

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 Tuesday, November 28, 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)

Jim Hamilton
Susan Spinney

Teacher
Teacher

Middle School
High School

3.2 Resignation(s)

Courtney Conomacos
Aallyah Gagnon
Layna Holk

Support Staff
Support Staff
Support Staff

Middle School
Matthew Thornton
South School

3.3 Minutes

November 07, 2023

3.4 Meetings

December 5, 2023

Budget Workshop &
Regular Meeting

LHS Cafe

7:00 PM

December 12, 2023

Budget Workshop

LHS Cafe

7:00 PM

December 19, 2023

Budget Workshop &
Regular Meeting

LHS Cafe

7:00 PM

4. Announcements and Presentations

4.1 Utility Committee Presentation

4.2 K-5 Data Update - Jason Parent

4.3 Moose Hill Building Project Voter Education Campaign Launch - Dan Black

7:20 PM

5. Public Comment

November 28, 2023

- 7:50 PM 6. Committee Reports
- 6.1 School Board Liaisons
 - 6.2 Student Representative - Dylan Anderson
7. Deliberations
- 7.1 Fourth Reading to Adopt Policy DJB - Purchasing Procedures
 - 7.2 Fourth Reading to Adopt Policy DJE - Bidding Requirements
 - 7.3 Fourth Reading to Rescind Policy DJF - Purchasing
 - 7.4 Second Reading to Adopt Policy DNE - School Properties Disposable Procedure
 - 7.5 Support Staff Contract
 - 7.6 Discussion on Attorney for School Board
8. Superintendent's Report
- 8.1 Bullying Public Forums for Parents/Community - Dan Black
9. Non-Public Session
- Non-Public Session requested under RSA 91-A:3, Section II (b), and (c)
- 9.1 Nomination(s)
 - 9.2 Personnel 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, November 7, 2023, at 7:00 PM at Londonderry High School, 295 Mammoth Road, Londonderry, NH in the Cafe. The meeting was also 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>
Sharon Kilduff
Charlie Wilton | Teacher
Custodian | Middle School
High School |
| 3.2 | <u>Resignation(s)</u>
Patricia Helm | Support Staff | High School |
| 3.3 | <u>Minutes</u>
October 17, 2023 | | |
| 3.4 | <u>Meetings</u>
November 21, 2023
November 28, 2023 | Budget Presented
to the Board
Regular Meeting | LHS Cafe 7:00 PM
LHS Cafe 7:00 PM |

4. Announcements and Presentations

4.1 Literacy Pilot Presentation - Jason Parent & Nichole Treadway: They recap what was presented earlier and have a Power Point. They discuss the early literacy instruction domains. The Scarborough's reading rope is detailed for word recognition and language comprehension and how it works. The ongoing staff and district commitment is discussed. There is a graph which showed correcting common misconceptions and understandings supported by research. Comprehension is an outcome not a skill. They discuss the literacy pilot goals. Feedback will be documented, and the program will be evaluated.

4.2 AP Testing at LHS Announcement - Jason Parent: He mentioned that the District is trying to make gains at all levels. They encourage students to take the AP exam but found less than half do because of the cost. To eliminate financial barriers, the District applied for grant money and received funding. Participation should increase since the District received around \$46,000 in funding. They will be assessing student participation and hope all participate. Test participation rate is taken into account for school ranking as well. Students can decide whether or not to send their scores to the future schools. The grant was under the Title IV grant funding.

5. Public Comment

Mr. Slater opens public comment.

Kristine Perez, Wesley Drive: She likes the policy work that is going on with updating. She has a solid interest in education. She discussed the state-by-state analysis of schools. She feels the staff at the SAU office is large compared to other Districts. She is also disappointed with how much is being spent per month on the SAU office for rent and salaries.

Beth Morroco, Westwood Drive: She thanks the District for reaching out for that grant and making it equitable for all students.

Mr. Slater closes public comment.

6. Committee Reports

6.1 School Board Liaisons: Mr. Gray talked about the South School Fun Run. The PTA is preparing for their annual holiday stroll 12/2. The next PTA meeting is on the 20th. The North School PTA is hosting Reflection Paint night 11/28 and 11/29. The Polar Express experience will be 12/18 at Chunkys and the Santa Breakfast will also take place in December. Mr. Porter had a liaison meeting at the District office. They went over the updated list for multiple building and grounds projects. The Field study is still being explored. The North School portable classroom received all approvals. Dining services still looking for some staff. The Safe Grant program is opened again, and this round can be up to \$100k per school and provided on a first come first serve basis. Mrs. Butcher mentioned that the Moose Hill PTA is looking forward to their concert for LEEP and Kindergarten and their Snow Much Fun event scheduled for 12/1 from 5-7PM at Moose Hill. Mr. Slater attended the budget committee meeting to give an update on where we were with kindergarten before coming into the budget season. The results of the building committee were provided. The Town council is looking to update our voting machines. School moderator Cindi Rice Conley is looking for any help the Board can provide for the four elections.

6.2 Student Representative - Dylan Anderson: The student council reps are leaving tomorrow morning for the Waterville conference with other student councils. They are looking forward to getting ideas how they can improve and raise school spirit. The craft fair is next weekend in the LHS cafeteria.

7. Deliberations

7.1 Third Reading to Adopt Policy DJ - Purchasing: The red lines represent changes from the attorney and the blue lines are from the finance office. There are some word changes and cross outs.

Mrs. Loughlin made a motion to approve the third reading to adopt Policy DJ – Purchasing. Mr. Gray seconded the motion. The motion passed by a vote of 5-0.

7.2 Third Reading to Adopt Policy DJB - Purchasing Procedures: Mr. Slater has given the Board a copy of some pages that include changes. They will be attached to the minutes. He reads through the changes. Mrs. McKenney discusses the thresholds, and she reached out to neighboring Districts for best practices. Most of the comparable Districts have a \$25,000 threshold before the competitive bid process. A few smaller Districts have a \$20,000 threshold. Londonderry is larger than all of them and having threshold this low threshold would be difficult. The District processes over 4000 Purchase Orders. These thresholds are how we can be efficient. Mr. Slater said he has his reasonings for

November 7, 2023

tightening up. We are asking taxpayers for a lot of money, and he wants us to be as efficient as possible in all areas to help offset bonds. We can revisit the changed policy if it does not work. He feels the change will make everybody aware of what is being spent. Mrs. McKenney feels they can eliminate the engineering sentence since it is in the list of exceptions.

Mr. Porter asks how much of a burden will lowering the threshold cause. Mrs. McKenney said it will add a lot of work. She feels \$25,000 is more workable and anything over \$25,000 she supports. There are a lot of items under \$25,000.

Mr. Black would like to retype the policy with all the changes discussed and bring it back to the Board on 11/28 to make sure all the changes are correct. Mrs. Butcher would like time to process this. Mr. Porter would like a list of how many things would be affected by this in that price range. They decide to table this until 11/28.

7.3 Third Reading to Adopt Policy DJC - Petty Cash

Mrs. Loughlin made a motion to approve the third reading and adopt Policy DJC – Petty Cash. Mr. Porter seconded the motion. The motion passed by a vote of 5-0.

74 Third Reading to Adopt Policy DJE - Bidding Requirements

List of changes suggested is attached to the minutes. Mrs. McKenney feels the thresholds should be tabled until more data can be provided.

7.5 Third Reading to Rescind Policy DJF - Purchasing

This is on hold until November 28th.

7.6 First Reading to Adopt Policy DNE - School Properties Disposable Procedure

Mrs. Loughlin made a motion to accept the first reading to adopt policy DNE – School Properties Disposable Procedure. Mrs. Butcher seconded the motion. The motion passed by a vote of 5-0.

7.7 RFQ/P for Construction Manager for Moose Hill Project: Trident feels it

would be recommended to go through this process and the Administration agrees. The process would be qualifications based, blind to the fee, similar to the Architect RFQ/P process for the Master Plan. Mr. Black goes over the advantages, and this would save us five weeks on the other end. Mr. Slater said this is a great idea to get a construction manager on sooner than later. If we wait until March and it gets approved, we have them all lined up and they understand the project.

Mrs. Loughlin made a motion for the Superintendent to work with the Trident Group and committee to start the RFQ/P for Construction Manager for the Moose Hill Project. Mr. Gray seconded the motion. The motion passed by a vote of 5-0.

Mr. Slater wants to review the School Board attorney information. He has given the Board a copy and he has talked with six firms and came back with Lauren Irwin of Upton & Hatfield. She specializes in school district and board law. She is highly recommended by several others in the industry. The fee comes in at \$285/hour and we pay Gordon Graham's firm \$280/hour. They represent ten school districts and 15 municipalities. He mentioned that this is not adding an additional attorney. Mr. Porter confirms that if legal advice needed was needed, we would go to them. This attorney would be for the Board to consult for another opinion. Mr. Black is concerned about competitiveness could cause one of the law firms to

November 7, 2023

dump us. Mr. Black suggests the Board is careful to make sure there is no competition amongst each other. Mr. Black suggests they get good legal advice before making any decisions.

Mr. Porter made a motion to approve Upton & Hatfield to represent the school board. No second. Mrs.

Loughlin and Mrs. Butcher would like more information. Mr. Gray suggests that the role is clearly defined. Mr. Slater will set up a zoom call with someone from each firm.

