFW
 - 4.2 Summer Learning Reports - Jason Parent
 - 4.3 Update on Cheer Program
- 7:30 PM 5. Public Comment
- 8:30 PM 6. Committee Reports
 - 6.1 School Board Liaisons
 - 6.2 Student Representative

7. Deliberations

- 7.1 Third Reading to Amend Policy GCPD - Suspension and Dismissal of Employees
- 7.2 Third Reading to Adopt Policy KD - School District Social Media Platforms
- 7.3 Third Reading to Adopt Policy KD- R - School District Social Media Websites Regulations
- 7.4 Second Reading to Adopt Policy DJ - Purchasing
- 7.5 Second Reading to Amend Policy DJB - Purchasing Procedures
- 7.6 Second Reading to Adopt Policy DJC - Petty Cash
- 7.7 Second Reading to Adopt Policy DJE - Bidding Requirements
- 7.8 Second Reading to Rescind Policy DJF - Purchasing
- 7.9 Overnight Field Trips - Rick Barnes
- 7.10 Legal Advice Discussion

8. Superintendent's Report

- 8.1 Library Media Resources & Protections Update - Jason Parent
- 8.2 Moose Hill Updates - Dan Black
- 8.3 Questions on Policy JIC Bullying & Cyberbullying - Dan Black & Kim Carpinone
- 8.4 Federal Grants 2023-24 - Kim Carpinone, Dan Black, and Jason Parent

9. Non-Public Session

Non-Public Session requested under RSA 91-A:3, Section II (b), (c), and (l)

- 9.1 Nomination(s)
- 9.2 Personnel Issue(s)
- 9.3 Student Issue(s)

10. Adjournment

(Please note: In addition to the items listed on the agenda the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in a non-meeting session in accordance with RSA 91-A if the need arises.)

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

The meeting of the Londonderry School Board was held on Tuesday, September 5, 2023, at 7:00 PM at Londonderry High School, 295 Mammoth Road, Londonderry, NH in the Cafe. The meeting was also be broadcast on local Cable Access Ch. 8 as well as the [District's YouTube Channel](#). In attendance were School Board members: Mrs. Butcher, Mr. Gray, Mrs. Loughlin, Mr. Porter, and Mr. Slater. Also in attendance were Superintendent, Mr. Black, Business Administrator, Mrs. McKenney and School Board Secretary, Lisa Muse.

1. **Call To Order:** The meeting was called to order at 7:00PM by Mr. Slater.
2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Mr. Slater.
3. **Consent Agenda:** *Mrs. Loughlin made a motion to accept the Consent Agenda.*

Mrs. Butcher seconded the motion. The motion passed by a vote of 5-0.

3.1	<u>Retirement(s)</u>		
	Nancy Belanger	Support Staff	Middle School
3.2	<u>Resignation(s)</u>		
	Elizabeth Colson	Support Staff	South School
	Rebekah Georgy	Support Staff	Moose Hill
	Brenna Gustitus	Support Staff	South School
	Katrina Lisi	Support Staff	High Staff
	Elizabeth Mahon	Support Staff	Moose Hill
	Jackelyne Monaghan	Dining Services	North School
	Yolanda Reyes	Dining Services	North School
	Erica Smith	Support Staff	Moose Hill
	Sara Williams	Support Staff	Moose Hill

3.2 Minutes
August 8, 2023

3.3	<u>Meetings</u>			
	September 19, 2023	Regular Meeting	LHS Cafe	7:00 PM
	October 3, 2023	Regular Meeting	LHS Cafe	7:00 PM
	October 17, 2023	Regular Meeting	LHS Cafe	7:00 PM

4. **Announcements and Presentations**

4.1 Public Consulting Group Virtual Presentation: Mr. Black has a virtual presentation with the Public Consulting Group (PCG). They introduce themselves to present a kickoff presentation to understand what to expect from the PCG and ask any follow up questions in relation to the special education program. Since 1986, they are a leading public sector management consulting and operations improvement firm that partners with health, education, and human services agencies to improve lives. They have a staff of 2500 located throughout 55 offices across the US and internationally. They discuss the collaborative approach to program reviews. The research areas include learning environment

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and specialized services, family and community engagement, high expectations, leadership, human capital and systems and structures. They also discuss the five phases of the project methodology. There are two phases of starting a strong foundation. PCG will partner with Londonderry to complete an independent, comprehensive review including current state analysis, inventory of promising practices and stakeholder outreach. Data collection activities are discussed such as data document and policy review, organizational interview and focus groups, virtual IEP review, staff, parent and student surveys and classroom visits. They will the draft reports to include overall findings, strengths and recommendations and inform improvement planning, develop executive summaries, and submit the final report. During Phase 5, they will present finding and recommendations to leadership team, facilitate action planning sessions and initiate development of implementation plan. The proposed timeline is detailed including the activity, timeframe and location.

4.2 Opening of School Remarks – Principals: The principals are thankful for all the summer work that went into getting the schools ready. The student enrollment for each elementary school is: South School 445 students, Matthew Thornton 513, North School 485, and Moose Hill 317 with 208 in kindergarten and 109 in LEEP. They discuss all the teachers work that was conducted over the summer months including pilot programs. Polly Bath presented over the summer with staff during a teacher workshop day. Dining services is discussed along with the fees. Websites have been updated. PTAs are already working on events for each school. The Middle School has 950 students. Parents are thanked for their continued support. The 1:1 Chromebook learning initiative is discussed. The High School had 125 seniors participate in senior sunrise. They thank the custodians and fields crew for their hard work over the summer. The High School enrollment is 1299 students. Hooksett comprised 106 of these students. The High School is now fully 1:1.

4.3 Student Data Updates – Spring 2023 Results K to 12 -Jason Parent: The data collection includes scores from i-Ready, PSAT and SAT and the NHSAS, Dual Enrollment and AP scores. The i-Ready Math Data is shown for the elementary schools. They compare the Fall 2022, Winter 2023, and Spring 2023. They also compare the national and state comparisons. Reading data is also compared just like the math. They discuss the literacy pilot goals. The middle school also discusses and shows all their data for the math data including the same breakdown and national and state comparisons. The reading data is also detailed like the math. PSAT 8/9 at LMS Winter 2022 data is discussed such as benchmarks and 109 students took the PSAT 8/9 test. 22-23 highlights of student achievements at LMS are outlined. High School data sets include, HS graduation rate, college acceptance rate, dual enrollment courses, advanced placement testing, career, and tech ed and college prep classes, SAT/PSATS and summer academy outcomes. To conclude Mr. Parent goes over the next steps for 2023-2024 for elementary, Middle and High School students.

4.4 Laptop/Chromebook Self Insurance Program - Dan Black & Josh Perks: The LHS program has been in place since 2021 when the 1:1 laptop program started and there was a one-time fee of \$35. For the LMS program, there is a yearly fee of \$15 fee for the Chromebook. Students receive and turn in a Chromebook every school year while at LMS. They detail the self-insurance fees collected. The repair line item in the IT department budget has been between \$46,000 and \$56,000 over the last couple of years. A sample range of costs for common breakages is on each of the websites. They need to promote responsibility with devices. Mr. Porter feels that an opt out form should be considered. Mr. Slater feels moving forward this is good for the parents and students and it will not be the full replacement cost if it gets broken. Mr. Weinert mentions that they did talk to a lot of other districts to get best practices.

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They also polled them of their fees, and we are the cheapest out there. Mr. Black mentioned we will put together an opt out form.

5. Public Comment:

5 Mr. Slater opens public comment.

Maria Barud, Bridle Path: She thanks everybody for a great start of school year. She talks about the laptops and has a problem with the transparency and would like to see the forms updated. She would like to know how the money is managed and stored.

10 Christine Perez, Wesley Drive: She discusses the special ed review project. She personally feels it is inappropriate to ask parents to pay any type of fee for things being used in the school. She has a concern about outside sources getting into our schools.

Tiffany Gagnon, Buckingham Drive: She thanks the staff and faculty for a great opening to school.
Mr. Slater closes public comment.

15 6. Committee Reports

6.1 School Board Liaisons: They discuss some upcoming PTA meetings. Mr. Slater mentions that the kindergarten committee took a tour of Moose Hill, and the next meeting is 9/20 and on 9/27 they will meet with Trident and architects to get more information and data. The Board took
20 the school tours and thanks the Budget committee coming to the tours as well.

7. Deliberations

7.1 Infrastructure Bond Contractors for School Board Approval - Trident
25 Group: Marc Lehoullier from Trident Group discusses the HVAC Upgrades at various schools. He discusses the timelines. The community approved a Warrant Article and Bond in March 2023 to proceed with a limited scope Infrastructure/HVAC Upgrade program at LHS, SS, LMS and replacement of the pump house in the amount of \$5,000,000. The budge was based on a Siemens recommendation. An effort by Trident to selectively reduce the scope and negotiate with the two lowest proposers did not result in
30 success, the proposals remained too high. It was agreed to a hybrid approach. We had two firms that would proceed with that model. Both firms were interviewed, and the panel decided to move forward with EEI/ENE as the most cooperative to work with, and the seeker of solutions. They have presented a schedule which will complete the installation by October 2024, but the notice to proceed needs to be made immediately due to supply chain concerns.

35 ***Mrs. Loughlin made a motion to approve hiring EEI/ENE to design the infrastructure system for our schools. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.***

7.2 First Reading to Adopt Policy DJ – Purchasing: Mr. Black and Mr. Slater
40 would like everybody to go through this policy and see what works and does not work and they will come back at the second reading.

Mrs. Loughlin made a motion to adopt Policy DJ for the first reading. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.

7.3 First Reading to Adopt Policy DJB - Purchasing Procedures
45 ***Mrs. Loughlin made a motion to adopt Policy DJB for the first reading. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.***

7.4 First Reading to Adopt Policy DJC - Petty Cash Accounts

Mrs. Loughlin made a motion to accept the First Reading to Adopt Policy DJC – Petty Cash Accounts. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.

7.5 First Reading to Adopt Policy DJE- Bidding Requirements

Mrs. Loughlin made a motion to accept the First Reading to Adopt Policy DJE – Bidding Requirements. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.

7.6 First Reading to Rescind Policy DJF - Purchasing Procedures

Mrs. Loughlin made a motion to accept the First Reading to Rescind Policy DJF – Purchasing Procedures. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.

7.7 Second Reading to Amend Policy GCPD - Suspension and Dismissal of Employees

Mr. Black said the School Board should think about a simple policy from legal.

Mrs. Loughlin made a motion to accept the Second Reading to Amend Policy GCPD – Suspension and Dismissal of Employees. Mr. Gray seconded the motion. The motion passed by a vote of 5-0.

7.8 Third Reading to Rescind Policy GDPD - Suspension and Dismissal of Employees (duplicate of GCPD)

Mrs. Loughlin made a motion to accept the Third Reading to Rescind Policy GDPD – Suspension and Dismissal of Employees (duplicate of GCPD). Mrs. Butcher seconded the motion. The motion passed by a vote of 5-0.

7.9 Second Reading to Adopt Policy KD - School District Social Media Platforms

Mrs. Loughlin made a motion to accept the Second Reading to Adopt Policy KD-School District Social Media. Mr. Gray seconded the motion. The motion passed by a vote of 5-0.

7.10 Second Reading to Adopt Policy KD- R - School District Social Media Websites Regulations

Mrs. Loughlin made a motion to accept the Second Reading to Adopt Policy KD-R – School District Social Media Websites Regulations. Mr. Gray seconded the motion. The motion passed by a vote of 5-0.

7.11 Adequacy Grant - Lisa McKenney: Mrs. McKenney discussed that the

Adequacy Formula has substantially changed since they budgeted for FY24 with the estimate numbers provided by the State. The estimate in November 2022 was \$11,468,734. Under the new formula, Londonderry will be receiving \$11,927,483, a positive variance of \$458,749. There are two options school districts can take with the increased funding: Call a special meeting for change in education funding under RSA 197:3-a or apply the revenue as a credit during the local tax rate setting process. This formula had a hold harmless imbedded in it to protect Districts from having lower funding in FY24, moving forward the hold harmless will be reduced by 20% every other year for the next ten years beginning in 2026. Londonderry will not get more money. The formula is based on enrollment, special ed, free and reduced.

7.12 Retention of Unassigned Fund Balance - Lisa McKenney: The School

September 5, 2023

District has adopted RSA 198:4-b as amended, which allows the School District to retain up to 5% of the current fiscal year's net assessment. The School District calculated 5% of the Net Assessment and maximum allowable retention is \$3,363,947. The audit is complete, and the findings will be presented later this fall/winter. Based on their fieldwork, the School District's Total Fund Equity is estimated at \$2,127,482.39. There is a spreadsheet in the packet that shows the Total Fund Equity as of June 20, 2023, with a total balance of \$2,127,482.39.

Her recommendation is to return the additional adequacy money of \$458,749 as revenue to offset the tax rate in the fall. As far as fund balance for the \$485,151, she recommends retaining that amount or part of that as it would allow us to offset some costs coming in the next budget year such as the support contract. It would level it off instead of spiking it.

The Board discusses the adequacy grant.

Mrs. Loughlin made a motion to approve returning the adequacy grant amount of \$458,749 to offset the tax rate. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.

The Board discussed the retention of unassigned fund balance.

Mrs. Loughlin made a motion to retain to the unassigned fund balance \$250,000. Mrs. Butcher seconded the motion. The motion passed by a vote of 5-0.

8. Superintendent's Report

8.1 Safety Update - Dan Black: Londonderry is an official ALICE certified school district. One of the major updates to our school over the summer was the addition of the Alertus buttons in all of our rooms to be used for a violent critical incident. Reunification training from June of 2023 will be spearheaded over the course of the year by the EOP committee. There will be monthly safety updates as needed to share public information directly from our EOP committee.

8.2 Opening Day Enrollment and Moose Hill Numbers - Dan Black: We have 4044 students. October 1st is the official number reported to the State. Most things played out the way they predicted, but the big surprise was Kindergarten. The enrollment is a very small size. Typically, the District gets a big influx in August, which we did not get this year. Mr. Black recommends a demographic study this year to really understand if the small class is short term or long term. LEEP grows throughout the year. Enrollment is broken down several different ways.

8.3 Moose Hill Project Cost Estimates - Dan Black & Trident Group: The School approved the Architects sending more detailed conceptual designs to the Trident Group who worked with three cost estimator experts to get a budget ready cost estimate on those conceptual designs. No decision is being made tonight; they just need to look at the options. They will need to know what they are doing by November to give to the community. The Trident Group vetted all the cost estimates to come up with the pricing of Phase 1A, Phase 1B and Phase 2. Each phase is discussed. After they gather all the information, the School Board could decide to not bring this building project to the voters this March, decide to bring the building project as one project solving many problems or bring separate warrant articles to the votes that solve the different problems at Moose Hill.

Mrs. Butcher would like to see this on one warrant article in March. Londonderry is one of the few towns in the State that do not have this. Just because we have less kids, does not mean we do not need changes.

September 5, 2023

Mr. Porter would like to stress going forward that all three phases should be shown as all or nothing. He agrees that there needs to be changes made at Moose Hill. Mr. Slater would like to put it back on the agenda for October 3rd and get input from the committees. Parent and public forums would need to be held. He is in favor of full day kindergarten but wants to make sure size and dollar wise are on target.

9. Non-Public Session

Mrs. Loughlin made a motion to move into Non-Public Session requested under RSA 91-A:3, Section II (b) and (c). Mr. Gray seconded the motion. The motion passed by roll call vote.

Non-Public Session requested under RSA 91-A:3, Section II (b), and (c)

9.1 Nomination(s)

9.2 Student Issue(s)

10. Adjournment

The meeting was adjourned at 9:47PM.