8. Superintendent's Report

8.1 NESDEC Demographic Study of Londonderry - Dan Black: This lays out the ten-year projection where New Hampshire will be at as well as Londonderry. The trends are discussed. His take aways is the stability will be there. They will need to keep an eye on kindergarten and the development in town. The developments are not necessarily single-family homes, so you get a widespread. He feels this is good data and a great process and the district can do yearly studies with them. The number 3900 – 4100 students should be stable over the next ten years.

8.2 CTE Updates for the School Board - Dan Black: In general, they are trying to connect our students and their families to career fields, clusters, and pathways. They are advocating for \$30,000 increase in our CTE tuition line so that we have the potential to open up more opportunities at both MST and Alvirne and potentially at centers outside those two programs. Mr. Black discusses the potential for longer term work on CTEs and developing extended Learning Opportunities (ELOs) \A bigger project would be developing this program in our high school. However, we cannot duplicate a program we participate in at Alvirne or MST now. After budget season and winter, they would like to look into this further. We have about 100 students in the CTE program right now. They like the idea of hitting the middle school to make the students aware of the CTE program.

8.3 Londonderry School Goals for 2023-24 - Dan Black & Principals: Mr. Black showed each school goal and where they want to be at the end of this year. He describes a short list of behavior changes they are studying as a school system to determine if they will help the district “move the numbers.” Each school graph shows the stated school goals, how the schools measure the effectiveness of the goal and what action steps will the school take to reach the goal.

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. Porter seconded the motion. The motion passed by roll call vote.

9.1 Student Issue

10. Non-Public Session

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

10.1 Nomination(s)

November 7, 2023

10.2 Personnel Issue(s)

11. **Adjournment**

The meeting was adjourned at 9:11PM.

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.)

Policy DJB Purchasing Procedures

Pg. 1- Very bottom of Page- change amount to \$5,000.00

Pg. 2- Change Amounts: \$5,001.00-\$15,000.00
\$15,001.00 & Above

After (when available) ADD: If unavailable, the reason the quotes are unavailable and any attempts made to obtain quotes must be documented.

Add back in: Engineering and construction costs exceeding **\$15,000.00** must follow the Bidding/Written Quotes Requirement.

Add in: All new and renewed proprietary maintenance contracts require School Board Approval.

Add in: All new and renewed vendor service contracts require School Board Approval.

Blue writing bottom of page- Remove "as necessary" from all 4 areas.

Pg. 3- Line 1- Add back in: projects and
Line 2- Change amount to \$15,000.00
Cross off: and that were not budgeted
Line 4- Cross off: unless otherwise Replace with: or any other office

After changes, reads as: Engineering costs and construction costs as well as project costs and capital equipment purchases with a cost more than \$15,000.00 must be approved by the School Board and shall require Requests for Proposals or Bid Requests to be issued from the District's Business Office or any other office designated by the Superintendent.

2nd paragraph: Change amount to \$15,000.00 Cross off: that were not budgeted and require budgetary transfers and all purchases over \$100,000.00.

Delete Paragraph 5- Purchase orders are to be used, etc.

Add back in: All of the PURCHASE ORDERS wording, but change 1. to read - Purchase orders are to be used in every possible instance. All purchase orders must be approved by the Business Administrator. The requirement for a purchase order may be waived by the Business Administrator, if there is good cause.

Pg. 4- 2nd Paragraph Line 2- change for to or (fixes error)

Policy DJE Changes Bidding Requirements

Pg. 1 Change amounts- \$5,000.00

\$5,000.00-\$15,000.00

\$15,000.00

After (when available) ADD: If unavailable, the reason the quotes are unavailable and any attempts made to obtain quotes must be documented.

Bidding Procedure

A. Change amount to \$15,000.00

Pg. 2 #10 Change amount to \$15,000.00

Londonderry School Board
Non-Public Minutes
November 7, 2023

PRESENT: Board Members: Bob Slater, Sara Loughlin, Amanda Butcher, Kevin Gray, Tim Porter
Superintendent of Schools: Daniel Black
Assistant Superintendent: Jason Parent
Business Administrator: Lisa McKenney
Human Resource Director: Cindy McMahon
North School Principal: Paul Dutton
Matthew Thornton Principal: Amity Small

Mrs. Loughlin moved, seconded by Mr. Porter, and passed unanimously (5-0) to enter non-public session under RSA 91-A:3, Section II (b), and (c) at 9:11 PM

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

Discussion of Personnel

Paul Dutton exited the meeting at 9:25 PM

Lisa McKenney and Cindy McMahon exited the meeting at 9:30 PM

Mr. Porter moved, seconded by Mrs. Loughlin, and passed unanimously (5-0) to approve the Business Administrator nomination

Mr. Porter moved, seconded by Mr. Gray, and passed unanimously (5-0) to exit non-public session at 9:38 PM

Mr. Porter moved, seconded by Mr. Gray, and passed unanimously (5-0) to adjourn public session at 9:38 PM

Respectfully submitted,

Daniel Black
Superintendent of Schools

Londonderry Utilities Committee

Presentation to the Londonderry School Board

November 28, 2023



Londonderry Utilities Committee

Who We Are:

- The Londonderry Town Council approved the formation of the Utilities Committee on December 5, 2022, as a standing committee under Chapter 3 of the Town's administrative code.
- Charter: The Committee shall study and make recommendations to the Town Manager, Town Staff, and Town Council on issues involving the cost, availability, and reliability of electricity, home heating oil, natural gas, propane, drinking water, broadband and fuel for Town vehicles; sewer service, solid waste and recycling; and the infrastructure required to support these utilities.

Londonderry Utilities Committee

Who We Are:

- First meeting held March 22, 2023. Monthly meetings occur on the first Tuesday of the month in the Moose Hill Conference Room at Town Hall.
- Fully appointed as of August 14, 2023. The committee has 7 full members, 3 alternate members, and a Town Council liaison (our TC liaison is also a State Rep).
- Organized into 4 subcommittees to perform research and fact finding in the following areas:
 - Energy
 - Water
 - Sewer and Solid Waste
 - Cable TV and Internet

Londonderry Utilities Committee

What We're Up To:

- Committee involvement is happening in the following areas:
 - Drinking Water Quality
 - Includes Monitoring St. Gobain PFAS Remediation Commitments
 - Community Water System Policy and Master Planning
 - Regional Water System Policy and Master Planning
 - Community Power Aggregation Program Implementation
 - Twin States Clean Energy Link
 - Auburn Road Landfill Solar Farm
 - Wastewater Facilities Planning
 - Exploring External Funding Opportunities for Utilities Related Infrastructure Projects

Londonderry Utilities Committee

Partnering Opportunities

- Committee Members Have Experience in Many Areas:
 - Solar Planning and Installation
 - Community Power Aggregation
 - Recycling
 - Composting
 - Related Policy Development

Leveraging the Utilities Committee's experience with the School District's expertise can benefit all Londonderry residents and taxpayers.



Londonderry School District
Jason Parent,
Assistant Superintendent of Schools

Memo

To: Londonderry School Board and Dan Black
From: Jason Parent
Date: November 21, 2023
Re: Student Data Updates – Fall 2023 Results K to 5

Good afternoon colleagues,

The K - 5 Curriculum Coordinator, Principals, and I would like to present to the school board our Fall 2023 data results K – 5. We presented the spring data / year-end results to the school community at the start of this school year and are now prepared to present kindergarten and elementary focus areas and scores in math and literacy from this fall. Our data collection includes early scores from i-Ready and Acadience. We'll also share resources and opportunities our students and staff are accessing to help improve performance in the future, along with next steps at these grade levels for the 2023 - 2024 school year.

Attached, please find slides from our presentation.

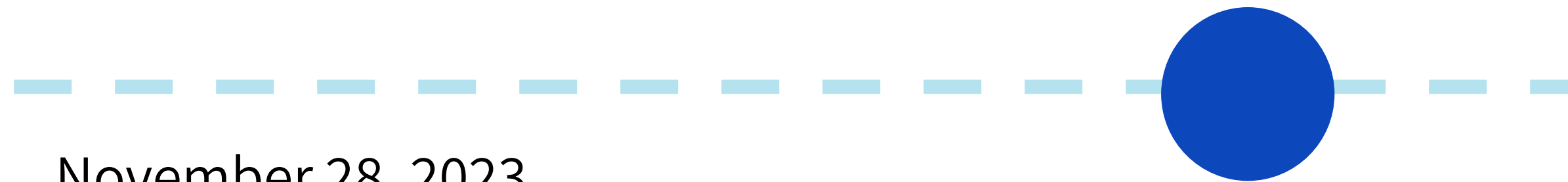
Sincerely,

Jason Parent
Nichole Treadway

Londonderry School District

Kindergarten - Grade 5

Data Presentation



November 28, 2023

K-5 Focus Areas

2023-2024



- Math
K-5
- Literacy
K-5
- Phonics
K-3
- Using data to improve student performance

K-5 Data Collection Tools

- i Ready
- Acadience/DIBELS
- NHSAS (NH Statewide Assessment System)
- Common Formal Summative Assessments

LES i-Ready Math Data 2022/2023

MATH				
Grade	Fall 2022 On and Early On Grade Level Percentage	Winter 2023 On and Early On Grade Level Percentage	Spring 2023 On and Early On Grade Level Percentage	Overall Change
1st grade	6%	42%	63%	57%
2nd grade	13%	51%	70%	57%
3rd grade	16%	46%	68%	52%
4th grade	27%	56%	67%	40%
5th grade	35%	57%	65%	30%

Overall Placement
All 4 Domains

- Numbers & Operations
- Algebra & Algebraic Thinking
- Measurement
- Geometry

Shows overall change from Fall 2022 to Spring 2023

LES i-Ready Math Data Fall to Fall + Winter '23 Goal Gains

MATH				
Grade	Fall 2022 On and Early On Grade Level Percentage	Fall 2023 On and Early On Grade Level Percentage	Change / Gains	Benchmark Goal of 10% Gain from Spring 2023 to Winter 2023
1st grade	6%	7%	1%	73%
2nd grade	14%	20%	6%	80%
3rd grade	15%	20%	5%	78%
4th grade	27%	31%	4%	77%
5th grade	34%	34%	0%	75%

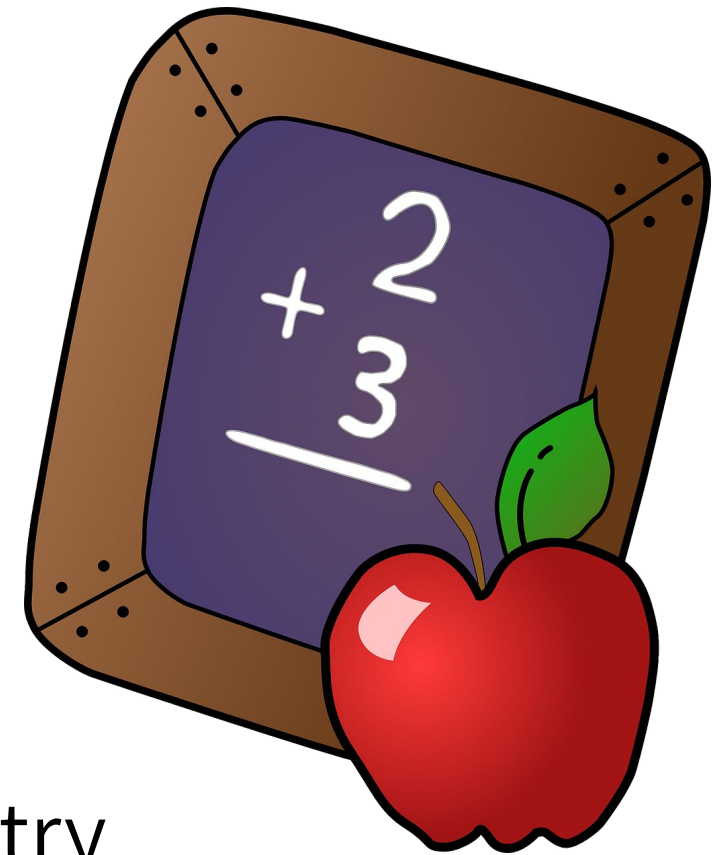
i-Ready Math Data

National & State Comparison

Grade	National Fall 2023 On and Early On Grade Level Percentage	NH Fall 2023 On and Early On Grade Level Percentage	LSD Fall 2023 On and Early On Grade Level Percentage
1st grade	9%	10%	7%
2nd grade	12%	13%	18%
3rd grade	13%	14%	20%
4th grade	21%	22%	31%
5th grade	25%	24%	34%

LES Math Resources & Opportunities

- Changes in timing of i Ready diagnostic and new i Ready resources
- Summer Math Academy
- Pacing adjustments with Math in Focus
- Continued use of 30 minutes of additional math time
- Targeted efforts to provide more exposure to measurement & geometry
- Continued alignment & refinement of curriculum and assessments



LES i-Ready Reading Data

READING				
Grade	Fall 2022 On and Early On Grade Level Percentage	Winter 2023 On and Early On Grade Level Percentage	Spring 2023 On and Early On Grade Level Percentage	Overall Change
1st grade	13%	46%	74%	61%
2nd grade	37%	70%	80%	43%
3rd grade	53%	76%	85%	32%
4th grade	42%	56%	62%	20%
5th grade	41%	57%	60%	19%

- Overall Placement
- All 6 Domains
 - Phonological Awareness
 - Phonics
 - High-Frequency Words
 - Vocabulary
 - Comprehension: Literature
 - Comprehension: Informational Text
- Shows change from Fall 2022 to Spring 2023

LES i-Ready Reading Data Fall to Fall + Winter '23 Goal Gains

READING				
Grade	Fall 2022 On and Early On Grade Level Percentage	Fall 2023 On and Early On Grade Level Percentage	Change	Benchmark Goal of 5% Gain from Spring 2023 to Winter 2023
1st grade	13%	11%	-2%	79%
2nd grade	38%	38%	0%	85%
3rd grade	53%	69%	16%	90%
4th grade	42%	50%	8%	67%
5th grade	41%	40%	-1%	65%

3rd Grade i Ready Reading Data

READING			
3rd Grade	Fall 2022 On and Early On Grade Level Percentage	Fall 2023 On and Early On Grade Level Percentage	Change
Overall	53%	69%	16%
Phonics	60%	78%	18%
High Frequency Words	95%	95%	0%
Vocabulary	51%	61%	10%
Comprehension: Literature	50%	58%	8%
Comprehension: Informational	46%	55%	9%

i-Ready Reading Data

National & State Comparison

Grade	National Fall 2023 On and Early On Grade Level Percentage	NH Fall 2023 On and Early On Grade Level Percentage	LSD Fall 2023 On and Early On Grade Level Percentage
1st grade	17%	14%	11%
2nd grade	26%	26%	38%
3rd grade	39%	45%	69%
4th grade	28%	33%	50%
5th grade	29%	32%	40%