Respectfully submitted,

Lisa Muse
School Board Secretary

(Please note: In addition to the items listed on the agenda the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in a non-meeting session in accordance with RSA 91-A if the need arises.)

Londonderry School Board
Non-Public Minutes
September 5, 2023

PRESENT: Board Members: Bob Slater, Sara Loughlin, Amanda Butcher, Kevin Gray, Tim Porter
Superintendent of Schools: Daniel Black
Assistant Superintendent: Jason Parent
5 Business Administrator: Lisa McKenney
Human Resource Director: Cindy McMahon
Director of Pupil Services: Kim Carpinone
High School Principal: Rick Barnes
Parent(s): Dave & Christine Wholley
10 Ryan & Kim Ouellette
Stephanie Thompson
Angela Sibley
Student Athletes

15 Mrs. Loughlin moved, seconded by Mr. Gray, and passed unanimously (5-0) to enter non- public session under RSA 91-A:3, Section II (b), and (c) at 9:47 PM

Discussion of Cheer Team

20 Parents and Student Athletes exited the meeting at 10:20 PM

Mrs. Butcher moved, seconded by Mr. Gray, and passed unanimously (5-0) to accept the Administrator nomination

25 Mrs. Butcher moved, seconded by Mr. Gray, and passed unanimously (5-0) to accept the Music nominations

Discussion of Personnel and upcoming Support Staff Negotiations

30 Dan Black, Jason Parent, Cindy McMahon, Lisa McKenney, Kim Carpinone, and Rick Barnes exited the meeting at 11:04 PM

Mrs. Butcher moved, seconded by Mr. Gray, and passed unanimously (5-0) to exit non-public session at 11:15 PM

35 Mrs. Butcher moved, seconded by Mr. Gray, and passed unanimously (4-0) to adjourn public session at 9:34 PM

40 Respectfully submitted,

Daniel Black
Superintendent of Schools



Londonderry School District
Jason Parent,
Assistant Superintendent of Schools

Memo

To: Londonderry School Board and Dan Black

From: Jason Parent

Date: September 14, 2023

Re: LMS and Elementary Summer School Results

Good afternoon colleagues,

Attached, please find the 2023 summer programming results for the middle school and elementary schools. It includes the courses offered, attendance / enrollment numbers, and course completion.

Sincerely,

Jason Parent



Londonderry High School
Londonderry, NH 03053

Memo

To: Members of the Londonderry School Board
From: Crystal Rich, Assistant Principal and Director of Alternative Education
CC: Dan Black Superintendent; Jason Parent, Assistant Superintendent; Rick Barnes, Principal
Date: September 14, 2023
Re: Summer School 2023

Attached, are the statistical reports for the 2023 summer school session.

This report summarizes classes offered, enrollment numbers, and credits earned.



SUMMER Academy 2023

Total number of seats filled in all Summer School Programs
HiSet Exams

86
53

	Number of Seats Filled	Earned Credit	No Credit Earned
<u>Summer Academy-</u>			
English A	15	14	1
English B	13	13	0
Algebra Concepts	4	4	0
Pre-Algebra	1	1	0
Algebra I	8	8	0
Algebra II	6	6	0
Biology w/Lab	3	3	0
Physical Science	6	6	0
World History	9	8	1
Portfolio Writing	1	1	0
Total	66	64	2
<u>Londonderry Incoming Freshman Transition Program-</u>			
	12	11	1
<u>HiSet Exams During June-</u> 20 Administered Exams			
<u>HiSet Exams During July-</u> 33 Administered Exams			
<u>Online Odysseyware Courses-</u>			
	8	8	0
Total Enrollment:	86		

Londonderry Middle School Summer Academy

Summer Math Academy:

Session I: 39 Students Total (17 Students in Grade 6 with 13 Completing Program)

(22 Students in Grade 7 with 18 Completing Program)

Session II: 18 Students Total (5 Students in Grade 6 with all Completing Program)

(13 Students in Grade 7 with 9 Completing Program)

Summer School: Credit Recovery & Remediation from the School Year

6th & 7th Grade Math: 12 students offered opportunity. 8 attended. 7 / 8 passed.

6th & 7th Grade ELA: 12 students offered opportunity. 7 attended. 7 / 7 passed.

Enrichment Math: Accelerated Pre-Algebra

15 Students offered opportunity. 10 attended. 6 passed 'B' or better, 9 'C' or better.

Londonderry Elementary School Summer Math Academy

Totals: 203 students completed Summer Math Academy across the district.

South School:

Session I Enrollment: 30 (Grades 1, 2, 4, 5)

Session II Enrollment: 10 (Grades 3 & 5)

Tutor only: 3 100 Families Contacted.

Matthew Thornton School:

Session I Enrollment: 44 (Grades 1, 2, 3, 4, 5)

Session II Enrollment: 23 (Grades 1, 2, 3, 5)

Tutor only: 4 170 Families Contacted.

North School:

Session I Enrollment: 59 (Grades 1, 2, 3, 4, 5)

Session II Enrollment: 37 (Grades 1, 2, 3, 4, 5)

Tutor only: 2 200 Families Contacted.



**Londonderry School District
Daniel Black,
Superintendent of Schools**

Memo

To: Londonderry School Board
From: Dan Black
Date: September 14th, 2023
Re: Policies for Deliberations Update

Third Reading to Amend Policy GCPD - Suspension and Dismissal of Employees

This policy has been reviewed by legal counsel and has not changed since the 2nd reading. It is ready for final approval if the School Board agrees.

Third Reading to Adopt Policy KD - School District Social Media Platforms

This policy has been reviewed by legal counsel and has not changed since the 2nd reading. It is ready for final approval if the School Board agrees.

Third Reading to Adopt Policy KD- R - School District Social Media Websites Regulations

This policy has been reviewed by legal counsel and has not changed since the 2nd reading. It is ready for final approval if the School Board agrees.

For the Purchasing Policies below, the district administration recommends we do the following at the upcoming School Board Meeting.

- 1) Go into the details on the range of options and language proposed. The documents we have for the 2nd reading has a couple different paths to choose.

- 2) The Superintendent will go through specific line items of the 2023-24 School Budget and review them with the School Board in light of the policy discussion we are having to ensure the administration understands the intended effects of these policy changes as well as highlight further language updates we all may need to consider.
- 3) After these first steps are done and completed, have a clear plan to have legal counsel review all the updates in the future to be reading for a final reading.

Second Reading to Adopt Policy DJ – Purchasing

Second Reading to Amend Policy DJB - Purchasing Procedures

Second Reading to Adopt Policy DJC - Petty Cash

Second Reading to Adopt Policy DJE - Bidding Requirements

Second Reading to Rescind Policy DJF - Purchasing

SUSPENSION AND DISMISSAL OF EMPLOYEES

Suspension and dismissal of employees shall be governed by individual contracts, applicable law, and the operative collective bargaining agreements.

Suspension

In the event that the Superintendent of Schools at his discretion finds it necessary to suspend a member of the staff, the following is the procedure to be followed:

1. ~~The Superintendent should consult with the Chairman of the School Board indicating the reason or reasons for this suspension and the date at which time it will take effect.~~
2. ~~The Superintendent shall communicate to the member of the staff being suspended in a certified letter the reason or reasons for this suspension and the time it is to take effect.~~
3. ~~The Superintendent will continue the employee on salary during the suspension.~~
4. ~~The Superintendent shall bring to the School Board at the next regular meeting, in accordance with the provisions of RSA 91-A, documentation for this suspension and his recommendations concerning this suspension.~~
5. ~~The Board, at this meeting, will vote whether or not to continue this suspension and to initiate any action concerning the person they are suspending that they feel is necessary upon the recommendation of the Superintendent.~~
6. ~~The member of the staff, having been suspended, may at his discretion, appear at this meeting and bring to the Board any evidence he feels is germane in this matter.~~
7. ~~The Superintendent will communicate to the staff person involved in the suspension the results of the Board action by certified letter.~~
8. ~~Probable causes for suspension:~~
 - a. ~~Superintendent finds a member of the staff to be incompetent, insubordinate, or immoral.~~
 - b. ~~The actions of a member of the staff are such as to cause disruption of the learning process.~~
 - c. ~~A member of the staff being involved in court litigation of such a nature as to affect the school district.~~

Dismissal of Employees

In the event that the Superintendent of Schools at his discretion finds it necessary to dismiss a member of the staff, the following is the procedure to be followed:

1. ~~The Superintendent should consult with the Chairman of the School Board indicating the reason or reasons for this dismissal.~~
 - a. ~~For uncertified employees, the Superintendent should request the approval of the School Board to hold a dismissal hearing. The School Board can also grant the Superintendent the authority to dismiss uncertified employees at the conclusion of the dismissal hearing if they deem it necessary.~~
2. ~~For certified teaching staff, the Superintendent will need to coordinate a dismissal hearing with the School Board.~~
3. ~~Prior to the dismissal hearing, the Superintendent shall communicate to the member of the staff being recommended for a dismissal hearing to the School Board in a certified letter the reason or reasons for this recommendation and the time the hearing is to take place.~~
4. ~~The Superintendent will continue the employee on salary during the time before the dismissal hearing.~~
5. ~~The Superintendent shall bring to the School Board at the dismissal hearing, in accordance with the provisions of RSA 91-A, documentation for this dismissal recommendation.~~
6. ~~The Board, at this hearing, will vote whether or not to approve of the dismissal.~~
7. ~~The member of the staff, recommend for dismissal, may at their discretion, appear at this meeting and bring to the Board any evidence they feels is germane in this matter.~~
8. ~~The School Board will communicate to the employee the results of the dismissal hearing in the form of a certified letter.~~
9. ~~Probable causes for dismissal:~~
 - a. ~~Prior, documented progressive discipline has been used to address deficiencies in the employee's performance related to:~~
 - i. ~~Violation(s) of Londonderry School District Policy~~
 - ii. ~~Violation(s) of the New Hampshire Code of Ethics for Educational Professionals.~~
 - iii. ~~The continued actions of a member of the staff are such as to cause disruption of the learning process.~~

~~And the employee has new and documented performance issues in these same or similar areas:~~

- ~~b. A member of the staff being involved in court litigation of such a nature as to affect the school district.~~

Cross References:

BBA School Board Powers and Duties

Legal References:

RSA 189:13 Dismissal of a Teacher

LONDONDERRY SCHOOL BOARD

Adopted: November 7, 1977

First Reading to Amend: July 25, 2023

Second Reading to Amend: September 5, 2023

Third Reading to Amend: September 25, 2023

SCHOOL DISTRICT SOCIAL MEDIA PLATFORMS

The School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. This Policy applies to official District social media platforms such as Facebook or X (FKA Twitter) where the public can post comments. The purpose of any official District social media platform shall be to further the District's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members. As such, the Superintendent or designee are authorized to establish social media platforms in furtherance of the District's values, goals, and mission.

Definitions

"Social media" means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, X (FKA Twitter), YouTube, LinkedIn, or blogs.

"Official District social media platform" is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the District or comments on District operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's, employee's, or elected official's personal site, are not considered official District social media platforms.

Establishment of Regulations

The Superintendent or designee will establish administrative regulation, guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Privacy

The privacy rights of students, parents/guardians, staff, Board members, and other individuals will be protected on official District social media platforms.

Guidelines for Content

Official District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy, administrative regulations, guidelines, and protocols.

The Superintendent or designee shall ensure that official District social media platforms provide current information regarding District programs, activities, and operations, consistent with the goals and purposes of this policy, administrative regulations, guidelines, and protocols. Official District social media platforms shall contain content that is appropriate for all audiences.

The main page of every official District social media platform should indicate it is the "Official page of the Londonderry, N.H. School District" and shall include the guidelines for public comment.

The District shall not post any student names to any official District social media platform without written permission of the parent/guardian.

To the extent possible, the content posted on any official District social media pages will be preserved and archived using policies and procedures that are consistent with the District's records retention and disposal policies.

All content on the official District social media platform must relate to education, curriculum, instruction, school-authorized activities and athletics, school or District news or general information relating to work, activities and accomplishments of the District and its staff, as representatives of the District.

The District's official social media platforms are a means to connect to the public. Accordingly, the District will not use those platforms to send direct private messages to individuals unless no other resource is available.

Guidelines for Public Comment

The District reserves the right to remove postings that:

- a. are abusive, defamatory, or obscene;
- b. endorse any product, cause, political party or political candidate in conflict with Londonderry School District Policy KJ;
- c. target, disparage, or discriminate on the basis of ethnicity, race, religion, sexual preference, age, sex, or disability;
- d. constitute a specific or imminent threat;
- e. contain spam, advertising, solicitations or include links to other sites;
- f. contain confidential information;
- g. are in violation of any intellectual property right of another;
- h. are in violation of any law or regulation;
- i. are in violation of any District policy;
- j. are off-topic or do not relate to the posted topic; or
- k. are in violation of the guidelines of the social media site.

Official District social media platforms will be regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations in accordance with this policy, administrative regulations, guidelines, and protocols after consulting with the Superintendent or designee.

Copyright

Copyrighted materials may only be posted in compliance with copyright laws.

LONDONDERRY SCHOOL BOARD

First Reading to Adopt: August 8, 2023

Second Reading to Adopt: September 5, 2023

Third Reading to Adopt: September 25, 2023

SCHOOL DISTRICT SOCIAL MEDIA WEBSITES – REGULATIONS

GENERAL GUIDELINES:

1. The Superintendent or designee reserve the right to remove and/or not post any comments at any time, for any reason. The District reserves the right to remove postings that:
 - a. are abusive, defamatory, or obscene;
 - b. are fraudulent, deceptive or misleading;
 - c. target, disparage, or discriminate on the basis of ethnicity, race, religion, sexual preference, age, sex, or disability;
 - d. contain spam, advertising, solicitations or include links to other sites;
 - e. contain confidential information;
 - f. are in violation of any intellectual property right of another;
 - g. are in violation of any law or regulation;
 - h. violate any School District policy; or
 - i. are otherwise offensive, graphically or in tone;
 - j. contain complaints about District staff.
2. The main page of every District-sponsored social media site should indicate it is the "Official page of the Londonderry, N.H. School District."
3. Permission to publish any student names must be verified before posting to any District social media site.
4. To the extent possible, the content posted on District-sponsored social media pages will be preserved and archived using policies and procedures that are consistent with the District's records retention and disposal policies.
5. Endorsements of any product, cause, political party, or political candidate in conflict with Londonderry School District Policy KJ are forbidden.
6. The District should make a reasonable effort to block followers who are deemed inappropriate if they can be seen by others viewing its Follower list.
7. The District's Facebook page should be set up as a "fan" page where fans may be permitted to post comments. The page administrator(s) is (are) authorized to block/remove fans and postings from the District's Facebook page where the posts and comments do not support the educational mission of the District.

8. All content on the District's Facebook page must relate to education, curriculum, instruction, school-authorized activities, and athletics, school or District news or general information relating to work, activities, and accomplishments of the District and its staff, as representatives of the District.
9. Designated page administrator(s) will manage the privacy settings of the District's Facebook page. All posting of comments on the District's Facebook page are at the discretion of the page administrator(s). The page administrator(s) reserve the right to remove or not post any comments at any time, for any reason after consultation with the Superintendent or designee.
10. The District should only associate with other Facebook groups with objectives that are consistent with the educational mission of the District.
11. The District's Facebook page is a means to connect to the public. Accordingly, the District will not use Facebook to send direct private messages to individuals unless no other recourse is available.