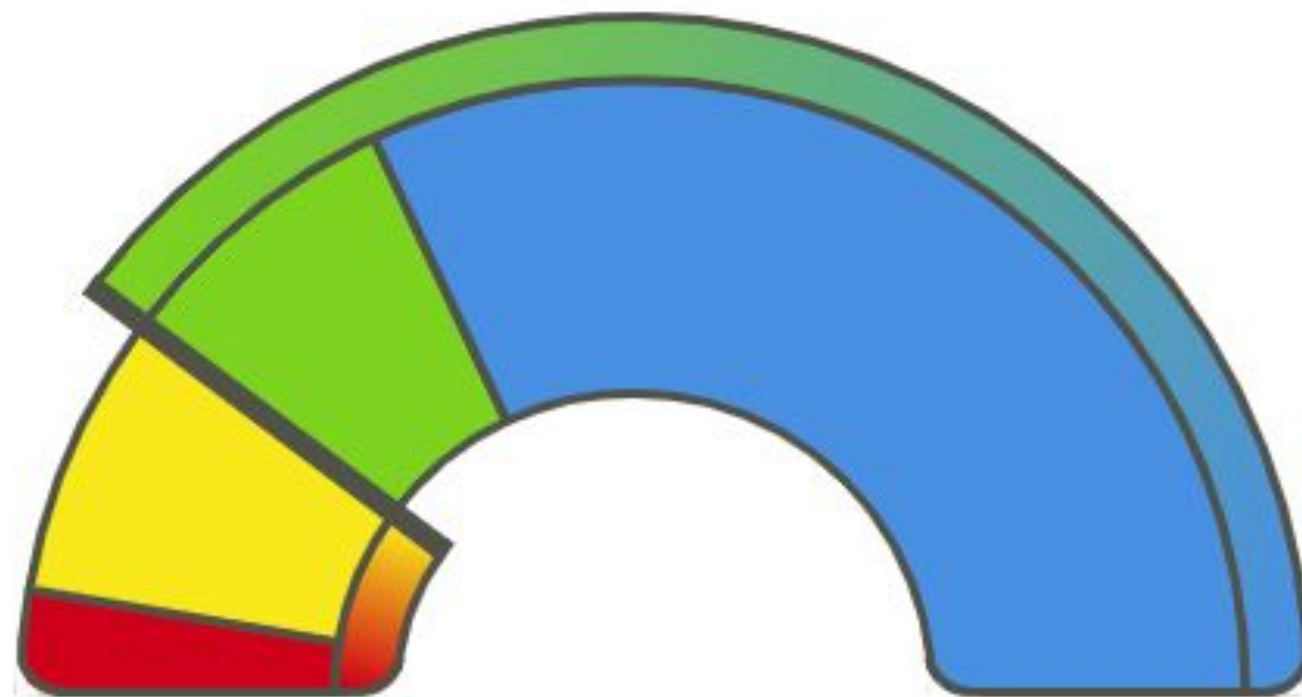
Acadience- Kindergarten

Reading Composite Score

- First Sound Fluency
- Letter Naming Fluency

Beginning of Year

Sep 18 - Oct 13, 2023

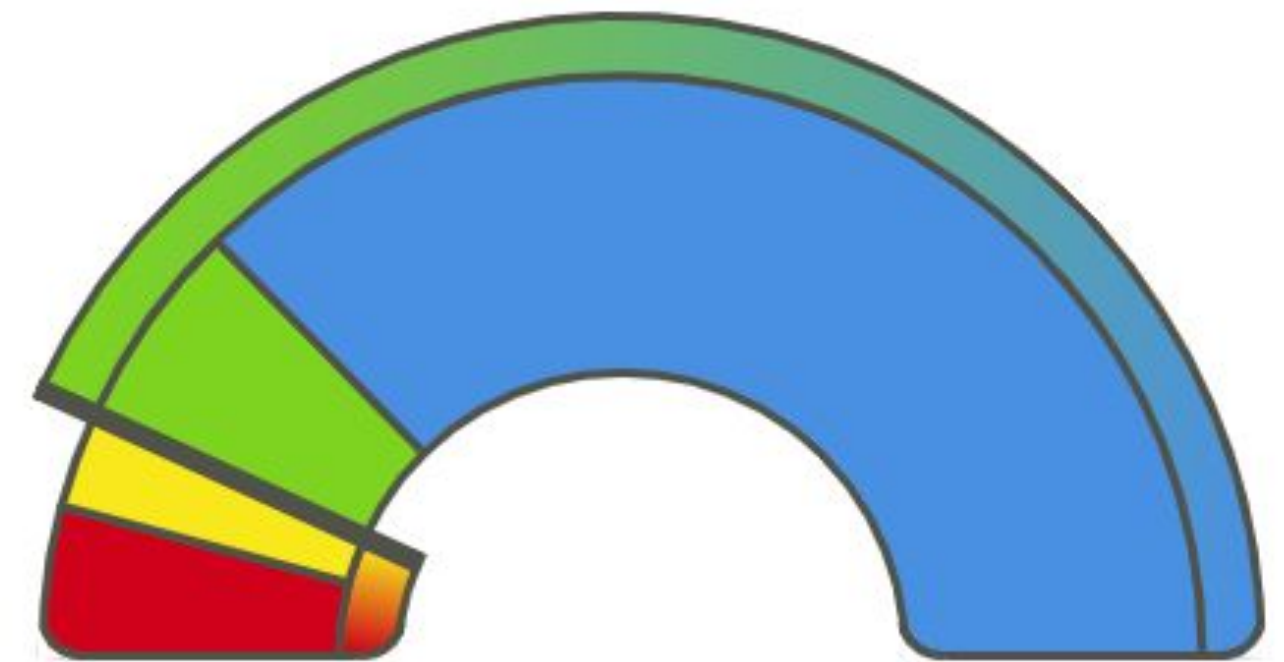


205

First Sound Fluency
(Phonemic Awareness)

Beginning of Year

Sep 18 - Oct 13, 2023



205

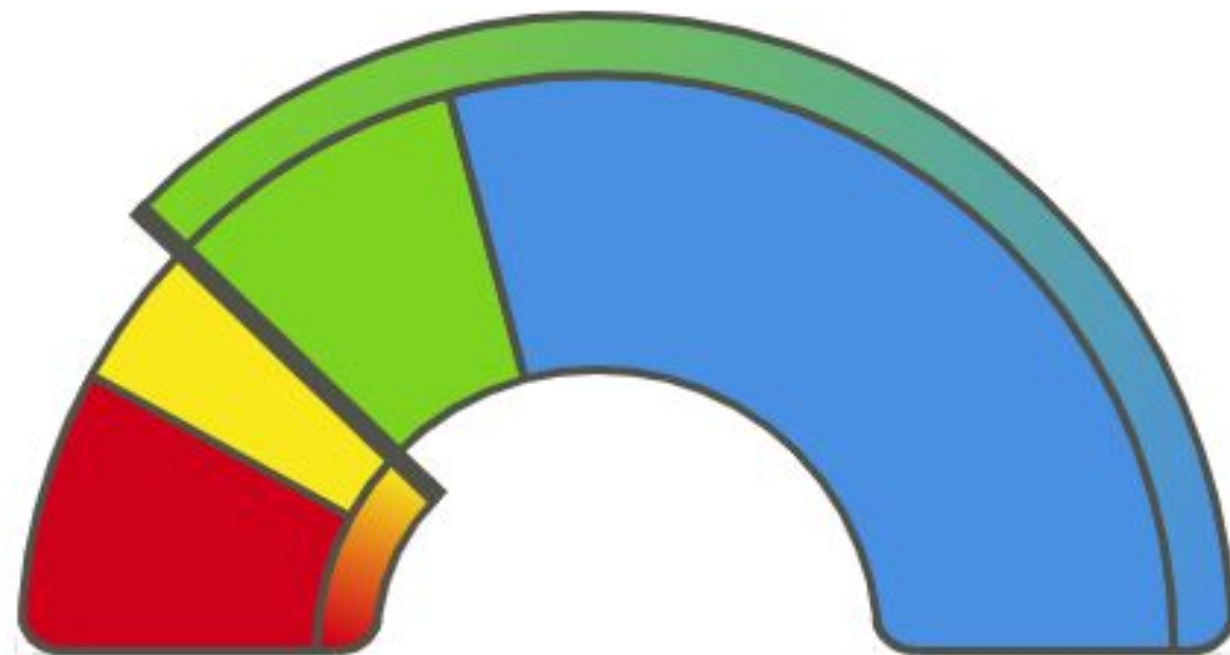
Acadience- 1st Grade

Reading Composite Score

- Phoneme Segmentation Fluency
- Nonsense Word Fluency
 - CLS & WWR

Beginning of Year

Sep 18 - Oct 13, 2023



283

Nonsense Word Fluency

- Whole Words Read

Beginning of Year

Sep 18 - Oct 13, 2023



283

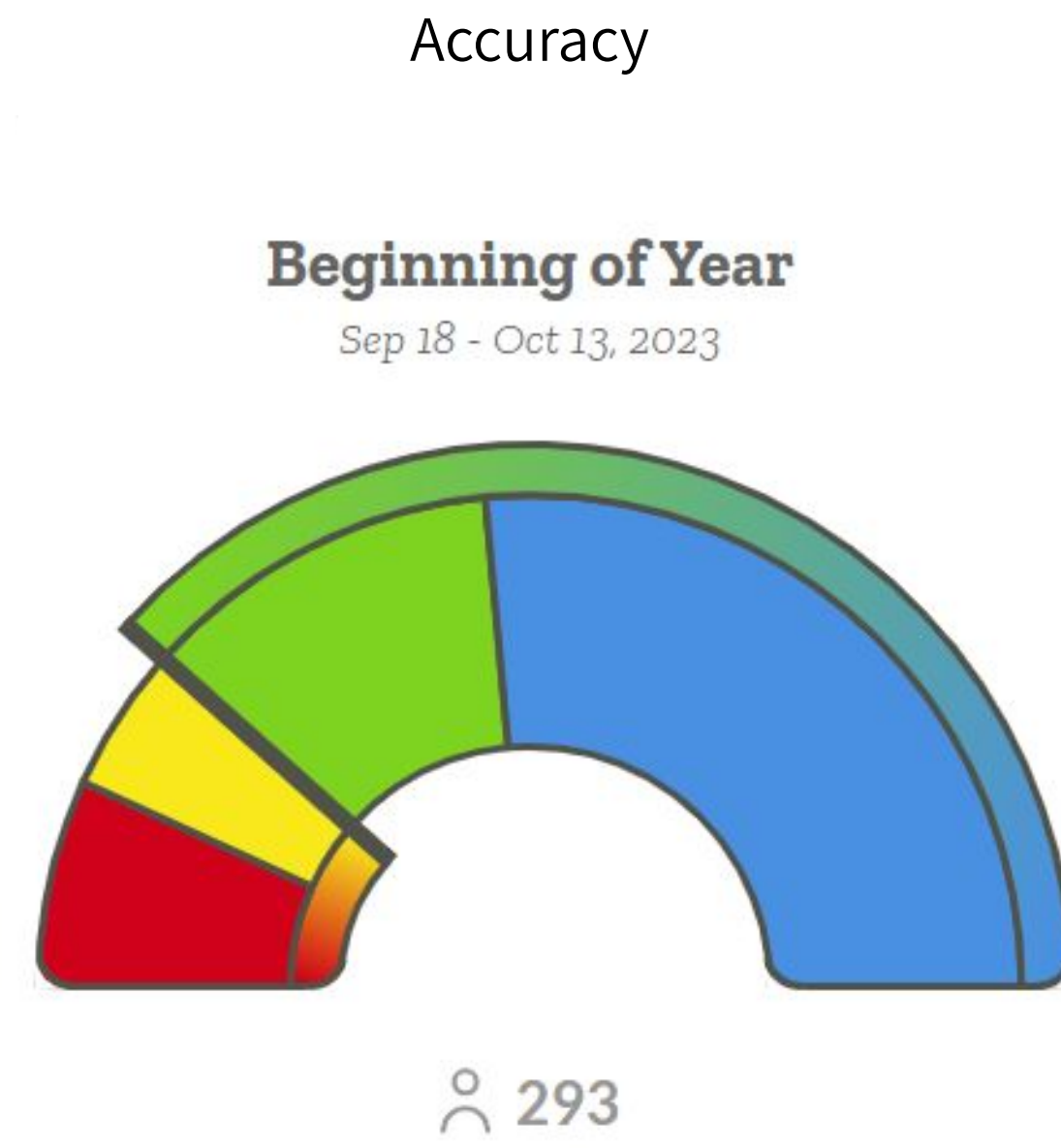
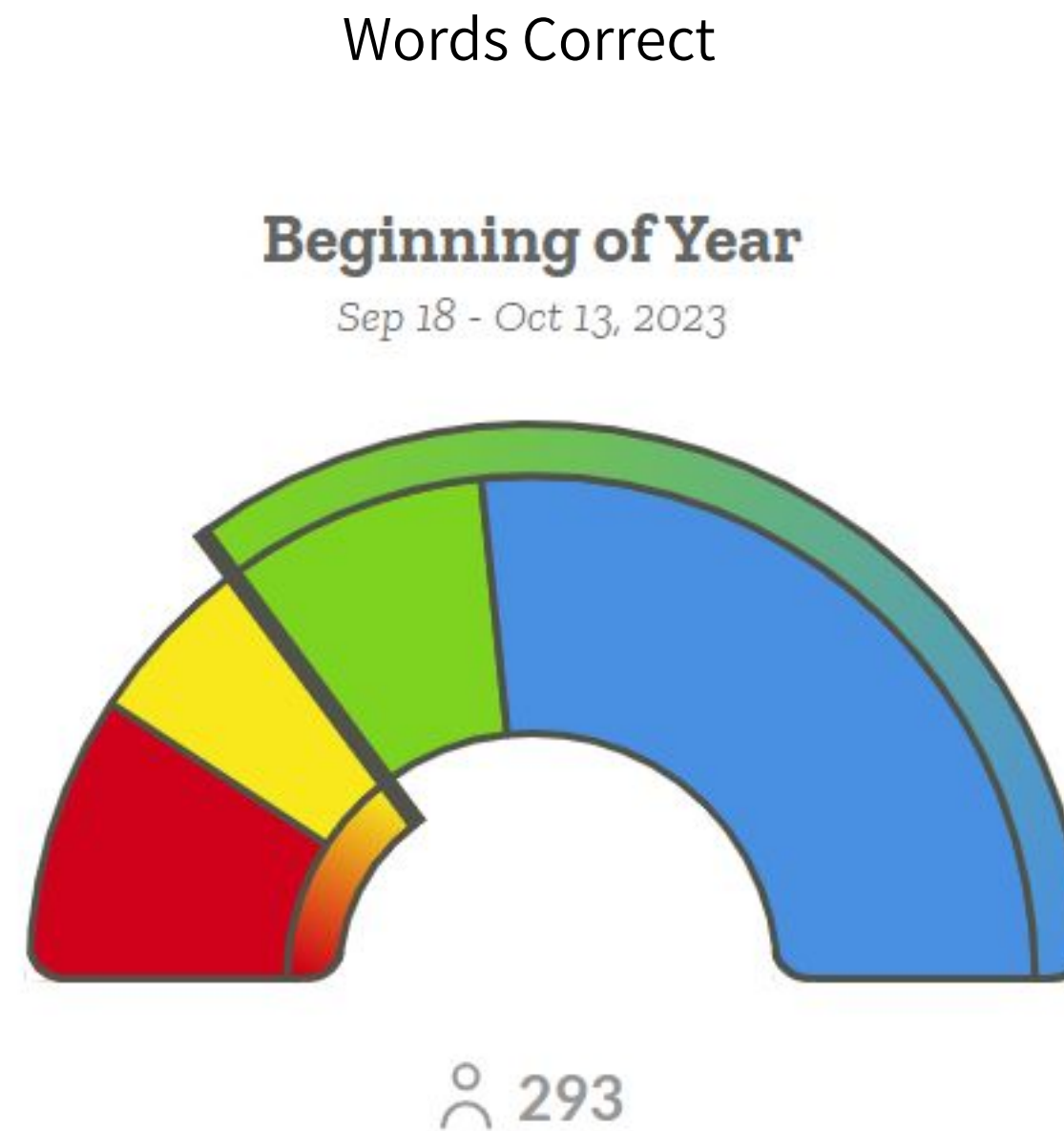
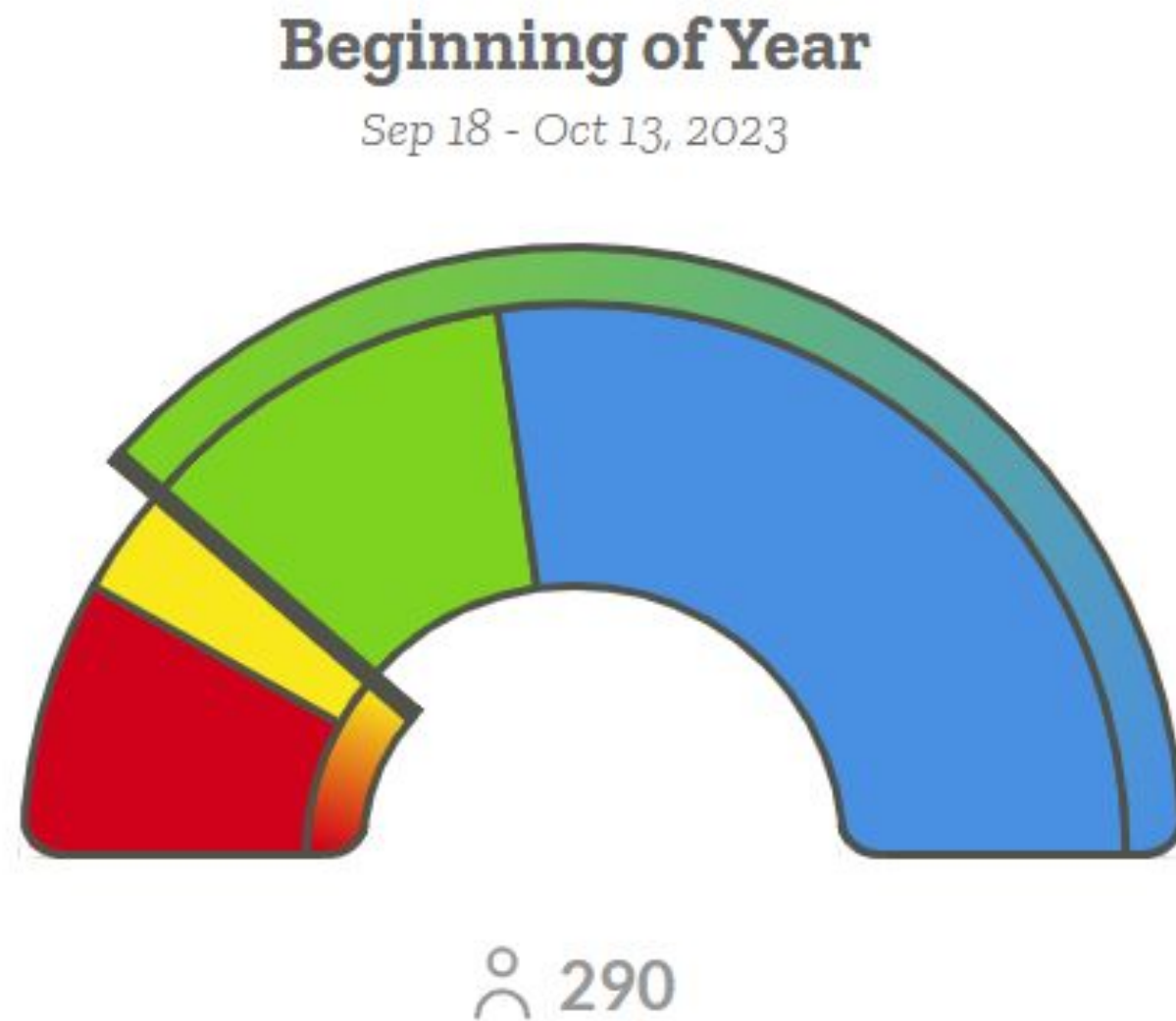
Acadience- 2nd Grade

Reading Composite Score

- Phoneme Segmentation Fluency
- Nonsense Word Fluency (CLS & WWR)
- Oral Reading Fluency
 - Word Correct
 - Accuracy
 - Retell