Legal Reference

RSA 189:70, Educational Institutional Policies on Social Media

LONDONDERRY SCHOOL BOARD

First Reading to Adopt: August 8, 2023

Second Reading to Adopt: September 5, 2023

Third Reading to Adopt: September 25, 2023

PURCHASING

See Also: Purchasing Procedures (DJB)

Administration of Federal Awards Manual (Administrative Procedure DJF-A)

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services.

The School Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The Business Administrator will be solely responsible for the final approval of ~~non-educational~~ all purchases. The Superintendent or his/her designee will approve educational purchases beyond budget limitations, not to exceed the total budget approved by the voters.

The Business Administrator shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies and materials. It is the responsibility of the Business Administrator to make purchase decisions that are in the best interest of the district.

Procurement Methods for Federally Funded Projects

The Superintendent or his or her designee shall be responsible for developing, updating as necessary, and implementing a written administrative procedures manual (hereafter, the "Administration of Federal Awards Manual") to govern the procurement and purchase of property, goods, and services using any federal award¹ that is subject to the Uniform Grant Guidance, codified at 2 CFR Part 200 ("UGG Federal Award"). The Administration of Federal Awards Manual shall be consistent with all applicable federal laws and rules.

Notwithstanding any policy provision to the contrary, the procurement and purchase of property, goods, and services using a UGG Federal Award, in whole or in part, must comply with the Administration of Federal Awards Manual. Wherever this policy or any of the school unit's administrative procedures are inconsistent with federal laws or rules, the provisions of the federal laws or rules shall control.

¹A “federal award” is any federal financial assistance (including cost-reimbursement contracts) that a school unit receives either directly from a federal agency or indirectly from a pass-through entity such as the State education department. *See* 2 CFR § 200.38. Most, but not all, federal awards received by a school unit are subject to the Uniform Grant Guidance. To confirm whether a federal award is subject to the Uniform Grant Guidance, review the terms and conditions of the applicable grant agreement or cooperative agreement and the applicability provisions of the Uniform Grant Guidance, codified at 2 CFR § 200.101.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards

LONDONDERRY SCHOOL BOARD

First Reading to Adopt: September 5, 2023

Second Reading to Adopt: September 25, 2023

PURCHASING PROCEDURES

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, and services for the Londonderry School District. These purchasing procedures are to ensure not only the proper encumbrance for forecast purposes, but to ensure management of funds follows District policy, generally accepted accounting principles, and the rules of the New Hampshire Department of Education. This procedure shall:

- A. Provide for the consistent accountability of all District funds.
- B. Require that purchases be supported by purchase orders, contracts, or itemized credit card receipts. Payment shall be made only upon receipt of an original invoice or monthly credit card statement, and acknowledgement by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent or Business Administrator to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement.
- C. Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.

Purchase requisitions must be entered in the District's financial software containing the budget unit organization and object codes to be charged and bear the electronic approval of the SAU Administrator/Director and Finance Director. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. The SAU Business Office shall verify that SAU policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the SAU Administrator to request a budget transfer of funds to cover any order that may take an account over-budget.

Expenditures that are less than the amount allocated to a particular function/object line shall be authorized in the following manner:

- \$0 to \$5,000 SAU Administrator and Finance Director
- \$5,000 & above Business Administrator

Purchases and projects involving expenditures more than the following dollar amounts shall be expected to comply with these practices:

- | | |
|---|--|
| <ul style="list-style-type: none"> • \$0 to \$15,000 \$5,000 • \$15,001 to \$25,000 \$5,001 to \$10,000 • \$25,001 \$10,001 & Above | <p>Best interest of the District</p> <p>Request at least three (3) written quotes (if available) (Attach to PO)</p> <p>Request at least three (3) written quotes in response to District developed Request for Quotations or Bid Documents</p> |
|---|--|

Exceptions to Bidding or Written quotation Requirement:

- ~~Purchases made through collaborative purchasing groups.~~
- Purchases of utilities, where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services. **Engineering costs exceeding \$10,000 must follow the Bidding/Written Quotes Requirement.**
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District.
- Purchases involving minor repairs.
- Purchases involving major repairs where bidding or formal request for quotation (RFQ) requirements are waived by the Business Administrator due to the urgency of the repair.
- Purchases involving a documented sole source of supply (e.g., textbooks) or Board approved sole source vendors.
- Any other purchases deemed to be within the best interest of the District and approved by the Board.
- Expense reimbursement

No exception shall be made, nor procedure followed that is contrary to New Hampshire or Federal law.

Construction projects and capital equipment purchases with a cost more than \$25,000 **\$10,000** must be approved by the School Board. All bids and Requests for Proposals shall be issued from the SAU Business Office unless otherwise stated by the Superintendent.

School Board Budget approval shall not be considered approval of a specific purchase. The Purchasing Procedures Policy must still be followed.

~~Purchase orders are to be used in every possible instance. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. All blanket purchase orders must be approved by the Business Administrator. The requirement for purchase orders may be waived by the Business Administrator.~~

PURCHASE ORDERS:

1. Purchase orders are required for all individual purchases. Purchase orders must be requested and approved by the Business Administrator prior to placement of an order.
2. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. If there is a price increase, then a new purchase order shall be required. All blanket purchase orders must be approved by the Business Administrator.
3. The distribution of copies of the approved completed purchase order is as follows:
 - a. Original copy to vendor, where necessary;
 - b. One copy for requesting department files; and
 - c. One copy for Finance Department file

4. The following information must be included on the purchase order:
 - a. Date;
 - b. Amount of purchase, including an estimate for shipping, etc;
 - c. Vendor's name and address;
 - d. Quantity and description of item (s); and
 - e. Department and account to be charged
5. The Purchasing Agent may require further information regarding the purchase.
6. Approved purchase orders shall either be returned to the department placing the order, or mailed directly to the vendor, as appropriate. Vendor order forms must accompany direct mail purchase orders where necessary.
7. Purchase orders that are not approved by the Business Administrator or designee shall be returned to the department placing the order accompanied by a memorandum explaining why the purchase order was not approved.

If a function and object line would become over expended, the expenditure must be approved by the Superintendent or designee. Every effort shall be made to find savings in other areas of the budget to offset such expenditure.

The Superintendent, with the advice of the Business Administrator, may institute a partial for full freeze on expenditures at any time to protect the District against a potential deficit. **The School Board also reserves the right to do so.**

~~All purchasing, whenever possible and in the best interest of the District, shall be done cooperatively through collaborative purchasing groups (e.g., State of New Hampshire bids and U.S. Communities) or with other SAUs and/or municipalities to take advantage of lower prices for bulk purchasing, and to reduce the administrative costs involved in bidding.~~

The School Board, at its option, may join in cooperative purchasing with other school districts or governmental agencies to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding. The Superintendent is directed to contact nearby superintendents from time to time to assess whether such an arrangement is feasible and appropriate.

Any individual who places an order without complying with the purchase order procedures shall be responsible for the payment of or return of the items received. Administrative procedures relating to purchasing shall be recommended by the Business Administrator and approved by the Superintendent of Schools.

~~In the event of an emergency, the Superintendent or Business Administrator may approve a purchase outside the regular procedure. The Board shall be notified immediately of such purchases over \$25,000.~~ **shall have the authority to make such immediate purchases as deemed necessary. Once the emergency has been resolved, the Superintendent and/or Business Administrator shall submit a detailed report of all emergency expenditures, the circumstances, and justification for all purchases to the School Board.**

PROPERTY DISPOSITION

A. Property such as maintenance equipment and vehicles, office equipment and other items purchased by the School District are periodically removed from service and disposed of in light of obsolescence or unusable condition. Items should be made available to other governmental units within the boundary of the Londonderry School District, prior to disposition, in order to assure maximum use of the item for public benefit. Many of these items retain significant value and need to be disposed of to recover their value in a timely and equitable fashion once their usefulness to the School District has ended. If property is to be disposed of, the Business administrator must give prior approval to the disposal. The method of disposal will be determined by the Business Administrator and may include sealed bid, auction, trade in, or any other method deemed appropriate. Disposal of real estate shall require the approval of the School Board.

1. Sealed Bid – Notice should be placed in a newspaper of general circulation and on the District Website with the following information:

- a. A brief description of the item to be sold;
- b. Information for bidders with questions;
- c. The deadline for submission of sealed bids;
- d. Information regarding the opening of bids received; and
- e. A statement reserving the right to accept or reject any or all bids.

2. Auction – In situations where a large number of items are to be disposed, an auction may be held in which prospective bidders view and make bids at a specific time place. Notice of auction shall be posted in at least two (2) public places and advertise in a newspaper not less than seven (7) days prior to the date of the auction, which notice shall include:

- a. The time and place at which the auction will be held;
- b. A brief description of the items offered at auction; and
- c. Payment requirements.

B. Payment – The Londonderry School District will accept payment for items awarded by sealed bid or auction in the following forms:

1. Cash;
2. Certified treasurer's or cashier's check; or
3. Money order
4. Payment by personal check may be accepted. However, a minimum ten (10) day waiting period is recommended before the bidder takes possession of any item to allow checks to clear.

C. Award – Bids for property being sold by the School District should be awarded to the bidder making the highest responsible bid. In making this determination, bidders will be requested to supply proof of their ability to meet their bid before the final award is made.

LONDONDERRY SCHOOL BOARD

First Reading to Amend: September 5, 2023

Second Reading to Amend: September 25, 2023

PETTY CASH ACCOUNTS

Petty cash funds may be established for schools, central office units and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code.

The custodian for such accounts at the schools will be the principal. The account custodian at the Board's office will be the Finance Director.

LONDONDERRY SCHOOL BOARD

First Reading to Adopt: September 5, 2023

Second Reading to Adopt: September 25, 2023

BIDDING REQUIREMENTS

The goal of a professionally administered school purchasing system is to ensure the district is fiscally responsible and receives the highest quality products and services in a timely manner from a vendor selected through a fair and open competitive process. To meet that goal, the following standards shall apply for all contracts, purchases of supplies, materials, equipment, and contractual services to be paid from any school district account.

- If the total expenditure is \$15,000 **\$5,000** or less, school administration shall use sound business practices to select a proposal that is in the best interest of the District.
- If the total expenditure is more than \$15,000 **\$5,000** to a maximum of \$25,000 **\$15,000**, the school administration shall secure three written quotations (~~if available~~). The selection shall be made from the quote that is in the best interest of the District.
- If the total expenditure is more than \$25,000 **\$15,000** a competitive bid shall be advertised appropriately on the district website. The selection of and awarding of a winning bid shall be made by the Londonderry School Board.

Bidding Procedure

A. Purchasing Specifications – For some equipment, materials or supplies purchases, or contracting for services, advertised competitive selection of the vendor provides a greater level of choice and a better overall value for the School District. While situations and the approach demanded will vary, the following is established for purchases in excess of \$10,000:

1. Specifications must be reviewed with the Business Administrator prior to the purchasing process.
2. Specifications must adequately define the operating characteristics, performance and security requirements, or scope of work to be performed. They should not be so specific as to unnecessarily restrict competition, but complete enough to represent superior value for the School District.
3. Any specifications maintained by individual departments or agencies for particular items or services should be reviewed periodically and revised if necessary.
4. All specifications for products or services should be placed on file with the Business Administrator.
5. The Business Administrator will review bid documents prior to advertisement.
6. Following the development of specifications or the scope of work, as appropriate, the timetable for the competitive selection process is established by the appropriate Administrator and Business Administrator.

B. Advertising – A notice is placed in the legal classified section of a newspaper of general circulation and posted in at least two (2) public places with the following information:

1. A brief description of the item or service desired;

2. Identify a contact for questions or copies of specifications, scope of work, request for proposals (RFP) or request for qualifications (RFQ);
3. The mailing address for response to notice
4. Other applicable information about the firm in which submissions should be made (i.e. how packages are to be labeled, specific items to be included);
5. The deadline for receipt of responses to the notice;
6. Information about the opening of responses (i.e. date, time and place);
7. Statement reserving the exclusive right to accept or reject any or all responses to the notice, and to accept the response which is deemed by the Awarding Authority to be in the best interest of the Londonderry School District.
8. Notices should appear in the newspaper of general circulation at least two (2) times, and be posted in at least two (2) public places, not less than seven (7) days prior to the last date for receipt of responses.
9. Notices of RFP or RFQ for professional services or other significant items or projects should be advertised at least fourteen (14) days, but usually not more than thirty (30) days prior to the last date for receipt of responses. In all cases, notice to potential vendors should be made early enough to provide reasonable opportunity to participate and prepare responsible proposals.
10. This method of advertising is required for purchases or contracts with a value of at least \$10,000, unless competitive purchasing requirements have already been satisfied (i.e. through purchase on state contract, federal contract).
11. All RFPs and RFQs shall be posted to the District web site.
12. Following the receipt of bids or proposals, a bid list containing the names and addresses of those submitting bids or proposals, and any prices or other pertinent information shall be sent with a letter notifying bidders of the award. The award shall also be posted to the District web site. The Business Administrator will review the bid summaries prior to the award of the bid.
13. The Business Administrator may waive advertised competitive selection requirements after consultation with the appropriate Administrator, Superintendent and approval of the School Board.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The Londonderry School District recognizes there are certain circumstances where a formal bid process is not feasible. The Superintendent, or his/her designee, is authorized to make this determination. Examples of circumstances a formal bid process may not be feasible, include but is not limited to, specialized services, critical shortages, and emergency situation. In addition, competitive purchasing requirements may be satisfied by other means, including purchasing from a state or federal contract, or through a governmental cooperative purchasing group.

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

LONDONDERRY SCHOOL BOARD

First Reading to Adopt: September 5, 2023

Second Reading to Adopt: September 25, 2023

DRAFT

PURCHASING PROCEDURES

I. PURPOSE

- A. The primary purpose of this policy is to prescribe the manner in which materials, supplies, equipment and contracted services are obtained for the Londonderry School District. In providing a framework for purchasing activities, the policy also makes clear the District's position that all qualified vendors have an opportunity to do business with the School District. This policy shall also provide direction that, whenever possible, the School District will direct its business to those vendors located in Londonderry.
- B. The policy is intended to provide sufficient flexibility to allow for small individual purchases, purchases of an emergency nature and alternate methods of purchasing as specifically approved by the Superintendent of Schools and/or Business Administrator.

II. PURCHASING AGENT

- A. The Business Administrator, or designee, subject to the Authority of the Superintendent of Schools, shall serve as the designated Purchasing Agent.
- B. Powers and Duties - The Business Administrator shall have the following powers, duties and responsibilities:
 - 1. To oversee and manage the purchase of materials, supplies and equipment, and the procurement of contracted services requisitioned by any School, Department, Board, or Committee of the School District, subject to the provisions of federal, state and local regulations;
 - 2. To maintain high standards of quality in materials, supplies, equipment and services for the lowest reasonable cost;
 - 3. To take advantage of bulk, seasonal or cooperative purchasing, where possible;
 - 4. To dispose of obsolete or unusable personal property of the School District;
 - 5. To coordinate and assist departments and agencies of the School District in purchasing and contract matters, and otherwise observe practices in the best interests of the School District.

III. PURCHASING PROCEDURE

- A. In order to achieve the goals of this policy, the following set of procedures is established. These procedures recognize the need for convenience and flexibility in making routine and small individual purchases. This is balanced with the principles of effective budget management at the school level and the interests of the School District in making purchases with consistently high standards of quality at reasonable prices.
- B. Exemptions - The following items shall be exempt from the purchasing procedures contained in this policy:
 - 1. Utility bills

2. Expense reimbursement
3. Office equipment maintenance and repairs
4. Vehicle and equipment maintenance and repairs (except major repairs exceeding \$1,000, which shall require a purchase order)
5. Equipment lease payments under an approved original lease agreement. (Lease agreements executed after July 1, 2002 are subject to this policy.)
6. Identical recurring purchases such as uniform rental, cleaning services, etc. (except that the original contract must be authorized prior to any payments)
7. Service or maintenance contracts payments (except that the contract or agreement must be authorized prior to any payments)
8. Professional services (engineers, auditors, etc.)
9. School District Attorney appointed by Superintendent and/or School Board.

C. Purchase Orders

1. Purchase orders shall be required for all individual purchases. Purchase orders must be requested, and approved by the Business Office prior to placement of an order. The distribution of copies of the approved completed purchase order is as follows:
 - a. Original copy to vendor, where necessary;
 - b. One copy for requesting department files; and
 - c. One copy for Finance Department files.
2. The following information must be included on the purchase order:
 - a. Date;
 - b. Amount of Purchase, including an estimate for shipping, etc;
 - c. Vendor's name and address;
 - d. Quantity and description of item(s); and
 - e. Department and account to be charged.
3. The Purchasing Agent may require further information regarding the purchase.
4. Approved purchase orders shall either be returned to the department placing the order, or mailed directly to the vendor, as appropriate. Vendor order forms must accompany direct mail purchase orders where necessary.
5. Purchase orders that are not approved by the Business Administrator or designee shall be returned to the department placing the order accompanied by a memorandum explaining why the purchase order was not approved.
6. Purchase orders over \$10,000 and under \$100,000 shall require the signature of the Superintendent or Business Administrator.
7. Purchases \$100,000 and over shall require the approval of the Superintendent *or* Business Administrator and School Board.
8. Purchases over \$25,000 that were not budgeted, or any purchase that commits the District to more than one fiscal year, shall require the approval of the Superintendent or Business Administrator and approval of the School Board.

D. Competitive Purchasing

1. In order to represent the interests of the School District, some purchases should be made competitively, but without the more time-intensive formal bid process. The purpose of competitive purchasing is to assure the highest quality goods or services at the lowest cost. As outlined below, competitive purchasing is required only for

purchases over \$5,000, but may be used for any purchase as a means of gaining the best value.

2. Verbal Quotations - Verbal quotations from at least three (3) qualified vendors are required for individual purchases from \$1,000 - \$4,999. The amount, source, date and subject of verbal quotations must be noted as proof for this level of competitive purchasing.
3. Written Quotations - Written quotations from at least three (3) qualified vendors are required for individual purchases of \$5,000 - \$9,999. Copies of written quotations must be submitted with the purchase order requisition as proof for this level of competitive purchasing.
4. Exceptions - Quotations may not be required if the department placing the order can demonstrate that competitive purchasing requirements have already been satisfied through other means (i.e. state contract, federal contract). The department requesting an exception on a particular purchase must file a request with the Business Administrator stating the reasons for the exception. The request for an exception must be approved prior to making the purchase.

E. Emergency Purchasing

1. Under certain circumstances such as but not limited to a declared emergency, the interests of the School District are best served by quick action. To that end, observance of these purchasing policies may be temporarily suspended as a means of satisfying an immediate need.
2. In the event of an emergency, the Superintendent and/or Business Administrator shall have the authority to make such immediate purchases as deemed necessary. Once the emergency has been resolved, the Superintendent and/or Business Administrator shall submit a detailed report of all emergency expenditures, the circumstances, and justification for all purchases to the School Board.

IV. ADVERTISED COMPETITIVE SELECTION

A. Purchasing Specifications - For some equipment, materials or supplies purchases, or contracting for services, advertised competitive selection of the vendor provides a greater level of choice and a better overall value for the School District. While situations and the approach demanded will vary, the following is established for purchases in excess of \$10,000:

1. Specifications must be reviewed with the Business Administrator prior to the purchasing process.
2. Specifications must adequately define the operating characteristics, performance and security requirements, or scope of work to be performed. They should not be so specific as to unnecessarily restrict competition, but complete enough to represent superior value for the School District.
3. Any specifications maintained by individual departments or agencies for particular items or services should be reviewed periodically and revised if necessary.
4. All specifications for products or services should be placed on file with the Business Administrator.
5. The Business Administrator will review bid documents prior to advertisement.

6. Following the development of specifications or the scope of work, as appropriate, the timetable for the competitive selection process is established by the appropriate Administrator and Business Administrator.
- B. Advertising - A notice is placed in the legal classified section of a newspaper of general circulation and posted in at least two (2) public places with the following information:
1. A brief description of the item or service desired;
 2. Identify a contact for questions or copies of specifications, scope of work, request for proposals (RFP) or request for qualifications (RFQ);
 3. The mailing address for response to the notice.
 4. Other applicable information about the form in which submissions should be made (i.e. how packages are to be labeled, specific items to be included);
 5. The deadline for receipt of responses to the notice;
 6. Information about the opening of responses (i.e. date, time and place);
 7. Statement reserving the exclusive right to accept or reject any or all responses to the notice, and to accept the response which is deemed by the Awarding Authority to be in the best interest of the Londonderry School District.
 8. Notices should appear in a newspaper of general circulation at least two (2) times, and be posted in at least two (2) public places, not less than seven (7) days prior to the last date for receipt of responses.
 9. Notices of RFP or RFQ for professional services or other significant items or projects should be advertised at least fourteen (14) days, but usually not more than thirty (30) days prior to the last date for receipt of responses. In all cases, notice to potential vendors should be made early enough to provide reasonable opportunity to participate and prepare responsible proposals.
 10. This method of advertising is generally required for purchases or contracts with a value of at least \$10,000, unless competitive purchasing requirements have already been satisfied (i.e. through purchase on state contract, federal contract, or if there is a lack of qualified bidders.
 11. Following the receipt of bids or proposals, a bid list containing the names and addresses of those submitting bids or proposals, and any prices or other pertinent information shall be sent to all bidders. In some cases, the bid list may also be sent with a letter notifying bidders of the award. The Business Administrator will review the bid summaries prior to the award of the bid.
 12. The Business Administrator may waive advertised competitive selection requirements after consultation with the appropriate Administrator, Superintendent and Board Chair.

V. PROPERTY DISPOSITION

- A. Property such as maintenance equipment and vehicles, office equipment and other items purchased by the School District are periodically removed from service and disposed of in light of obsolescence or unusable condition. Items should be made available to other governmental units within the boundary of the Londonderry School District, prior to disposition, in order to assure maximum use of the item for public benefit. Many of these items retain significant value and need to be disposed of to recover their value in a

timely and equitable fashion once their usefulness to the School District has ended. If property is to be disposed of, the Business Administrator must give prior approval to the disposal. The method of disposal will be determined by the Business Administrator and may include sealed bid, auction, trade in, or any other method deemed appropriate. Disposal of real estate shall require the approval of the School Board.

1. Sealed Bid - Notice should be placed in a newspaper of general circulation with the following information:
 - a. A brief description of the item to be sold;
 - b. Information for bidders with questions;
 - c. The deadline for submission of sealed bids;
 - d. Information regarding the opening of bids received; and
 - e. A statement reserving the right to accept or reject any or all bids.
 2. Auction - In situations where a large number of items are to be disposed, an auction may be held in which prospective bidders view and make bids at a specific time and place. Notice of auction shall be posted in at least two (2) public places and advertised in a newspaper not less than seven (7) days prior to the date of the auction, which notice shall include:
 - a. The time and place at which the auction will be held;
 - b. A brief description of the items offered at auction; and
 - c. Payment requirements.
- B. Payment - The Londonderry School District will accept payment for items awarded by sealed bid or auction in the following forms:
1. Cash;
 2. Certified treasurer's or cashier's check; or
 3. Money order.
 4. Payment by personal check may be accepted. However, a minimum ten- (10) day waiting period is recommended before the bidder takes possession of any item to allow checks to clear.

VI. AWARD

- A. The award of a contract, or purchase, or sale of School District property follows the competitive selection process. Consistent with the other provisions of these guidelines, the criteria for award are flexible enough to allow consideration of all factors involved, yet still provide a clear sense of public policy intent.
- B. After bids or proposals have been received through the competitive selection process, the bids or proposals must be reviewed for completeness, including the submission of any such security established within the RFP. The bids or proposals must be reviewed to determine how well they meet the specifications or scope of work, the input from references, or other aspects indicating the overall ability of the prospective vendor to provide the good or service desired.
 1. In all cases, the goal of the award shall be to select the vendor offering the best overall value to the School District; the "lowest, best" bidder. Price, quality, service,

and experience, either demonstrated through other clients or with the Londonderry School District, should be included in the determination of award.

2. Bids for property being sold by the School District should be awarded to the bidder making the highest responsible bid. In making this determination, bidders ***will*** be requested to supply proof of their ability to meet their bid before the final award is made.

LONDONDERRY SCHOOL BOARD

Adopted: May 20, 2003

First Reading to Rescind: September 05, 2023

Second Reading to Rescind: September 25, 2023

HIGH SCHOOL OVERNIGHT FIELD TRIPS 2023 - 2024

GROUP/ORG	DATE	LOCATION	LENGTH OF STAY	COST	TRANS	ADMIN/ADVISOR	School Days MISSED	# OF STUDENTS EXP.	CHAPERONES
Baseball	Mar 21 - 23, 2024	Wallingford, CT	Thur - Sat	\$0 (Dugout Club)	School Mini's (2)	Demas	2	20	3-4
Wrestling	Feb 2 - 3, 2024	New Fairfield CT	Fri - Sat	\$0 LWA	School Mini's (2)	Cucolo	0	25	3
Boys Cross Country	Nov. 10-11, 2023	New England Championships Belfast, ME	1 night	20/PP	school van	Matt Smith	Fri/Sat	7 = \$140	2
Boys' Track & Field	May 10-11, 2024	Loucks Games White Plains, NY	2 nights	110/PP	school vans	Matt Smith	Fri/Sat	7-14 = \$1,540	2-3
Girls track Loucks Games	May 10 - 11, 2024	Elmsford, NY	1 night	110/PP	school van	Suzanne Johnson	Fri/Sat	7-14 = \$1,540	2

HIGH SCHOOL OVERNIGHT FIELD TRIPS 2023 - 2024

<u>GROUP/ORG</u>	<u>DATE</u>	<u>LOCATION</u>	<u>LENGTH OF STAY</u>	<u>COST</u>	<u>TRANS</u>	<u>ADMIN/ADVISOR</u>	<u>School Days MISSED</u>	<u># OF STUDENTS EXP.</u>	<u>CHAPERONES</u>
Lancer Spirit (CSPA Conf.)	March 13 - 15, 2024	NY, NY	3 nights	600+/PP	bus and train	Mary DeWinkleer	Thurs/Fri	15-20 = ~\$12,500	2
Lancer Spirit (JEA/NSPA conf.)	Nov. 2 - 5, 2023	Boston, MA	3 nights	500+/PP	bus	Mary DeWinkleer	Wed/Thurs/Fri	15-20 = ~\$10,500	2
Student Council (Fall Conf.)	Nov 8 - 9	Waterville Valley NH	1 night	200/PP (250/Advisor)	mini bus	Heather Bouchard Hannah Daley	Wed//Thurs	12 = ~\$2,900	2
Ski & Snowboarding Club	Feb 2-4 2024 Feb 9-11, 2024	Ski resort TBD in VT	2 nights	400/pp	Coach bus	Crystal Rich Sebastian Vollmar	Weekend	TBD	4-5
Science National Honor Society	April 8-9, 2024	Vermont	1 night	200/pp	Bus	Lisa Fraser Anthony Cariello	Mon/Tue (Worst Case)	16-24 = ~\$4800	2-3
Robotics (World Championship)	April 17-21, 2024	Houston, TX	3-4 nights	Unknown	Air	Brian Eccles Brendan McLeod	Wed/Thurs/Fi	15-20	3-6
Robotics (NE District Championship)	April 3-6, 2024	Springfield, MA	3 nights	250/PP	Mini bus, van or carpool	Brian Eccles Brendan McLeod	Thurs/Fi	15-20	3-6
Lancer Reflections Yearbook (Columbia Scholastic Press Association Conference)	March 13-15, 2024	New York City, N	3 nights	600+/PP	bus and train	Heather Diamond Lydia Campos	Thurs & Fri	5-10	2



Londonderry School District Daniel Black, Superintendent of Schools

Memo

To: Londonderry School Board
From: Dan Black
Date: 9/15/2023
Re: Legal Advice

Regarding the school board's discussion to potentially retain outside counsel for the school board to consult on various matters, the following aspects should be noted and considered. The school board is already represented by Attorney Graham who specializes in school law and municipal law, and they have direct access to his law firm. In representing the Londonderry School District, he officially represents the governing board of that district which is the school board. Obtaining outside counsel and having multiple legal opinions that could potentially conflict with one another, is not a good practice. The Londonderry School Board, as members of the New Hampshire School Board Association, also has access and free consultation with the NHSBA's attorney, William Phillips (Staff Attorney and Director of Policy Services), if they would like to seek additional consultation in matters the board sees fit.

The Londonderry School District also uses Drummond Woodsum Law Firm in areas such as Special Education and Students Rights. It is recommended that before potentially adding another outside law firm, the school board explore what areas of the law they are seeking consult and or protections, as they may already exist within the firms we are current and long-time clients of.

The Superintendent has already given the School Board advice on how to approach this goal of theirs.

The School Board will need to make sure they seek advice on how to do the following correctly and legally with the law and their own School Board Policies:

- Navigate NH Laws such as 91:A to make sure the business of the School Board happens in a public meeting.
- Navigate potential updates to purchasing procedures. Legal bills get expensive very quickly.
- How will the School Board navigate future situations if they do arise if there are differing legal opinions on:

- Londonderry School Board Policy?
- NH Laws and Regulations?
- Federal Laws and Regulations?

The Superintendent believes it would be a prudent decision for the School Board to review the following policies as they proceed moving further as well:

AA – School District Legal Status

BB – School Board Legal Status

BBA – School Board Powers and Duties

BCD – Board Superintendent Relationship

SCHOOL DISTRICT LEGAL STATUS

The legal basis for education is vested in the will of the people as expressed in the Constitution of New Hampshire, the statutes* pertaining to education, court interpretation of these laws and the powers implied in them.

In New Hampshire, school districts are political subdivisions of the state and as such are considered municipal corporations. Clough v. Osgood 37 NH44 (1935); see RSA 194:2, and RSA 195:6.

School district policies are established by the elected local School Board, which serves as an agent of the school district. Funds for school operating expenses are approved by a majority of qualified voters present and voting at the annual school district meeting (RSA 197:1), except that bond issues require a two-thirds vote (see RSA Chapter 33).

The administration of the schools is under the executive direction of the Superintendent of Schools, who works under the local School Board policies (see CB and CB-AB) in addition to S.A.U. policies and State Board of Education policies, rules and regulations.

*The majority of state laws on education are in RSA chapters 186 through 200H.

LONDONDERRY SCHOOL BOARD

Adopted: January 3, 1989

SCHOOL BOARD LEGAL STATUS

State law provides that public schools will be operated and maintained by local School boards. As agents of this state government, School Boards are required to carry out state laws pertaining to the public education, and the policies and regulations of the State Board of Education. See RSA 186:5.

(See also RSA 189, RSA 197, and “Powers and Duties of School Boards” as established by the State Board of Education, Policy File BBA)

LONDONDERRY SCHOOL BOARD

Adopted: February 28, 1988

Reviewed/Readopted: February, 28, 1989

BOARD-SUPERINTENDENT RELATIONSHIP

The adoption of policies is a primary function of a School Board and the execution of policies is a primary function of the superintendent.

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues, and for satisfactory fulfillment of the duties required by statute and rules of the State Board of Education.