Nonsense Word Fluency

- Words Correct
- Accuracy



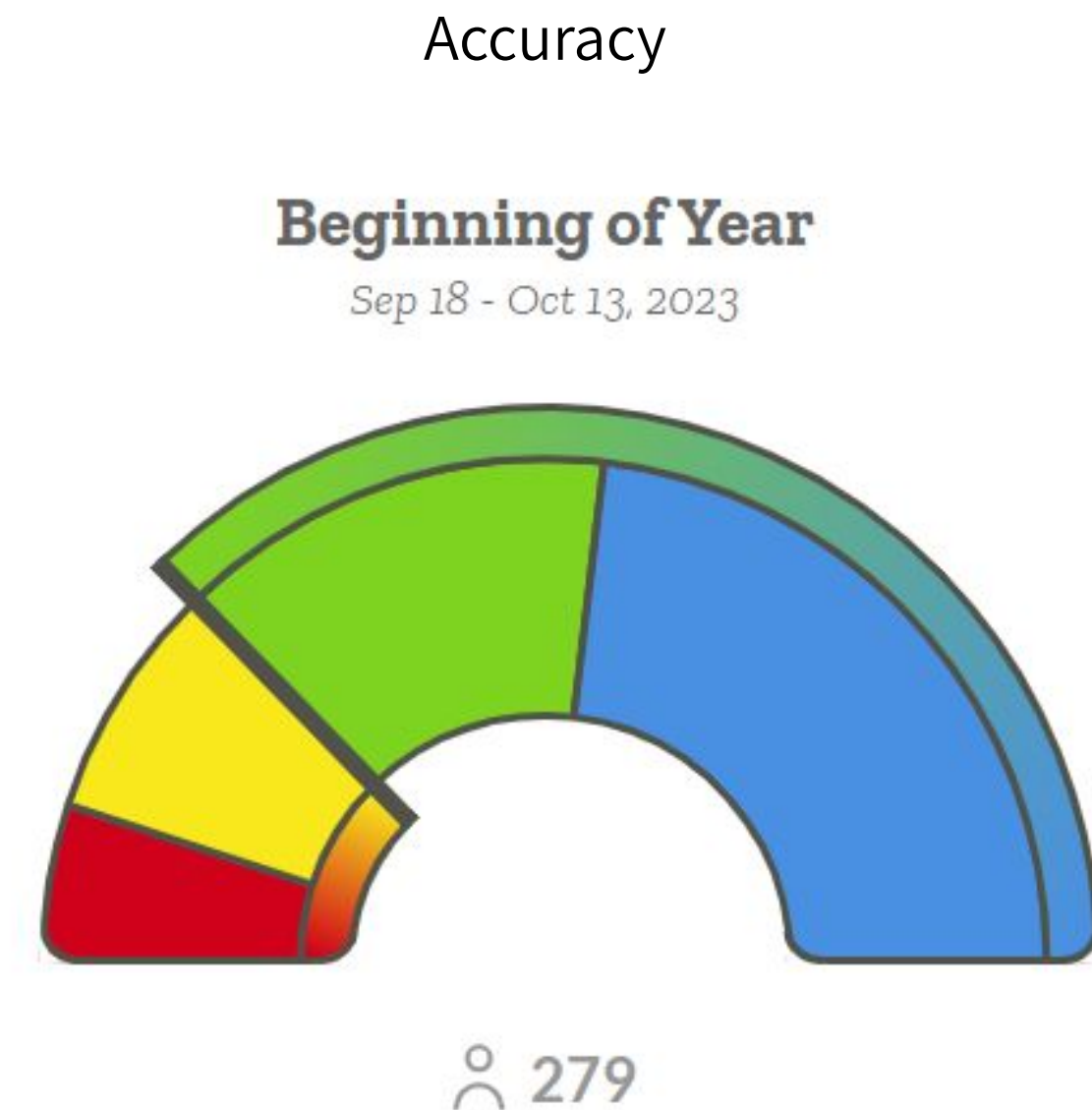
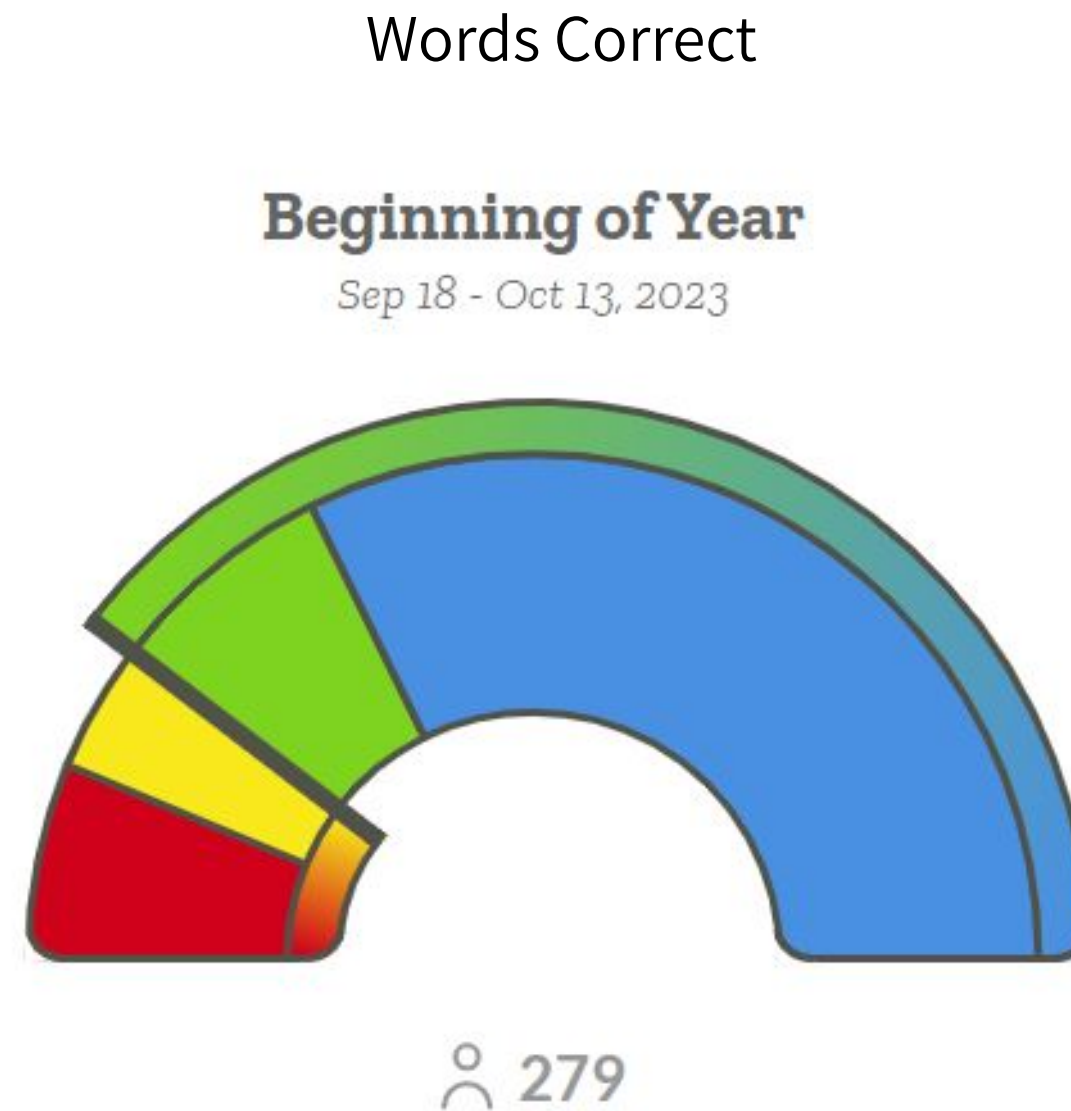
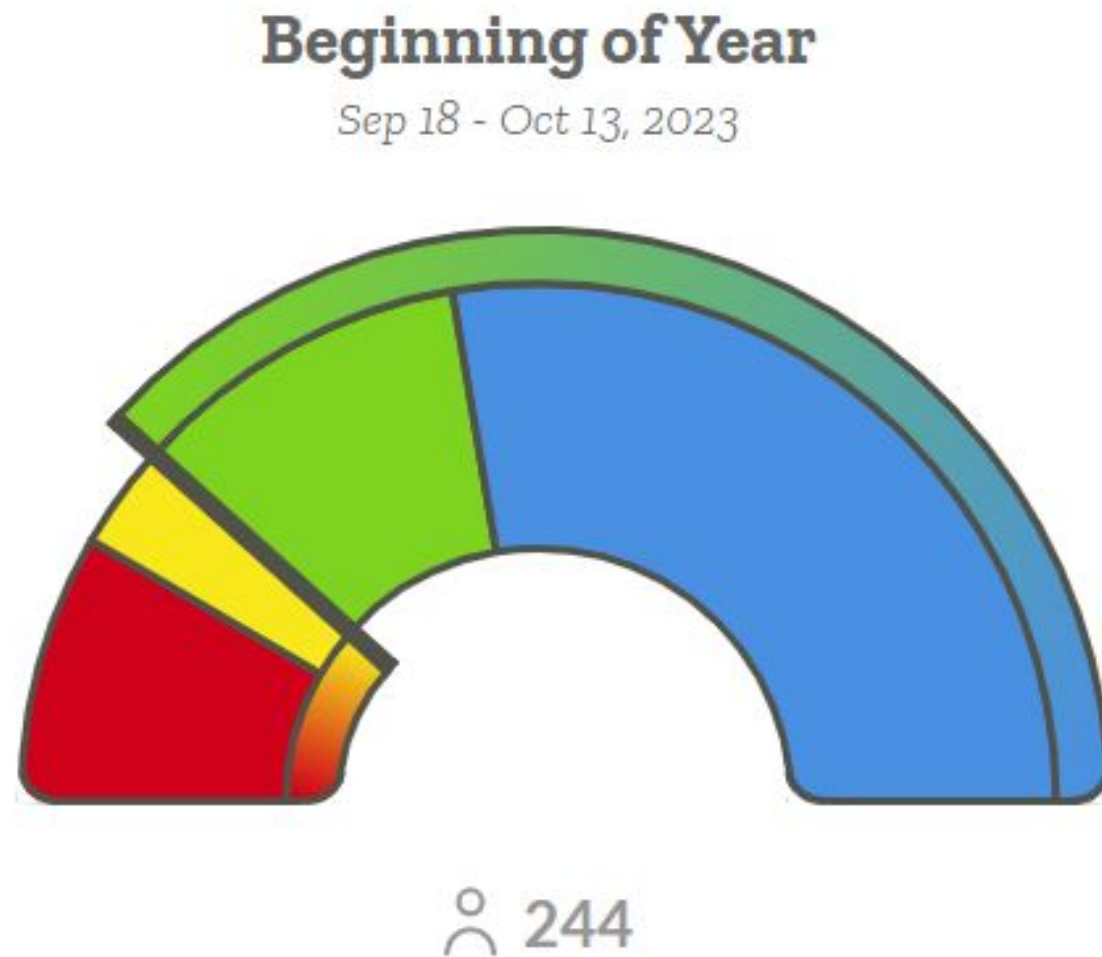
Acadience- 3rd Grade