The Board will:

1. Give the superintendent full administrative authority for properly discharging his professional duties, holding him responsible for acceptable results.
2. Act upon matters of employment or dismissal of school personnel only on the recommendation of the superintendent.
3. Hold all meetings of the Board in the presence of the superintendent except when his/her contract and salary are under consideration.
4. Refer all complaints to the superintendent and discuss such complaints only at a regular meeting as required.
5. Present personal criticisms of any employee directly to the superintendent.

BOARD

1. To select a competent, educational leader as superintendent.
2. To serve as a policy-making body.
3. To grant authority to the superintendent to administer the schools.
4. To exercise sound judgment in business affairs of the school district.

SUPERINTENDENT

- To administer effectively and provide the professional leadership necessary.
- To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
- To make Board policy effective through efficient administration.
- To keep the Board informed on financial matters, do sound long-range planning, and keep expenditures within the approved budget.

BOARD

5. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the superintendent, staff, students and community.
6. To provide within budget limitations necessary personnel.
7. To approve an organizational pattern for the administration.
8. To take legal action required by law.
9. To examine and approve an annual budget.
10. To function as a Board rather than as individuals.
11. To carry on communications with staff members through the superintendent.
12. To hold the superintendent accountable for results.
13. To remember that schools exist for the benefit of the students and the community.
14. To examine and approve a Strategic Plan on an annual basis.
15. To fulfill other duties required by regulations of the State Board of Education and state law.

SUPERINTENDENT

- To deal always in an ethical, honest, straight-forward, open-and-above board manner with the Board, staff, students and community.
- To present personnel needs to the Board.
- To make recommendations regarding organizational patterns to the Board.
- To recommend to the Board all action required by law.
- To recommend an annual budget with necessary supporting data.
- To deal with the Board as a whole rather than with individual members.
- To see that the staff can have necessary communication through the superintendent with the Board.
- To accept responsibilities for results.
- To remember that schools exist for the benefit of the students and the community.
- To recommend a Strategic Plan on an annual basis.
- To fulfill such other duties required by regulations of the State Board of Education and state law.

LONDONDERRY SCHOOL BOARD

Adopted: February 28, 1989

Amended: March 29, 2005

SCHOOL BOARD POWERS AND DUTIES

School Boards enjoy all the powers and duties prescribed to them by state statutes and by the policies, rules and regulations of the State Board of Education.

The Following are current regulations of the State Board of Education:

1. The School Boards shall adopt such policies as are necessary and desirable to control and effectuate the recruitment, employment, evaluation, and dismissal of teachers and other employees and may delegate authority to the Superintendent of schools to carry out the provisions of such policies excepting that no teacher shall be employed who has not been nominated by the Superintendent of Schools and elect by the School Board.
2. The School board shall adopt such policies as are necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the Superintendent of Schools the authority to make commitments in accordance with such policy.
3. The School Board shall, through appropriate planning and required action, make suitable provision for the physical accommodation of all students in approved schoolhouse or other suitable facilities; shall provide that all transportation of students; and shall provide that all school buildings and other learning environments be maintained in a manner consistent with acceptable standards of health and safety.
4. The School Board shall seasonably prepare a budget of school expenditures and make suitable and timely assignment of the school money to the various needs of the schools. In State-aided districts, accounts shall be kept as the State Board shall require and shall be open at all times to the inspection of the Superintendent, and any other officer of the State Board and to the public in accordance with the Laws of the State of New Hampshire.
5. They shall hold meetings for the transaction of business at least once in two months and shall require the attendance of the Superintendent or his designee.
6. School Boards shall, in consultation with the Superintendent and in accordance with statutes and regulations of the State Board of education, determine the educational goals of the district, develop long-range plans and identify measurable and attainable short-term objectives. The School Board shall require the implementation of educational programs designed to reflect the goals and objectives and further, the School Board shall require the appropriate review of such programs and make public the results of such investigation.
7. The School board shall exercise all powers and perform all duties vested in the imposed upon the School Board by law regulations of the State Board which are not committed to the Superintendent or by them expressly delegated to him.

LONDONDERRY SCHOOL BOARD

Adopted: February 28, 1989



Londonderry School District Daniel Black, Superintendent of Schools

Memo

To: Londonderry School Board
From: Dan Black
Date: September 14th, 2023
Re: Moose Hill Updates

Attached to this memo is a infographic the Kindergarten Committee worked on with the Communications Committee. It is an example of the work they could continue to do for the School Board – if the School Board votes to move forward with a building project. They are a very willing and able committee when it comes to energy and enthusiasm for Full Day Kindergarten.

They have a growing list of events to attend in town this Fall and Winter to share clear and simple messages around Full Day Kindergarten for Londonderry.

Also attached to this memo is our own internal research on local day care centers to explain if they have some of the kindergarten students we are not seeing this year. As you can see there are not a lot of excess Kindergarten students around town. Explaining this pattern is another reason why we should look more closely into the conclusions that NESDEC will make towards the end of October on our enrollment trends.

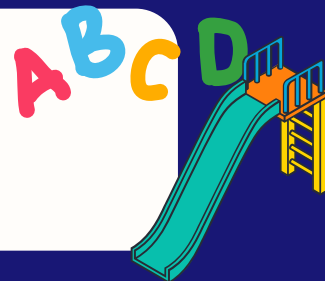
We have some anecdotal information that families are pursuing child care and kindergarten options outside of Londonderry too if they are full day.

The final piece of information is a quick summary of internal research we did with our current 1st grade class of students – the ones who did not go to Moose Hill.

We had about 40 families in this group and 28 filled out the survey for us. What we can see from the data is that the majority of them did live in Londonderry already (71%) and from looking through their answers 66% of them chose another placement for their child (both in and out of Londonderry) because we did not have a full day kindergarten option.



Why Londonderry Should Invest in Full Day-K



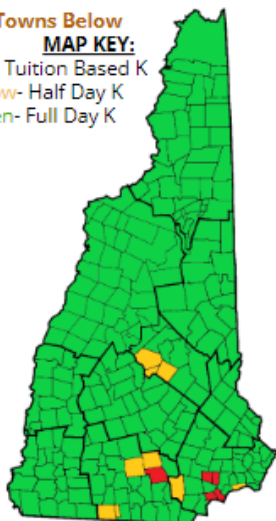
brought to you by the Kindergarten Committee

HighLights from Earlier Presentations on Full Day Kindergarten

NH Towns Below

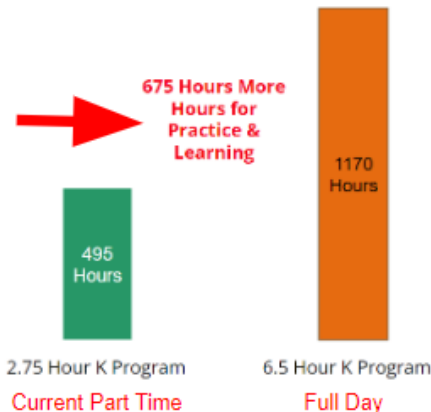
MAP KEY:

Red- Tuition Based K
Yellow- Half Day K
Green- Full Day K



Londonderry is behind the state and country in providing Full Day Kindergarten.

Besides being a more attractive community to move to, Full Day Kindergarten gives our youngest students significantly more time to develop for future success.



We know the brain is most malleable and adaptive during early childhood, which makes our district's youngest learners ready to learn.

Our 5 year olds would gain **103** more school days annually

We also know that early intervention helps struggling students--the earlier we can catch them, the more growth they have--we see this in our elementary schools.

Two Different Space Issues for Moose Hill Long Term

Current Overcrowding Issues

Phase 1 Proposal

What Moose Hill needs for current levels of programming.

We need the space for all the specialization that happens for our 3 to 5 year olds.

- Kindergarten Classrooms
- **PreSchool Classrooms**
- Special Education Classrooms
- Therapy Spaces
- Small Classroom Instruction
- Staff Space
- Better Entrance
- Relieve Traffic Issues

Federally Mandated Program

More Space for Full Day Kindergarten Only

Phase 2 Proposal

What Moose Hill would need for a Full Day Kindergarten Expansion.

- Kindergarten Classrooms
- Music, Art, and Gym Classrooms
- Cafeteria
- Additional Playground
- Multi Purpose Space

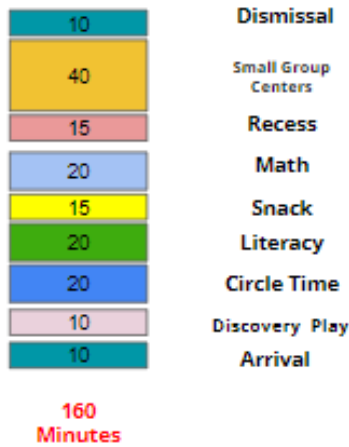
Phase 1 Only
Addresses Plan
to Meet
Current
Needs

Phase 2 is
an
Investment
to Meet All
Needs

The Facilities Study shows Moose Hill's Space Issue is an Immediate Priority

The Current Schedule Limits Depth of Learning

Squeezed Half Day



We know from the Committee's attendance at community events & the feedback received:

71% Favorable

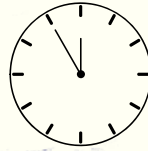
Google Form After
Presentations
9/20/22 & 10/27/22

81% Favorable

Senior Expo

100% Favorable

Craft Fair



What Moose Hill could do with More Time

Sample Schedule for Expanded Day



This information was gathered by the Kindergarten Committee

More information on the Committee's Work can be found at:

www.londonderry.org/community/committees/kindergarten_committee

More questions or feedback? Email Superintendent Dan Black at:

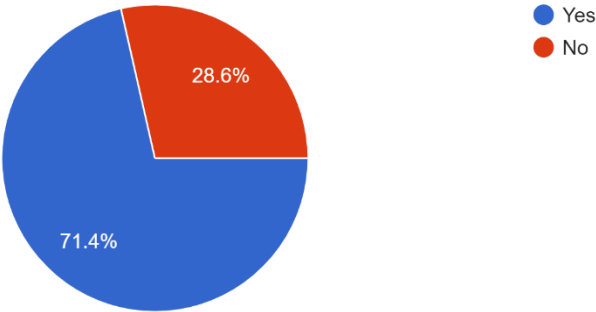
dblack@londonderry.org

Members of the Committee will also be available to answer questions at the Senior Expo at LMS on 9/23 & the LHS Craft Fair on 11/19

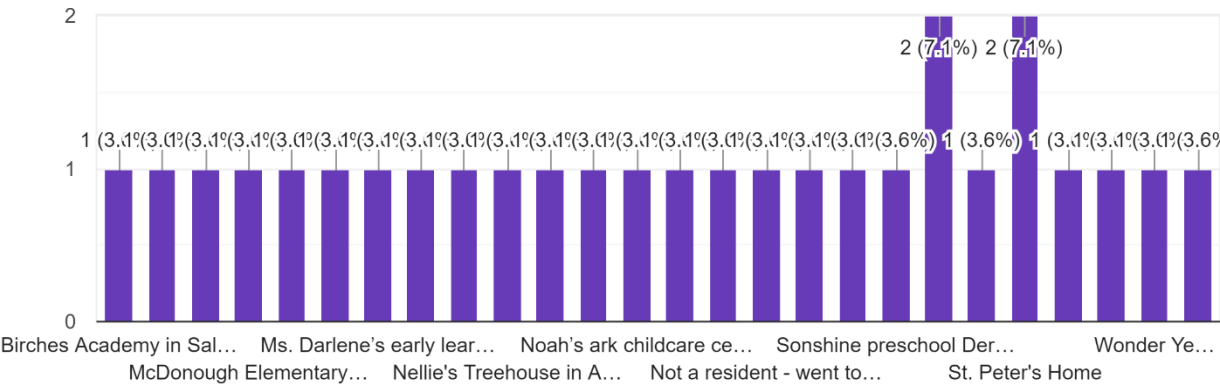
Kindergarten Survey as of 9/05/2023	
Applewood	NO Full Day Kindergarten
(603) 434-3139	
Kids by the Common	Pre School Only
(603) 434-2113	
Kindercare	Kindergarten Wrap Around Program Only
(603) 432-2288	
The Learning Tree	Kindergarten Wrap Around Program Only
(603) 965-4723	
Londonderry Learning Academy	FULL DAY KINDERGARTEN
(603) 425-2645	13 students in the program. Only 4 of them are from Londonderry
Miss Darlene's	FULL DAY KINDERGARTEN
(603) 818-1405	4 students from Londonderry
World of Discovery	FULL DAY KINDERGARTEN
(603) 537-2338	1 Student is from Londonderry
Cozy Kids	FULL DAY KINDERGARTEN
(603) 437-5437	0 students from Londonderry
Presentation of Mary	FULL DAY KINDERGARTEN
(603) 889-6054	2 students from Londonderry
11 students from Londonderry attending schools other than Moose Hill	

First Graders Enrolled this year that were not part of Moose Hill Kindergarten for the 22/23 School Year

Were you a resident of Londonderry during the 22/23 school year?
28 responses



If you were a resident, where did your child attend school for Kindergarten?
28 responses



BULLYING AND CYBERBULLYING
(RSA 193:F Pupil Safety and Violence Prevention)

The Londonderry School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

A. Prohibited Conduct

Students are prohibited from bullying and cyberbullying actions or communications directed towards other students which:

1. Occur on, or are delivered to, school property or a school sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying.

B. Definitions

For the purpose of this policy, the following definitions shall apply:

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
 - a. Physically harms a student or damages the student's property
 - b. Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means the distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
 - c. Interferes with a student's educational environment;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include the actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics,

behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state law. Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure (ACA-S).

2. "Cyberbullying" means conduct defined in paragraph 1 that takes place through the use of electronic devices.
3. "Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.
6. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

C. Disciplinary Consequences and Intervention Programs

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent reoccurrence of bullying and cyberbullying behavior (RSA 193:F Pupil Safety and Violence Prevention).

D. Reporting Bullying and Cyberbullying

Students who are subjected to bullying and cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to their teacher, guidance counselor, housemaster, assistant principal or principal.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to a housemaster, assistant principal or principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the student's housemaster, assistant principal or principal.

E. Report Handling and Investigation

1. The housemaster, assistant principal or principal shall notify the parents/guardians of the alleged victim (s) and perpetrator (s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the housemaster,

assistant principal or principal may request a waiver of this parent notification requirement from the Superintendent or his/her designee. The Superintendent or his/her designee may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim (s) and/or the perpetrator (s). Any such waiver of the parent notification requirement shall be made in writing.

2. An investigation of the bullying/cyberbullying report will be initiated by the housemaster, assistant principal or principal within five school days.
 - a. The alleged perpetrator (s) will be provided the opportunity to be heard as part of the investigation.
 - b. Privacy rights of all parties shall be maintained in accordance with applicable laws.
 - c. The housemaster, assistant principal or principal shall keep a written record of the investigation process.
 - d. The housemaster, assistant principal or principal may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.
 - e. The housemaster, assistant principal or principal shall consult with the Superintendent or his designee as appropriate concerning the investigation and any remedial measures or assistance provided.
 - f. The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional days' school days if necessary. The Superintendent or his designee shall notify all parties involved of any such extension.
 - g. If the housemaster, assistant principal or principal substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent or his designee will determine what remedial and/or disciplinary actions should be taken against the perpetrator (s) and determine what further assistance should be provided the victim (s), if any.
 - h. The housemaster, assistant principal or principal shall inform the victim (s), the perpetrator (s) and their parent/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days after the investigation has been completed. Such Communication shall be in compliance with applicable privacy laws.

F. Training

1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employee of companies contracted to provide services directly to students. The purpose of this training is to prevent bullying/cyberbullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying and cyberbullying.
2. The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyberbullying prevention, how to identify, respond to and report bullying/cyberbullying.

All training and education programs shall be initially approved by the Superintendent or his designee. Building Principal's is responsible for scheduling the required training and education programs each year.

G. Annual Report to New Hampshire Department of Education

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

H. Immunity

Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, finding, and the development or implementation of any recommended response under this policy.

I. Policy Dissemination

This policy shall be posted on the District website and included in the student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

Statutory and Regulatory References

Legal References: *NH RSA 193-F: 2-F: 10*

Cross Reference: Bullying may constitute sexual harassment in which case it shall be subject to the School District Policy – ACA-S

LONDONDERRY SCHOOL BOARD

Adopted: February 13, 2001

Amended: March 29, 2005

Amended: December 7, 2010

LONDONDERRY SCHOOL DISTRICT STUDENT DISCIPLINE AND DUE PROCESS

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school.

Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. The Londonderry School District will follow the procedures set forth by state and federal law, specifically Ed 317 and RSA 193:13, in the discipline of students. The Londonderry School Board does not review appeals of student disciplinary decisions unless a right to appeal is explicitly conferred by policy or by law.

Behavior that also violates the law may be referred to law enforcement authorities.

Temporary Removal from Classroom

Students may be temporarily removed from the classroom at the discretion of the classroom teacher. A student may be temporarily removed if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in Level I conduct as set forth in the Behavioral Standards. During such removals, students will be sent to the building principal's office or designated area.

Teacher Detention

Students may be assigned a detention at the discretion of the classroom teacher. A student may receive a detention if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in Level I conduct as set forth in the Behavioral Standards.

During such detentions, students will be required to remain at school during non-school hours; elementary students may serve a detention during their recess period(s). Parents will be notified at least twenty-four (24) hours prior to the detention. The length of the detention is left to the discretion of the classroom teacher and will generally not to exceed one (1) hour.

Administrative After-School Detention

Students may be assigned a detention at the discretion of the building Principal or designee. A student may receive a detention if the student refuses to follow the administrator's directions, fails to follow school policies or rules, disrupts the school environment, or otherwise engages in Level I or Level II conduct as set forth in the Behavioral Standards.

During such detentions, students will be required to remain at school during non-school hours; elementary students may serve a detention during their recess period(s). Parents will be notified

at least twenty-four (24) hours prior to the detention. The length of the detention is left to the discretion of the administration and will generally not to exceed one (1) hour.

Administrative Saturday Morning Detention

High school students may be assigned a Saturday morning detention at the discretion of the building Principal or designee. A student may receive a Saturday morning detention if the student engages in Level II or Level III conduct as set forth in the Behavioral Standards.

During such detentions, students will be required to remain at Londonderry High School on Saturday mornings. Parents will be notified hours prior to the detention. The length of the detention left to the discretion of building administration and can be up to three (3) hours.

In-School Suspension

Students may be assigned in-school suspension at the discretion of the building Principal or designee. A student may be assigned an in-school suspension if the student engages in Level II or Level III conduct as set forth in the Behavior Standards.

During such in-school suspensions, the student will attend school but will be removed from one or more classes and placed in a restricted and supervised classroom within the building. The student will be expected to remain of good behavior and work quietly on schoolwork while serving the in-school suspension. Parents will be notified prior to the in-school suspension.

An in-school suspension will not exceed ten consecutive school days.

Short-Term Out-of-School Suspension

The building Principal or representative designated in writing by the Superintendent is authorized to suspend a student for a specific period of time, not to exceed ten (10) consecutive school days. A suspension may be imposed for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a short-term suspension (less than ten school days) is entitled to the following due process:

1. The student will meet with the building principal or assistant principal to discuss the charges and the evidence against the student. The principal or assistant principal will inform the student of the possibility of a short-term suspension.
2. The student will be given an opportunity to present his or her side of the story at this meeting.

3. The student and at least one of the student's parents/guardians will receive a written statement explaining any disciplinary action taken against the student.

Depending on the severity of the student's conduct, the building Principal or designee may also refer or recommend the student to the Superintendent or to the School Board for further disciplinary consequences.

Long-Term Out-of-School Suspension

The School Board, or the Superintendent, as the School Board's designee, may extend a student's suspension for up to an additional ten (10) consecutive school days. A long-term out-of-school suspension may be imposed for:

- An act of theft, destruction, or violence as defined in RSA 193-D;
- Bullying pursuant to school district policy, JIC, when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- Possession of a firearm, BB gun, or paintball gun.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a long-term suspension (a suspension in excess of ten days) is entitled to the following due process:

1. Upon recommendation of a long-term suspension and prior to any hearing, there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.
2. A hearing that meets the requirements of Ed 317.04(f)(3)(g).
 - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
 - b. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that substantial harm to the student could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The written decision shall include notice to the student that the decision may be appealed. For a long-term suspension issued by Superintendent, the decision must be appealed in

writing to the Londonderry School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.

5. For a long-term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision.
6. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.

Depending on the severity of the student's conduct, the Superintendent may also refer or recommend the student to the School Board for further disciplinary consequences.

Expulsion

The School Board may expel a student, which permanently denies a student's attendance at school. An expulsion may be imposed for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- A repeated act that would permit a long-term suspension;
- Any act of physical or sexual assault that would be a felony if committed by an adult;
- Any act of violence that constitutes a "violent crime" pursuant to RSA 651:5, XIII; or
- Criminal threatening that constitutes a class B felony pursuant to RSA 631:4, II(a).

During an expulsion, unless otherwise stipulated in writing, an expelled student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the expulsion. Any expulsion shall be subject to review, if requested, prior to the start of each school year.

A student who is subject to expulsion is entitled to the following due process:

1. Upon recommendation of an expulsion and prior to any hearing, there shall be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the date, time, and place for a hearing before the School Board. The notice shall be delivered to the student and at least one of the student's parents/guardians at least **five** calendar days prior to the hearing.
2. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).
 - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
 - b. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the student could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.

- d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. Before expelling a student under this section the School Board shall consider each of the following factors:
 - a. The student's age;
 - b. The student's disciplinary history;
 - c. Whether the student has a disability;
 - d. The seriousness of the violation or behavior committed by the student;
 - e. Whether the school district has implemented positive behavioral interventions;
 - f. Whether a lesser intervention would properly address the violation or behavior committed by the student.
4. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.
5. The expulsion shall run until the School Board reviews it and restores the student's permission to attend school. The written decision shall state any action that the student may take to be restored by the School Board. The decision shall also state that the student has the right to appeal the decision to the New Hampshire State Board of Education at any time while the expulsion remains in effect.

Any expulsion shall be subject to review by the School Board, if requested, prior to the start of each school year. A student seeking restoration of permission to attend school shall file a written request with the Superintendent prior to the start of the school year which details the basis for the request.

As provided in RSA 193:13, IV, the Superintendent may modify these expulsion requirements on a case-by-case basis.

Possession of a Firearm

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. § 921) in a safe school zone, as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the Londonderry School Board for a period of not less than 12 months.

Pursuant to RSA 193:13, VI, a student who is expelled from school in another state under the provisions of the Gun Free School Zones Act of 1994 shall not be eligible to enroll in the Londonderry School District during such expulsion. If the out of state expulsion is for an indefinite period of time, the student may petition the School Board for enrollment upon establishing residency.

As provided in RSA 193:13, VII, both of the above expulsions may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. The expelled student must submit a written application to the Superintendent requesting modification of the expulsion, and the student will be required to submit sufficient evidence in the form of

letters, work history, or other documents that it is in the school's best interest and the student's best interest to allow a modification.

Educational Assignments

As required by RSA 193:13, I(a), the student's school will make all educational assignments available to the suspended student during the student's suspension.

The school district will provide alternative educational services to a student whenever the student is suspended in excess of twenty (20) cumulative days within any school year. Such alternative educational services will be determined by the school Principal or Assistant Principal and shall be designed to enable the student to advance from grade to grade.

No student shall be penalized academically solely by virtue of missing class due to suspension.

Behavior Intervention Plans

The student's school will develop an intervention plan for any student who has been suspended more than ten (10) cumulative school days in any school year. The intervention plan will be designed to proactively address the student's problematic behaviors.

Students with Disabilities

Discipline of students with identified or suspected disabilities will be in accordance with the Individuals with Disabilities Education Act of 2004, New Hampshire State Law on Special Education (RSA 186-C), New Hampshire Standards for the Education of Children with Disabilities (Ed 1100), and Section 504 of the Rehabilitation Act of 1973.

Behavior Standards/Code of Conduct

The School Board will adopt a district wide Behavior Standards/Code of Conduct which will contain a system of supports and consequences designed to correct student misconduct and promote behavior within acceptable norms. The Behavior Standards/Code of Conduct will include a graduated set of age-appropriate responses to misconduct and will set forth standards for short term suspensions up to ten (10) school days, long term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of students and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.

Notice

This policy and school rules which inform the student body of the content of RSA 193:13 shall be included in the student handbook and made available on the District's website to students, parents, and guardians at the beginning of the school year. The principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and/or announcements. Nothing herein shall prevent a school principal from printing, posting and/or announcing other rules applicable to the school.

Cross References:

Student Behavior Standards/Code of Conduct, JG
Student Behavior Standards, JG-R
Life of a Lancer Co-Curricular Code of Conduct, JFCH
Bullying and Cyberbullying (Pupil Safety and Violence Prevention), JIC
Memorandum of Understanding, JICD-R

Legal References:

18 U.S.C. § 921, Definition of Firearm
RSA 189:15, Regulations
RSA 193:13, Suspension & Expulsion of Pupils
RSA 651:5, XIII, Annulment of Criminal Records - Violent Crimes
RSA 631:4, II(a), Criminal Threatening
RSA Chapter 193-D, Safe School Zones
RSA Chapter 193-F, Pupil Safety and Violence Prevention
NH Code of Administrative Rules, Section Ed 306.04(a), Policy Development
NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline
NH Code of Administrative Rules, Section Ed 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

LONDONDERRY SCHOOL BOARD

Adopted: September 9, 1998

Amended: August 27, 2019

Amended: July 20, 2021

MEMORANDUM OF UNDERSTANDING

Safe School Zones

I. Introduction

It is the intention of the Londonderry Police Department (the Police Department) and the Londonderry School District (the District) to work in a joint, cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. This Memorandum of Understanding is established to comply with the provisions of RSA 193-D:4, I(a)-(c) (See RSA 193-D "Safe School Zones") and to further outline how the District and the Police Department will coordinate their response to incidents of juvenile delinquency and/or criminal behavior in school, on school grounds, and at school-sponsored events. To the extent possible, precautions will be taken by both the Police Department and school officials at all times to ensure the education process is not disrupted.

The District and the Police Department agree to coordinate these efforts with prosecutorial authorities (Municipal Prosecutor or County Attorney's Office, as applicable) and the New Hampshire Department of Education.

The Police Department and the School District agree to provide their employees with training relative to this Memorandum of Understanding, its purpose, and anticipated results. The parties further agree to maintain regular and open communication to evaluate the effect of this Memorandum and suggest improvements and adjustments that may be necessary.

This Agreement will remain in effect until terminated, in writing, by either party. In the event either the District or the Police Department desires to amend this Memorandum, the agency seeking changes will arrange for a meeting with the other.

II. School Resource Officers

At the present time, there are four school resource officers. Three of these officers are assigned to specific schools. The fourth school resource officers is primarily assigned to patrol multiple schools to provide law enforcement presence and security.

The school resource officers are under the supervision of the Police Department. There are no financial arrangements between the School District and the Police Department; the Police Department is solely responsible for training, equipping, and paying the school resource officers. The School District agrees to supply each school resource officer with suitable space, if requested by the Police Department. Additionally, if the School District desires the school resource officers to monitor or utilize School District radio communications or video surveillance, the School District shall supply each school resource officer with the appropriate equipment and access.

Without limiting their roles, school resource officers may serve in the following roles:

- Building security, deterrence, and response to emergencies;
- Perform law enforcement activities as permitted or required under applicable law, as limited by this Memorandum of Understanding;

- Act as a liaison between the Police Department, school, parents, and students;
- Be available as a resource to teachers, students, parents, and staff on numerous issues;
- Promote a safe and orderly environment;
- Assist in violence prevention programs;
- Teach specialized classes with mutual agreement and approval;
- Be a resource to students, teachers, parents and staff concerning internet safety and awareness;
- Assist with issues pertaining to the Safe School Zone Act, Child Protection Act, and RSA 631:7 (Student Hazing);
- Serve as a resource for laws and procedures concerning vaping, smoking, drugs, alcohol, and violence; and
- Other tasks as assigned, with mutual agreement of the parties.

III. Health and Safety Exception

The District recognizes that in cases of an articulable and significant threat to the health or safety of a student or other individuals where access to education records is needed in order to protect the health or safety of the student or other individual, the Police Department and the District may act without regard to this Memorandum. 34 C.F.R. 99.36. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees from requesting police assistance under such circumstances.

IV. Applicable Law

It is recognized that there are two sources of regulation that apply to the sharing of information between schools and law enforcement: state law and federal law. Where there is a conflict between these two sources, federal law controls.

V. Definitions

The following terms, as defined in RSA 193-D:1 apply to this Memorandum.

“Mandatory Reportable Offense” means:

- Capital Murder (RSA 630:1);
- First Degree Murder (RSA 630:1-a);
- Second Degree Murder (RSA 630:1-b);
- Manslaughter (RSA 630:2);
- Aggravated Felonious Sexual Assault (RSA 632-A:2);
- Felonious Sexual Assault (RSA 632-A:3);
- Sexual Assault (RSA 632-A:4);
- Kidnapping (RSA 633:1);
- Incest (RSA 639:2);
- Endangering the Welfare of a Child or Incompetent (RSA 639:3);
- Indecent Exposure or Lewdness in the presence of a child who is less than 16 years of age (RSA 645:1, II or III);
- Prostitution & Related Offenses (RSA 645:2);
- Possession of Child Sexual Abuse Images (RSA 649-A:3);

- Distribution of Child Sexual Abuse Images (RSA 649-A:3-a);
- Manufacture of Child Sexual Abuse Images (RSA 649-A:3-b);
- Child Computer Pornography/Online Solicitation of Conduct with Minors (RSA 649-B:3);
- Certain Uses of Computer Services Prohibited/Using a Computer to Solicit a Minor to Commit Certain Acts (RSA 649-B:4);
- Any violation or any attempted violation of RSA 650:2 where the act involves a child in material deemed obscene;
- Any first or second degree assault under RSA 631;
- Subject to Section V(1), below, criminal mischief under RSA 634:2;
- Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
- Arson under RSA 634:1;
- Burglary under RSA 635;
- Robbery under RSA 636;
- Subject to Section V(1), below, theft under RSA 637;
- Illegal sale or possession of a controlled drug under RSA 318-B; and
- Criminal threatening under RSA 631:4.

“Safe School Zone” means an area inclusive of any school property or school buses.

“School” means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.

“School Employee” means any school administrator, teacher, or other employee of the District, or the School Administrative Unit, or any person providing, or performing continuing contract services for any School, the District, or the School Administrative Unit. It shall not include a School Resource Officer; however, a School Resource Officer is considered “other school officials” for purposes of FERPA. *See* 20 U.S.C. 1232g(b)(1)(A); 34 C.F.R. 99.31(a)(1)(i).

“School property” means all real property, physical plant and equipment used for school purposes, including, but not limited to, school playgrounds and buses, whether owned/operated by the District or on its behalf.

“School purposes” means school-sponsored programs, including but not limited to educational or extra-curricular activities.