Reading Composite Score

- Phoneme Segmentation Fluency
- Nonsense Word Fluency (CLS & WWR)
- Oral Reading Fluency
 - Word Correct
 - Accuracy
 - Retell & Retell Quality

Nonsense Word Fluency

- Words Correct
- Accuracy



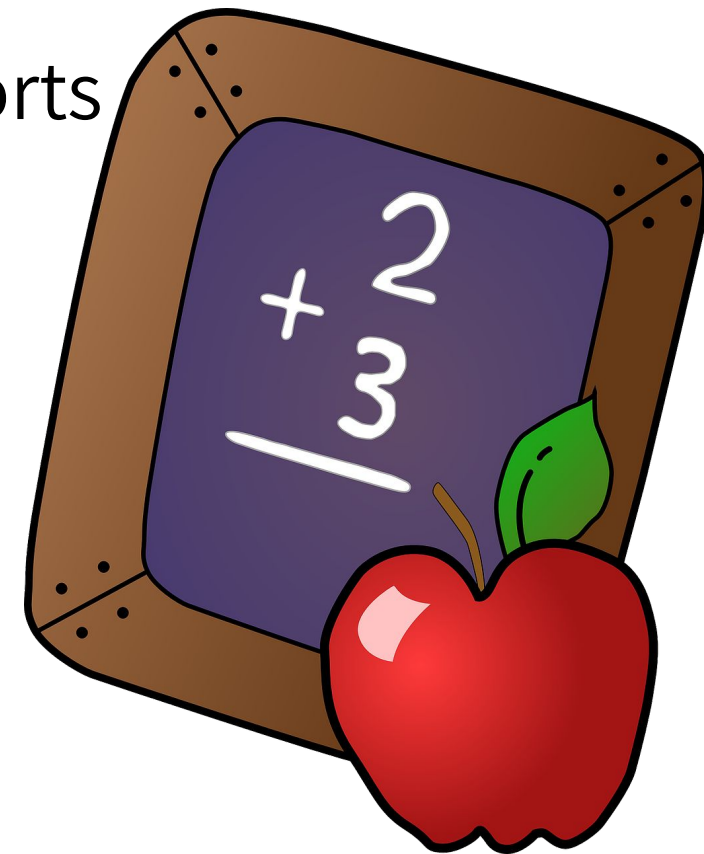
LES Literacy Resources & Opportunities

- Staff commitment to continued learning and understanding of the science of reading through LETRS training
- Second year in implementation of Foundations K-3
- Continued use of Heggerty resources for phonological & phonemic awareness
- Battle of the Books and other reading incentives in & out of school
- Continued work with the Elementary District Literacy Committee
- 1st-5th grade teachers (54) piloting two literacy programs



LES Data Initiatives

- Targeting the 20% of students just below grade level in each classroom, i Ready stretch growth and specific needs. Bottom 20% have tier 2 & 3 supports
- PLC data deliverables looking at i Ready, Acadience, MIF Performance Tasks
- Exposure to NH SAS practice tests in grades 3-5
- More narrowed focus with spring assessments for grades 3-5


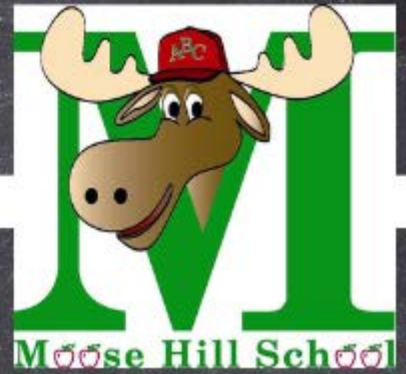


LES Conclusions and Next Steps

- We are continuing to look at and use data for both math and literacy
Systemic Goals include making 10% gains in Math and 5% gains in Reading by winter
We're also excited to see gains and results from the Foundations Program K - 3
- We have started a thorough, thoughtful literacy process with our district wide committee that we hope will lead to a recommendation of a systemic literacy program
- We have continued efforts for alignment of curriculum and assessment across the elementary schools. Along with beginning to look at this data in PLCs

Questions

SPEND 30 MINUTES LEARNING MORE
ABOUT THE MOOSE HILL PROJECT



PLEASE JOIN THE LONDONDERRY SCHOOL
DISTRICT FACEBOOK PAGE FOR A LIVE SHORT
VIRTUAL PRESENTATION & Q&A ON OUR MOOSE
HILL PROJECT



LIVE FROM OUR MONTHLY C3 MEETING
ON DECEMBER 7 FROM 6-6:30PM



STAY TUNED AS WE PLAN TO SHARE A SERIES OF SHORT VIDEOS
OVER THE NEXT FEW MONTHS LEADING TO THE VOTE ON
ARTICLE 2 IN MARCH



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

Memo

To: Londonderry School Board
From: Dan Black
Date: Nov. 21st, 2023
Re: Policies for Nov. 28th School Board Meeting

Fourth Reading to Adopt Policy DJB - Purchasing Procedures

We have captured all the updates requested from the last School Board conversation on this policy. Lisa McKenney will have the numbers available to the School Board at each of the thresholds in this policy to discuss.

Fourth Reading to Adopt Policy DJE - Bidding Requirements

No changes were made since the last meeting. The thresholds from DJB and DJE will have to match each other if there are any updates made at the Nov. 28th School Board meeting.

Second Reading to Adopt Policy DNE - School Properties Disposable Procedure

No changes were made since the last meeting.

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 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.

For the purposes of this Policy, a District Administrator refers to the following: Superintendent, Business Administrator, Assistant Business Administrator/Finance Director, Assistant Superintendent, IT Director, SPED Director, HR Director, Facilities Director, and Principal.

Purchase requisitions must be entered in the District's financial software containing the function and object codes to be charged and bear the electronic approval of a District Administrator and the Business Administrator or 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 District Business Office shall verify that District policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the District Administrator to request a budget transfer of funds to cover any order that may take a function line 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 District Administrator and Business Administrator or Finance Director
- \$5,000 & above District Administrator and 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 \$5000 • \$5,001 to \$15,000 | <p>Best interest of the District</p> <p>Request at least three (3) written quotes (when available). If unavailable, the reason the quotes are</p> |
|--|---|

- \$15,001 and above

unavailable and any attempts made to obtain quotes must be documented.

Request at least three (3) written quotes in compliance with policy DJE Bidding Requirements

Exception to Bidding or Written quotation Requirement:

- Purchases made through collaborative purchasing groups
- Purchases of utilities, where competitive sources are not available; including current multi-year utility contracts for the School District.
- Purchases involving the acquisition of personal or professional services; including legal services for the School District. The Superintendent will maintain a yearly list of professional services for the School system where there is a limited number of available providers.
- 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
- Curriculum Materials already approved and used widely in the School District. The Assistant Superintendent will maintain a yearly list.
- Specific software already approved and in use by the Internet Technology Department to perform the functions of the School District. The IT Director will maintain a yearly list.
- The specific software and databases already in use by the Library Media Department. The Assistant Superintendent will maintain a yearly list.
- Costs associated with specific student placements and services both within the district as well as out of district related to specific Individualized Education Plans (IEPs)
- Services that are directly contracted with the Town of Londonderry.
- Services and expenditures that are limited in nature for specific Athletics and other Co-Curricular programs. The Athletic Director and principals of Londonderry High School and Middle School will maintain a yearly list.
- Professional Development specific to yearly Strategic Plan goals and initiatives. The Assistant Superintendent will maintain a yearly list.
- Services and expenditures for High School Graduation Ceremonies.
- Tuition agreements for Career and Technical Education programs.

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

Engineering Costs and Construction costs as well as projects and capital equipment purchases with a cost more than \$15,000 must be approved by the School Board and shall require Requests for Proposals or Bid Requests to be issued from the District's Business Office unless otherwise specified by the Superintendent-

Purchases over \$15,000, not on the exceptions list, shall require a vote of the School Board.

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

All new and renewed proprietary maintenance contracts require School Board approval following the same thresholds mentioned earlier in this policy.

All new and renewed vendor service contracts require School Board approval following the same thresholds mentioned earlier in this policy.

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;
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 or on the recommendation of the School Board, may institute a partial or full freeze on discretionary spending expenditures at any time to protect the District against a potential deficit while maintaining legal requirements under NH RSA 21:48, NH RSA 189:1-a, NH RSA 32:8 and NH RSA 32:12.

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 Business Administrator and/or Superintendent may join the District 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 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.

LONDONDERY SCHOOL BOARD

First Reading to Adopt: September 5, 2023

Second Reading to Adopt: September 25, 2023

Third Reading to Adopt: November 7, 2023

Fourth Reading to Adopt: November 28, 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 (except for the exemptions listed in Policy DJB – Purchasing Procedures) to be paid from any school district account.