VI. Reporting Required

Communication and sharing of information is a prerequisite to any cooperative effort. As required by law, it is agreed that every school employee who has witnessed, or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such a report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the Principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing. If the alleged victim is a student, the principal shall also immediately notify the person responsible for the victim’s welfare, as defined in RSA 169-C:3, XXII, that a report was made to the local law enforcement authority.

The written report required above should be waived by law enforcement officials when there is a law enforcement response at the time of the incident, which results in a written police report. In such cases, the District will instruct school employee witnesses to cooperate with the police investigation subject to constitutional protections and state and federal statutory requirements.

As a result of New Hampshire RSA 193-D:7, school employees are relieved of concerns regarding confidentiality. It states:

Notwithstanding any other provision of law, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identify of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

The initial report to law enforcement, shall include:

- (a) Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.
- (b) The name and home address, if known, of any witness to the act of theft, destruction, or violence in a safe school zone.
- (c) The name and home address, if known, of any persons suspected of committing an act of theft, destruction, or violence in a safe school zone.

(1) *Mandatory Reportable Acts:* In accordance with the provisions of RSA 193-D, the Safe School Zone Act, Mandatory Reportable Offenses, as defined above, occurring in a safe school zone, regardless of the age of the perpetrator or the victim, must be reported as required above. Additionally:

- Any death shall be immediately reported to law enforcement officials, regardless of the suspected cause.
- Any sexual contact with a person who is under 13 years of age will be reported.
- Any unlawful possession or sale of a firearm or other dangerous weapon as defined in RSA 159, on school grounds or at school functions.
- While all criminal mischief that occurs in a safe school zone is technically reportable to the Police Department, the parties agree that not all criminal mischief needs to be reported to the Police Department. For example, low level vandalism, such as a student writing an initial in ink on school property may technically be reportable, but would not be prosecuted; such acts are better be addressed with school level discipline. Therefore, the parties agree that any criminal mischief or vandalism which causes damage in excess of \$50 will be reported to the Police Department.
- Theft is the unauthorized taking of someone else's property with a purpose to deprive the owner. While any theft committed on school property is technically reportable to the police, thefts involving an insignificant value or thefts involving extremely young children will not be

prosecuted and should be handled by the District. Thefts will not be reported to the Police Department in the following situations:

- The value of the property is less than \$50; or
- The students are in third grade or lower.
- Although going beyond the legal requirement, reports will be made if any student is found to possess any substance, other than food, that affects the way your mind and body work, excepting legally prescribed medications, which should be recorded with the appropriate administrative school personnel.
- It is agreed the District shall report any suspected abuse or neglect to the Police Department.

Each of the above acts shall be considered a Mandatory Reportable Offense for purposes of this Agreement.

NOTE: School personnel and law enforcement officers have separate, mandatory reporting obligations to report suspected abuse to NH DCYF.

(2) Discretionary Reportable Acts: The following incidents may be reported to the Police Department when, in the opinion of the school administrator, it is of serious proportion:

- a. Refusal or neglect to conform to reasonable rules of the school or to clear directives given by staff member; and
- b. Pupil Safety and Violence Prevention Under RSA 193-F:4. At the discretion of the building Principal, and taking into consideration of the District's disciplinary policies and code of conduct, reports may be filed with the Police Department based on allegations of bullying and/or cyberbullying.

(3) Response to Reported Acts: The school administration recognizes that prompt investigation by the Police Department is an effective way to protect the safety of students and staff and to arrive at the truth as to allegations of misconduct. Obtaining the truth consistent with constitutional and statutory protections is the mutual objective of all parties.

Both parties recognize and acknowledge the duties to investigate misconduct promptly and effectively. The parties agree to work cooperatively to assist each other in meeting their needs for prompt, effective, and efficient investigations.

(A) School Response to Reported Acts:

1. For Mandatory Reportable Offenses, the Principal shall:
 - a. Notify the Police Department directly or through their representatives on school grounds (School Resource Officer) and the student's parent/guardian, and inform them of the nature of the incident;
 - b. Subject to Section VII, below, turn over any physical evidence seized to the Police Department; and
 - c. Initiate disciplinary action in accordance with District policies.

- d. This process may be modified with respect to allegations of abuse and neglect, as needed to protect the safety of the student.
2. For Discretionary Reportable Acts, the Principal shall:
 - a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonable possible. Any incident reported to the Police Department shall also be reported to the student's parent/guardian; and
 - b. Initiate disciplinary action in accordance with District policies.

(B) Police Response to Reported Acts:

1. The Police Officer will make contact with the school as soon as possible after receiving a report from the Principal to investigate the incident, or take any other appropriate action.
2. During the investigation, the Police Officer may meet with the Principal, the student, the student's parent/guardian and appropriate persons with knowledge or pertinent facts, if required.
3. The Police Department will provide information regarding its investigation to the School District as may be lawful, appropriate, and necessary to allow the School District to process disciplinary actions against the alleged perpetrator or to protect the health and safety of other students or staff.
4. If at the conclusion of the investigation, the student is found to have committed the alleged offense, the Police Officer may initiate the formal legal process.

(C) Police Department Reports to School

1. The following information shall be reported by the Police Department to the School Administration.
 - a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student, or of other students in the school, where the law allows.
2. The following information may be shared with School Administration by the Police Department, subject to applicable statutes and regulations governing confidentiality:
 - a. The arrest and filing of a delinquency complaint against any student under the age of 18 years.
 - b. Other criminal or non-criminal activity that the Police Department deems pertinent to the student's well-being, including but not limited to threatening to attempt suicide, victimization of the student by a parent, caretaker or other individual.

VII. Delinquency Proceedings

It is acknowledged that, absent a serious threat to school safety as defined in RSA 169-B:2, XIV, the Police Department is prohibited from initiating a delinquency case based upon a report made by a School Employee for acts committed on school grounds during the school day, unless information is included in the delinquency petition which shows that:

- The District has sought to resolve the expressed problem through available educational approaches, including the school discipline process, if appropriate;
- That the school has sought to engage the parents or guardian in solving the problem but they have been unwilling or unable to do so; and
- That the minor has not responded to such approaches and continues to engage in delinquent behavior, and that court intervention is needed.

It is further acknowledged that under FERPA, the District is not able to share this information without parental consent or without a subpoena, search warrant, or court order. The parties agree to cooperate with respect to the narrow category of cases that do not qualify as a “serious threat to school safety” in order to either seek parental consent or to obtain court authorization to obtain the required information.

VIII. Treatment of “Education Records” under FERPA

With certain exceptions, the Family Educational Rights and Privacy Act prohibits schools from sharing student education records with third parties, including law enforcement. “Education records” are records: “directly related to a student; and maintained by an educational agency or institution, or by a party acting for the agency or institution.” 34 CFR § 99.3. The parties agree to cooperate in complying with FERPA to the fullest extent possible, both to safeguard student privacy and to protect the integrity of any possible prosecution.

What someone sees or hears is not an “education record.” Therefore, FERPA is not violated if reports to the Londonderry Police Department are based upon first-hand information, or if reports do not include or refer to written education records. The initial report required by Section V of this Agreement should therefore be as bare-bones as possible. If the report is used solely to identify the act or offense; the suspected perpetrator; and any witnesses or persons with first-hand information, the report will not violate FERPA.

Under FERPA, School Resource Officers occupy a unique role. They are police department employees and are sworn police officers, but they are considered “school officials” with access to education records, including electronic access to attendance and discipline records, and security cameras, **solely to promote school safety and for the physical security of the students**. In order to maintain this access, FERPA requires that SROs:

1. Are under the “direct control” of the District with respect to the use and maintenance of the education records (this is satisfied if there is a Memorandum of Understanding addressing SROs’ use and access);

2. Are subject to FERPA's re-disclosure requirements; and
3. Are referred to in the District's annual FERPA disclosure as having a "legitimate educational interest," and such disclosure notifies parents how the District determines who constitutes a "school official" and what constitutes a "legitimate educational interest."

SROs will therefore have access to information that other police officials may not access (absent a FERPA exception). This is because SROs can only access this information to promote school safety and for the physical security of students. In order to comply with FERPA, the parties will ensure that SROs sign an appropriate re-disclosure document acknowledging that education records may not be shared with other police department employees or otherwise used "to make a case," or for other criminal or juvenile justice purposes (absent a separate FERPA exception).

If access to education records is required for criminal or juvenile justice purposes (as opposed to for legitimate educational purposes), one of the following FERPA exceptions must apply:

1. The information is needed to screen a student for diversion or other pre-conviction disposition (in other words, to see if a conviction can be avoided), 20 U.S.C. 1232g(b)(1)(E);
2. "[I]n connection with an emergency . . . if the knowledge of such information is necessary to protect the health or safety of the student or other persons." This requires an "articulable and significant threat to the health or safety of a student or other individuals[.]" 34 C.F.R. 99.36; or
3. In response to a subpoena or court order. 1232g(b)(1)(J)(i).

In the training required to be provided by both parties under this Agreement, District and Police Department employees will be encouraged to involve their respective attorneys in evaluating whether a FERPA exception applies.

Law enforcement unit records are specifically excluded from the definition of "education records" under FERPA; therefore, no exception is required to use them for law enforcement purposes. A law enforcement unit is defined as an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated to enforce local, state or federal law, or to refer violations of the law to appropriate authorities, or to maintain the physical security and safety of the educational agency or institution.

The parties agree to designate a law enforcement unit, to be comprised of the SROs.

Law enforcement unit records are records that are:

1. Created by a law enforcement unit;
2. Created for a law enforcement purpose; and
3. Maintained by the law enforcement unit.

IX. Miscellaneous

Londonderry Police Department shall keep records concerning the performance of its obligations and activities under this Agreement, as required by applicable policy(ies).

Date: 5.21.21



William Hart, Chief of Police

Date: May 20, 2021



Scott Laliberte, Superintendent of Schools

LONDONDERRY SCHOOL BOARD

Adopted: September 9, 1998

Amended: December 7, 2010

Amended: May 4, 2021

JICD-R

STATEMENT OF COOPERATION BETWEEN THE LONDONDERRY SCHOOL DISTRICT AND THE LONDONDERRY POLICE DEPARTMENT

The Londonderry School District and the Londonderry Police Department mutually recognize that they have important, yet distinct, obligations in relation to allegations of criminal behavior or misconduct within the school system. The parties reaffirm the principles set forth in the Memorandum of Understanding as to reporting incidents of potential criminal behavior.

The parties recognize that school officials have to use and exercise discretion in dealing with students. The discretion varies in relation to the age of the student and the types of misconduct that are to be dealt with. The following examples are generally accepted as evidence of serious misconduct which would result in an immediate contact with the Police Department:

1. Physical assault resulting in injury to the victim
2. A verbal threat which results in an actual fear of harm or a potential for harm to others
3. Intentional unwanted and unprovoked physical contact or harm to others
4. Premeditated actions involving actual physical contact or threats of physical violence
5. Sexual assaults
6. Multiple or repeated confrontations, threats or physical contacts between the same parties or by the same perpetrator

The school administration recognizes that prompt investigation by the Police Department is an effective way to protect the safety of students and staff and to arrive at the truth as to allegations of misconduct. Obtaining the truth is the mutual objective of all parties.

Whenever physical contact occurs of a serious nature, the Police will be notified immediately, directly or through their representative on the school grounds. In addition, the school will make available to the representatives of the Police Department at the school facilities records of minor complaints of physical contact or threats that are recorded by school administrators.

Both parties recognize and acknowledge the duties to investigate promptly and effectively any allegations of misconduct. The parties agree to work cooperatively to assist each other in meeting their needs for prompt, effective and efficient investigations. The Police

Department recognizes that the school officials have certain duties to provide due process protections to students and staff who are the subject of allegations of misconduct. To the extent that it's practical, in circumstances of alleged serious misconduct the School District will attempt to notify the Police Department prior to undertaking its own independent investigations. Once the Police Department has been notified, the parties agree to work together to accomplish their investigation objectives. As the Police Department proceeds with its investigation, the Police Department will cooperate with the School District by providing information to the School District as may be lawful, appropriate and necessary to allow the School District to process disciplinary actions against the alleged perpetrator.

Both parties agree that certain confidentiality requirements are required under State and Federal law in dealing with the names of minor students and the parties agree to take no action which would violate State or Federal law,

The school administration recognizes that police personnel are more experienced in interrogation procedures and therefore in serious matters, will yield to the police for interrogation if requested by the Police Department. This agreement does not prohibit the School District from conducting its own independent investigation if necessary to protect the health, safety and welfare of students and staff. To the extent possible, said investigation will be done cooperatively with the Police Department.

LONDONDERRY SCHOOL BOARD

Adopted: February 1, 2000

BULLYING INCIDENT ADMINISTRATIVE TRACKING FORM

DATE

TIME

_____ Report received by administration _____
 _____ (administrator initials)

_____ Date and time of alleged act

_____ Parents of alleged victim notified (within 48 hours of receipt of report)
 _____ phone _____ writing _____ meeting (check one) attach documentation

_____ Parents of alleged perpetrator notified (within 48 hours of receipt of report)
 _____ phone _____ writing _____ meeting (check one) attach documentation

_____ Waiver of 48 hour notification by Superintendent (attach written document)

_____ Investigation initiated (within 5 school days of notification)

_____ Investigation extended to _____
 (up to additional 7 school days with Superintendent or designee's waiver- attach letter)

All parties notified of extension:

- _____ - Parents of Alleged Victim
- _____ - Parents of Alleged Perpetrator
- _____ - Person Reporting

_____ Investigation completed (no later than 21 school days after the initial report)

Determination of violation of policy _____
 (administrator initials)

_____ Report not substantiated _____ Report Substantiated (check one)

If Report Is Substantiated: Building Principal and Superintendent must be notified

_____ Response/remediation plan completed (attach document)

_____ Date plan will be implemented

_____ The investigation should be completed within 21 school days (unless extension is granted). Parents of alleged victim and parents of alleged perpetrator must be notified of the response plan within 10 school days after the completion of the investigation. Such communication shall be in compliance with applicable privacy laws.

_____ phone _____ writing _____ meeting (check one)

Follow up correspondence with parents when warranted - Document below

_____ Report of incident sent to the Superintendent _____
 (attach all relevant documents) (administrator's initials)

Londonderry School District Bullying/Harassment Report Form

Name of person making report: _____

Today's Date: _____ Grade or Position: _____ School: _____

Who bullied or harassed you?

Explain what happened?

When did this bullying or harassment occur?

Where did it take place?

If there were witnesses, please list them.

Has the person been asked to stop? If so, when and by whom?

Have you told anyone about this experience?

If yes: Who _____

When _____

What was his/her response? _____

Signature: _____ Date: _____

BULLYING INCIDENT INVESTIGATION TRACKING FORM**JIC-E**

Report taken by: _____ Date of Report: _____

Complainant Information (who is reporting)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Alleged Target - Information (who is being bullied)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Offender 1 Information (who is alleged to have bullied/harassed someone)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Offender 2 Information (who is alleged to have bullied/harassed someone)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Offender 3 Information (who is alleged to have bullied/harassed someone)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Other Party Information (witness)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Other Party Information (witness)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Other Party Information (witness)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Other Party Information (witness)

Name:		Student Other (Circle one)	Staff (Circle one)
Age:	Sex:	School:	Grade:

Did the incident involve any of the following features?

Threat to someone's physical safety	
Cyberbullying	
Image, video or audio recording of harassment or bullying	
Sexual harassment	
Discrimination based on race, class, gender, sexual orientation, or other protected status	
Other notable feature (please list) – example emotional distress	

[illegible][illegible]

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HAZING

New Hampshire law defines student hazing as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.” For the purposes of this policy, the term “organization” includes any association, society, athletic group, club, service group, or other similar group whose members are or include students, operating at or in conjunction with the Londonderry School District. Additionally, no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, school employee, group or organization are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing activities. Students and employees who participate in or have knowledge of any hazing activities are required to make a report to the Superintendent or a building administrator.

Persons not associated with the district who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, school employees, and students who fail to abide by this policy may be subject to disciplinary action. For students, this may include suspension, expulsion or other appropriate measures. For employees, this may mean disciplinary action up to and including termination of employment, consistent with the terms of any applicable collective bargaining agreement. In the case of an organization affiliated with the district which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the district.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. All hazing incidents which come to the attention of the district shall be reported to the appropriate law enforcement authorities.

The Superintendent is responsible for administering this policy and may delegate specific responsibilities as he/she deems appropriate. This policy shall be included in all district handbooks, on the district website, or otherwise distributed to all school employees and students.

Legal Reference: NH RSA 631:7
 NH Code Admin. R. Ed. 306.04 (7)

LONDONDERRY SCHOOL BOARD

Adopted: November 30, 2004
Amended: August 27, 2019



Londonderry School District Daniel Black, Superintendent of Schools

Memo

To: Londonderry School Board
From: Dan Black & Jason Parent
Date: September 14th, 2023
Re: Federal Grants for 2023-24

Every March, the Londonderry Voters are given the opportunity to either accept, or not, millions of dollars in federal grants. As is always the case, the Londonderry Voters overwhelmingly approved the acceptance again in March of 2023 for all the federal grants we will receive for the 2023-24 School Year.

The School Board already approved the General Assurances so that we could accept these funds. We are sharing our specific and general plans for these funds at this time.

Kim Carpinone will review two federal grants that encompass additional funds for students with special service needs.

Crystal Rich will review the Adult Education grant and how our district will use those funds this year.

Below is a quick summary on the other three federal grants – Title I, Title IIA, and Title IV.

Title I – The purpose of Title I is to provide additional funding from the federal government that specifically targets students that are considered “Free” or “Reduced Lunch” status. This is how the federal government determines the amount of need for the Londonderry School District in terms of families with more economic needs.

As has been the case for decades, our Title I funding exclusively goes to South Elementary School. Prior School Boards have ensured a near commensurate level of services in our other two elementary schools based on how the Title I funding is used at South School.

2023-24 Title I Grant: \$197,191

We currently have \$174,199 that is allocated to 2.8 Positions that teach Reading and Math Intervention classes to Title I identified students. We also have \$2000 set aside for any Homeless Families as is required by the grant. We are allowed to carry over less than 15% of the grant year to year if needed.

2023-24 Title IIA Grant: \$125,027

Title IIA is a federal grant that focuses on professional development activities for staff, including administration. Every Title IIA grant has a two-year window to expend the funds, so it is typical at this time of year to not have the entire grant allocated as we continue to identify professional development needs related to the Strategic Plan.

We have \$31,350 allocated to the Competency Coaches at Londonderry High School who provide professional development to each of the departments at LHS. Some of this year's costs were also paid from the prior year's Title IIA grant because of that two-year window.

We also have \$33,415 allocated to our mentors to support all of our new staff in the school system this school year.

2023-24 Title IV A Grant: \$73,751

Title IV is a new federal grant that intended to invest in areas such as technology, health & well-being, the arts, and sciences – basically many of the areas that might have been neglected when No Child Left Behind exclusively pushed the important of literacy and math in prior decades.

There was a lot of overlap in prior COVID funds and some of the areas that Title IV funds so we are not done yet fully allocated last year's grant, but when we do, we will target similar areas in this year's grant:

- 1) Technology Software Tools that help with curriculum goals
- 2) Social Emotional Learning
- 3) Coding Programs and Curriculum in our Schools
- 4) Science Curriculum Materials

And we are looking into the possibility of using Title IV to cover the costs for AP Testing to help boost our rates and student interest.



Londonderry School District

Kim Carpinone, Director of Pupil Services

Memo

To: School Board

From: Kim Carpinone

CC: Daniel Black

Date: September 15, 2023

Re: IDEA Grant

I am writing to provide you with an overview of the FY 202 IDEA Grant including entitlement monies granted under IDEA, Part B, and the Preschool Grant.

The Londonderry School District has been notified by the Department of Education that our allocation of federal IDEA, Part B funds for the 2022-2023 school year is \$1,107,509.93. This is a \$54,665 increase from FY 23.

These funds will be used to cover school district employee salaries. This includes 11.6 professional FTEs (11.2 FTE special education teaching staff and a .4 counselor). The grant also includes 20 special education assistants.

The Londonderry School District has been notified by the Department of Education that our allocation of federal IDEA Preschool funds is \$29,191.08. This is a 3,618.15 increase from FY 23.

These funds will be used to cover the cost of 2 assistants in the LEEP program.

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Memo

To: Members of the Londonderry School Board
From: Crystal Rich, Assistant Principal and Director of Alternative Education
CC: Dan Black, Superintendent; Jason Parent, Assistant Superintendent;
Rick Barnes, Principal
Date: Sep 19, 2023
Re: Adult Education Grant Proposal for FY 2023-2024

Attached, please find the Adult Education Grant Proposal for FY 2023-24. With your permission, this application will be submitted to the State of New Hampshire Department of Adult Education for approval at the end of June. Please note, the budget process at the State level has changed significantly over the past year. We were awarded \$39,616.90 based on a new formula for the Adult Education Grant.. **This is a decrease of \$5,627.26.** The following is based on the amount we were awarded.

NEW HAMPSHIRE ADULT HIGH SCHOOL GRANT NARRATIVE

The Londonderry Adult Education Program began its evening program in 2004, under the direction of Director Jason Parent. Since its inception, the program has enabled approximately 875 students to earn their high school diplomas. Additionally, over 1,200 other students have earned their high school equivalency certificates through the program. Students benefit from this alternative program due to the college-like schedule, the dynamic and differentiated instruction, and commitment and support from the administration, staff, and school board. Students leave the program ready for postsecondary education or workforce endeavors. For the first time ever, we had an Adult Ed student and a HiSet student accepted into a four year college.

In FY 23-24, as outlined in the parameters set by the state for the allocation of this grant money, the money is limited to students who will access services through the Adult High School Program at Londonderry High School. We plan to continue to offer more classes since our projected FY 23-24 enrollment is more than FY 22-23 enrollment.

The program does not have an academic requirement that students must meet before entering the adult high school. The Director and school counselor for the program meet with each student to go over transcripts, make individual credit plans with the students, and then draft semester course offerings based on what students need to meet the Londonderry Adult Education (LAE) requirements for a diploma. We also include courses that are based on obtaining 21st century skills and being college and career ready and we align coursework to CCRS for adult education. We encourage instructors to create new and innovative electives that best meet the needs and learning styles of the student population and embed contextualized learning.

LAE maintains strong relationships with other school districts. Registration information and course offerings are sent both electronically and through the regular mail system to surrounding school counseling departments and at-risk coordinators. We currently hold an MOU with Campbell High School in Litchfield, N.H. We update our advertising forms with new graphic art each school year and continue to build strong ties with the surrounding communities through flyers with our program's branded information. We now have our own website- www.londonderryadulthood.org which houses all of our information and opportunities for our program. When out-of-district students do enroll, the Director and counselor meet with the students, their parents, and the counselors/district coordinators, which mirrors the process for in-district students. The Director also frequently communicates progress with outside districts/parents via meetings, emails, and telephone calls.

LAE also maintains a vital administrative position responsible for attendance tallies and alerts, course schedules, Aspen management, tuition management, data collection and reporting, supply orders, and communication with parents and sending schools. This

position also allows someone to be at the desk in the office while most classes are running so students can come to the office to address specific needs, as well as to schedule time with the guidance counselor and/or Director. The requirements from the State Department of Education have increased significantly over the past three years.

LAE has a number of students who struggle with poverty; many students come to class without proper nutrition. Research shows students perform better when their physical needs are met, and they are not hungry. To that end, LAE plans to continue to work with the Londonderry School District's Dining Services to buy snacks each week so that students can access food in the House Three Office when classes are in session.

The program plans to continue the use of an online platform called Odysseyware for students to access in order to get ahead on course work or take a class not available through an adult education class. Odysseyware has proven to be widely beneficial to our program and our students. Many students are able to graduate by taking classes not offered in our traditional schedule.

Adult Education students are not given District laptops and classrooms are no longer outfitted with computers. The program has two mobile computer labs in the Adult Education/House Three office area. These devices are used on a daily basis and are available for use by those accessing their education through the evening program. The benefit of having these carts is it provides students both the technology and the support staff in the Adult Education/House Three office to complete coursework with technology not available to them outside of school. Additionally, we continue to research ways to incorporate technology use into the program, as the integration of technology is an area that has been emphasized by the Director of Adult Education at the state level. The program continues with the use of mobile laptops, laptop cart, Kindle Fires, and chargers that can be utilized by classes.

Many of our learners struggle in the area of reading. This can be a deterrent in terms of success in many of the courses we offer. Our teachers continue to work on these skills, in class, with these students. Audible provides another learning tool for our struggling population. We have been able to access current novels students are focusing on in class. Additionally, we have found it valuable for students to follow along with the text while listening to an audio version. Through the encouragement of free choice, we need to be able to access high-interest texts for our students. As we grow this library, we would also like to continue to enhance it with supportive technology. Additionally, we have fully integrated a Financial Planning subscription program formulated by Dave Ramsey. The program, taught by one of our LAE teachers, has proven to be very beneficial for our students and program, allowing us to offer another form of real-world, math experience. We would like to renew this subscription for the 23/24 school year.

We continue to see a large number of students who enroll under the age of 18 with a minimal number of credits. These students require additional academic support to complete the course work required to earn a diploma. The array of learning needs these students possess require the use of special education staff in the classroom. The value of having such assistance in the evening program allows the LAE Program to support students requiring specialized instruction and modifications/accommodations to the curriculum.

Further, several of the special education teachers are trained in the online program platform, allowing for assistance with online programming. The integration of special education teachers also provides on-going case management for targeted at-risk students who have special education needs. The LAE program will continue to incorporate the use of special education teachers and lead teachers to share expertise with the staff and students in the evening program.

To assist the LAE students in the transition from the high school to post-secondary opportunities, the program needs to continue to have a certified school counselor. Through the years, it has proven advantageous to have a certified school counselor to assist students during the evening hours with various transition services and emotional supports when required, such as communication and coordination with admissions staff at the local community colleges. This is an area that continues to be endorsed at the state level and succeeds in assisting LAE graduates with entrance into college, technical schools, career pathways, and the military and/or the workforce. By increasing the amount of time this position spends with our population, we are increasing the amount of opportunities our students are exposed to. It is our goal to foster relationships with local businesses in town so that our students can gain access to a variety of chances which may peak their interest in a certain career path.

In an effort to increase our adult population in our program throughout the community, we are looking to maintain our Graphic Arts position. We are now doing more design work than the original agreement of a twice a year graduation program and a twice a year graduation invitation, which included the preparing, printing, cutting, and supplying the final product to the Director of Adult Education. We send out a twice-a-year Save the Date card for each of the commencement ceremonies including the preparing, printing, cutting, and supplying the final product to the Director of Adult Education, which is beyond the original agreement. On top of that, we are designing and supplying yearly advertising materials for the program, graphics for the digital monitor in House 3, as well as graphical support for the Adult Education Program. The proposed increase in yearly hours is to support and cover the additional design work so that we can increase our community outreach. We've also asked for additional funding through the advertising line to support our efforts with this initiative. We have built a comprehensive website during the 23/24 school year. Our program services a variety of students with varying needs and we need a more dependent way to output information in a more professional way.

Special Education Considerations:

- Provide services for all students who require an alternative educational setting.
- Provide services to students in our day program who are seeking credit recovery and alternatives to traditional educational methods, in accordance with Senate Bill 18.
- Increase the level of support/instruction to students attending LAE who have an IEP or 504 plan that requires modification of educational material and specific accommodations.

Media, Technology and Personnel Considerations:

- Continue the use and maintenance of the mobile laptop carts, which help students taking online courses access curriculum, particularly those students who do not have access to computers in their homes. We continue to purchase 3-5 laptops a year.
- One of the conference rooms in House 3 is now an official HiSet testing room with computer based testing. This is vital and incredibly more efficient than paper based testing. This lab was set up in June of 2023.
- Continue to maintain our new website- www.londonderryadulthood.org
- Continue to support our hardworking office staff. Our Administrative Assistant has taken on some significant roles due to the demands surrounding Adult Education.
- Continue to use our new announcement system which allows us to create a more comprehensive way for our Adult Education students to gain information about the program, job opportunities, course information, important dates, college opportunities and senior events.

Londonderry Adult Education: 2023-24 School Year

State Adult Education Grant Funds

The following is the Anticipated Expenditures for the Adult Ed/Special Education Programs

Companies reviewed for furniture/supplies/materials: K-LOG, Any cart, WB Mason, Hertz Furniture, School Specialty, Staples and Amazon

Technology		\$4,770
• New Laptops/ Tech Upgrades/New Tech	\$3,500	
• Electronic Information	\$1,270	
Instruction		\$26,400
• 1 Career/School Counselor for 120 hours	\$4,800	
• 5 Adult Education Teachers	\$21,600	
◦ 540 Hours @ \$40 per hour for 30 weeks		
Instructional Materials		
• Books,Notebooks,Manuals, Texts, etc.		\$1,814.04
Supplies		\$2,000
Advertising/Graphic Arts		\$1,800
Furniture and Fixtures		\$2,832.86
Total=		\$39,616.90

Outcomes:

The Londonderry School District will continue the maintenance and expansion of programming for at-risk learners. The expansion of the Adult Education Program will include continued access to online courses for targeted skill development, as well as credit recovery. The continued inclusion of special education teachers and teacher aides to assist with lessons will be helpful in supporting those who require modifications and accommodations. The upkeep of mobile laptops and iPads in the classroom as instructional tools will continue to enhance the educational process for all students. The employment of a counselor will continue to enhance the support provided to all students who utilize Londonderry Alternative Educational Services and help these students develop concrete plans for college/career readiness.

Londonderry Adult Education: 2023-2024 School Year

Londonderry School District

Itemization of Anticipated Expenditures for Adult Education Program

These are estimated amounts based on the previous year's numbers.

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example: 2 at 4 hrs. /wk. at \$5.00 per hr. for 25 wks. = \$1,000.00

Administrative

- Adult Education, Summer School, and the HiSET Program are **part of the Assistant Principal's responsibilities.**

Total: \$ 0

Teachers

- 7 teachers at appx. 5.75 hours per week at \$40 per hour for 30 weeks

Total: \$48,380.

Guidance and Counseling

- The Guidance Director and Counselors from the day program will work with the Director of the Adult Education Program.

Total: \$ 0

Other Personnel (please specify)

- One clerical person at 9 hours per week at \$20 per hour for 30 weeks.

Total: \$5,400

Total for All Personnel Services: \$53,780

EMPLOYEE BENEFITS (please specify)

- Employee Benefits are covered under the teacher's existing day contract with the school district.

Total for Employee Benefits: \$20,820

INSTRUCTIONAL MATERIALS

- Supplies and materials for the program including a subscription to Odysseyware.

Total for Instructional Materials: \$11,350

PURCHASED SERVICES

- World Studies Program with Element Adventures

Total for Purchased Services: \$ 7,300

OTHER EXPENSES

- Graduation Supplies \$1,000

Total for Other Expenses: \$1,000

Grand Total of Anticipated Costs of Project: \$94,250