- If the total expenditure is **\$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 **\$5,001** to a maximum of **\$15,000**, the school administration shall secure three written quotations (when available). If unavailable, the reason the quotes are unavailable and any attempts made to obtain quotes must be documented. The selection shall be made from the quote that is in the best interest of the District.
- If the total expenditure is more than **\$15,001** 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 unless the purchase is under the exemptions list in policy DJB – Purchasing Procedures. While situations and the approach demanded will vary, the following is established for purchases in excess of **\$15,001**

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 on the School District’s website 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 contact information 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 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.
9. This method of advertising is required for purchases or contracts with a value of at least **\$15,001**, unless competitive purchasing requirements have already been satisfied (i.e. through purchase on state contract, federal contract) or otherwise on the exemptions list under Policy DJB – Purchasing Procedures.
10. All RFPs and RFQs shall be posted to the District web site.
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 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.
12. 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 have the Business Administrator or their designee 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 are not limited to, specialized services, critical shortages, and emergency situations. 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.

Also, the School Board through the Superintendent and Business Administrator may authorize purchases without the requirement to follow the bidding process to a) take advantage of temporary pricing opportunities which are well below anticipated bids, b) when only one source for a particular purchase exists, or c) when unique circumstances as determined by the School Board make it advantageous to the district to do so.

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

Third Reading to Adopt: November 7, 2023

Fourth Reading to Adopt: November 28, 2023

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

Third Reading to Rescind: November 7, 2023

Fourth Reading to Rescind: November 28, 2023

SCHOOL PROPERTIES DISPOSAL PROCEDURE

It is the policy of the School Board to obtain maximum utilization from all school property.

Property owned by the school district shall be determined to be obsolete or surplus when any one of the following criteria has been met:

- The property exists in quantities exceeding the possibility of the effective educational use by the school district
- The property is unsound, out-of-date, inaccurate or in an unusable or economically unrepairable condition.

Determination as to whether any of the above criteria applies to property currently possessed by the school district shall be made by the Superintendent, who may delegate this responsibility to qualified personnel, provided all requirements of the law are met.

Disposal of property which meets the above criteria shall be in a manner most advantageous to the school district and shall be according to the following priority outcomes:

1. Sale
2. Trade in or exchange
3. Donation to students, parents, or non-profit agencies, whichever is appropriate
4. Discard in an appropriate manner

Disposal of real estate shall require the approval of the School Board and a vote of the District voters.

LONDONDERRY SCHOOL BOARD

First Reading to Adopt: November 7, 2023

Second Reading to Adopt: November 28, 2023

DATE: November 28, 2023

TO: School Board

FROM: Negotiating Team - Attorney Gordon Graham, Lisa McKenney, Cindy McMahon, Dan Black, Amanda Butcher, Bob Slater, Kim Carpinone, Amity Small & Jason Parent

SUBJECT: Support Staff Negotiations Summary

Recommending a 3-year agreement.

- “July 1, **2024**, through June 30, **2027**”
1. **Hours of Work** - One additional workshop day has been added for designated support staff. Support staff will attend all workshops the administration identifies as required.
 2. **Labor Grade Changes** – (With appropriate wage increases)
 - All Special Education (Eff 11/1/2021) & 504 Assistants moved from Grade 3 to Grade 4.
 - All Instructional Assistants & Clerical Assistant I moved from Grade 2 to Grade 3.
 - All Monitors and Clerical Assistant II moved from Grade 1 to Grade 2.
 3. **Wage Rates** – (All employees will receive increases as follows)
 - FY 25 – FY24 pay rate + \$1.25 per hour
 - FY 26 – FY 25 pay rate + \$1.50 per hour
 - FY 27 – FY 26 pay rate + CPI * + \$0.50 per hour

* CPI - (Consumer Price Index) (2.5% min – 4.5% max) as of 10/1

Starting Rates – Wages

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
FY 25	\$13.93	\$14.40	\$15.19	\$17.12	\$18.66
FY 26	\$14.43	\$14.90	\$15.69	\$17.62	\$19.16
FY 27	\$14.93	\$15.40	\$16.19	\$18.12	\$19.66

Instructional, Special Ed and 504 Assistants can earn an additional \$.50 per hour if certified as a Paraeducator II through the NH DOE.

Management reserves the right to hire employees with up to 2 years of experience at that rate of pay. The employee will no longer be frozen at that level for 2 years.

Support Staff will be compensated \$30 per activity for which they serve as a chaperone for a school event outside of the normal day.

4. **Leaves - Updates**

- Holidays – Juneteenth is added. School year employees shall not be entitled unless they have been scheduled to work the days immediately preceding and following.
- Sick Leave – School year employees will earn 1 day per month (10 days per year) for the first 6 years of employment. After 6 years, they will earn 1.3 days per month (13 per year) (Current rate of accrual). Rate of accruals will be prorated based on number of days an employee works.
- Vacation - Calendar year employees will earn vacation 0-4 years (10 days per year) (only change was 0 instead of 1 to begin accrual)
- Personal Time- Personal Time may not be taken on consecutive workdays without the prior approval of the superintendent or designee.
- Attendance Bonus- Paid at the end of the year.
 - \$600 if 0 sick days are used
 - \$400 if only 1 sick day is used
 - \$200 if only 2 sick days are used
- Leave of Absence Without pay – No leave without pay may be taken until all sick and personal leave has been used. Other leave, paid or unpaid, may be granted at the discretion of the School Board.

5. **Education Incentive Reimbursement**

Up to \$700 (Prorated based on hours worked per week) is available with pre-approval. **No longer have to wait a year to be eligible.** May apply to the superintendent after May 1st for additional funds if available.

6. **Health Insurance – Moving to higher copay**

Employees will have the option of **School Care Green (\$20 copay)** (Currently \$10 copay) or **School Care Red** – both with prescription coverage \$10/\$30/\$65 (was \$5/\$15/\$35)

School Year Employees-District contribution will continue the same for previously grandfathered employees and those working over 1300 hours per year.

For all employees that work less than 1300 per year and at least **25 hours per week** – The district will contribute 50% of the cost of the Single Red plan for FY 24, 60% for FY 25 and 70% for FY 26. This contribution can be used towards the cost of the Red or Green plans as well as 2 person or family coverage for either plan.

7. **Miscellaneous Language Changes**

- Agency fee removed – Now illegal
- Non -Discrimination language updated

SUPPORT STAFF SUMMARY COMPARISON

PROPOSED-DISTRICT \$\$\$

	Year 1-\$1.25	Year 2-\$1.50	Year 3-CPI +\$.50	Total
Salary/Benefit Increases				
Salary Increase	318,850	382,620	2.50% 137,538	839,009
Starting Wage Increase	12,102	0	0	12,102
Add'l .25/hr-\$.50/hr	0	0	127,540	127,540
FICA Taxes (7.65%)	26,268	29,270	20,279	75,817
NH Retirement (13.53%)	10,757	12,552	9,198	32,508
Grade Changes (1-2 &2-3)	12,426	0	0	12,426
Subtotal Salaries/Benefits:	380,405	424,442	294,555	1,099,402
Additional Salary Items:				
Para Cert	2,850	0	0	2,850
Extra PD Day	18,000	0	0	18,000
Attendance Bonus	9,300	0	0	9,300
FICA Taxes (7.65%)	2,306	0	0	2,306
Subtotal Additional Salary Items	32,456	0	0	32,456
Other Cost Items:				
Insurance (50% New Part) 50%-Year 1, 60%-Year 2, 70%-Year 3 of Red Single Plan	414,458	84,692	84,692	583,842
Insurance Plan Change	-28,861	0	0	-28,861
Subtotal Other:	385,597	84,692	84,692	554,981
GRAND TOTAL:	798,458	509,134	379,247	1,686,840

Pay Rate Ranges

	# Emp	Low	High	Low	High	Low	High
Grade 1	9	13.93	20.58	14.43	22.08	14.93	23.13
Grade 2	22	14.40	22.01	14.90	23.51	15.40	24.60
Grade 3	16	15.19	25.67	15.69	27.17	16.19	28.35
Grade 4	165	17.12	28.51	17.62	30.01	18.12	31.26
Grade 5	12	18.66	28.82	19.16	30.32	19.66	31.58
Total:	224						



Londonderry School District Daniel Black, Superintendent of Schools

Memo

To: Londonderry School Board
From: Dan Black
Date: Nov. 21st, 2023
Re: Bullying Public Forums with Parents/Community

After debriefing the start of the School Year, Ad Council is recommending to the School Board we host two separate Parent/Community in person forums later in the school year to address how we handle bullying claims and investigations in our schools. We would propose a K to 5 forum and a separate grades 6 to 12 forum.

The goals of these forums would be:

1. To explain to parents/community the process we follow when a bullying claim comes to any staff member in our schools.
2. How we go about a bullying investigation if a claim does warrant that approach.
 - a. If a claim does not warrant an investigation – the other parts of our behavior code we look into, address, and follow through on.
3. The major laws that provide the foundation for how we handle and address bullying claims and investigations.
4. The resources we have in our schools for parents and students when they have questions/concerns around bullying.

The scope of the forums could grow from there as we engage more of our staff on this project in terms of school counselors and assistant principals who know the details of this work very well on the day to day.

We would target the late winter to early spring window when we do not have concerts/performance and major sporting events so that we could potentially have strong parent/community turn out.

The forums would start as informational sessions, and we would leave some room towards the end for Q & A with parents to review the finer details of this process.