

## ***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, September 6, 2022 at 7:00PM at the Londonderry High School, 295 Mammoth Road, Londonderry, NH in the LHS Cafeteria. The meeting will be broadcast on local Cable Access Ch. 21 as well as the District's YouTube Channel.

- 7:00 PM      1.      Call To Order
2.      Pledge of Allegiance
- 7:05 PM      3.      Consent Agenda
- 3.1      Resignation(s):
- |                    |                   |               |
|--------------------|-------------------|---------------|
| Ryan Bonta         | Support Staff     | High School   |
| Ronda Gibeau       | Support Staff     | Moose Hill    |
| Karl Hubner        | Teacher           | High School   |
| Kristina Lundquist | Support Staff     | Middle School |
| Tafadzwa Musekiwa  | Teacher/Counselor | High School   |
- 3.2      Minutes:      August 18, 2022
- 3.3      Meetings:
- |                    |                 |        |          |
|--------------------|-----------------|--------|----------|
| September 20, 2022 | Regular Meeting | 7:00PM | LHS Cafe |
| October 4, 2022    | Regular Meeting | 7:00PM | LHS Cafe |
| October 18, 2022   | Regular Meeting | 7:00PM | LHS Cafe |
| November 1, 2022   | Regular Meeting | 7:00PM | LHS Cafe |
- 7:10 PM      4.      Committee Reports
- 4.1      Student Council – TBD
- 4.2      Teacher Liaison
- 4.3      School Board Liaisons
- 7:20 PM      5.      Announcements and Presentations
- 5.1      School Opening - Principals
- 5.2      ALICE Video

September 6, 2022

- 7:35 PM      6.      Public Comment
- 8:05 PM      7.      Old Business
- 7.1      Facilities Master Plan Discussion - Dan Black
- 8:35 PM      8.      Superintendent's Report
- 8.1      Communications Update - Amity Small
- 8.2      Enrollment Report - Dan Black
- 8.3      Mentoring Program Update - Dan Black
- 9:00 PM      9.      Non-Public Session
- Non-Public Session requested under RSA 91-A:3, Section II (b) and (c).
- 9.1      Personnel Nomination(s)
- 9.2      Personnel Matter(s)
- 9.3      Coaching Nomination(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**

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The meeting of the Londonderry School Board will be held on Thursday, August 18, 2022, at 7:00PM at the Londonderry High School, 295 Mammoth Road, Londonderry, NH in the LHS Cafeteria. The meeting will be broadcast on local Cable Access Ch. 21 as well as the District's YouTube Channel. In attendance were school board members: Mrs. Butcher, Amy Finamore, Mr. Gray, Mrs. Loughlin, and Mr. Slater. Also in attendance were Interim Superintendent, Mr. Black, Business Administrator, Mrs. McKenney and School Board Secretary, Lisa Muse.

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1. Call To Order: The meeting was called to order at 7:00PM by Amy Finamore.

There was a moment of silence for High School student, Thomas Rioux who passed away suddenly last week.

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2. Pledge of Allegiance: The Pledge of Allegiance was led by Chief Bernard.

5. Announcements and Presentations

5.1 Acting Chief of Police Kim Bernard - School Supplies Drive: He discusses the update on the outstanding turnout for the School Supplies Drive. Raised \$1200 in school supplies. He thanks the community for their support. He is proud to partner with the school district and will do this again. It was a great opportunity to meet the SROs.

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3. Consent Agenda: *Mr. Slater made a motion to accept the Consent Agenda. Mrs. Loughlin seconded the motion. The motion passed by a 5-0 vote.*

3.1 Resignation(s):

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|                    |                 |               |
|--------------------|-----------------|---------------|
| Valerie Gomes      | Support Staff   | Moose Hill    |
| Heather Kennard    | Support Staff   | Moose Hill    |
| Kathleen Marich    | Dining Services | High School   |
| Mirielle Rouillard | Teacher         | Middle School |
| Kayla Sacca        | Teacher         | South School  |
| Sharon Valdez      | Teacher         | South School  |

3.2 Minutes: August 2, 2022

3.3 Meetings:

30

|                    |                 |               |                  |
|--------------------|-----------------|---------------|------------------|
| August 24, 2022    | Building Tours  | 6:00PM-6:30PM | North School     |
|                    |                 | 6:45PM-7:15PM | Middle School    |
|                    |                 | 7:30PM-8:00PM | High School      |
| August 25, 2022    | Building Tours  | 6:00PM-6:30PM | South School     |
|                    |                 | 6:45PM-7:15PM | Moose Hill       |
|                    |                 | 7:30PM-8:00PM | Matthew Thornton |
| September 6, 2022  | Regular Meeting | 7:00PM        | LHS Cafe         |
| September 20, 2022 | Regular Meeting | 7:00PM        | LHS Cafe         |

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August 18, 2022

9.1 Update on LED Lighting and Other Summer Building Projects: Alan Miller: He details the security upgrades that have been done. Waiting for components to be delivered. Energy refit is going along the same lines. Roofs are being completed. The Middle School had some trees removed and the driveway was sealed and painted. The rock around the sign is being fixed. District parking lots have been painted. There is a new pickup/drop off car design at the High School to get cars off Mammoth Road and create a different traffic flow. Pad work is done for the freezers at North and South School. The summer cleaning staff has worked very hard.

Mrs. McKenney mentions that bus routes will be posted on the website, Monday, August 22<sup>nd</sup>. We will send out an email to all parents once they are available. They were 16 drivers short, but another three drivers resigned this week, so we are going into the school year 19 drivers short. There are about 6 or 7 signed up that need to go through the training and get certified and this should happen around November.

#### 4. Committee Reports

4.1 Student Council – TBD

4.2 Teacher Liaison: None

4.3 School Board Liaisons: Mr. Gray mentioned the Kindergarten Committee will present on the 20<sup>th</sup>. He is looking forward to feedback. The Senior Expo will be on the 16<sup>th</sup>. Mr. Slater discusses the drought and the watering schedule set by the Town. Amy Finamore mentioned the Energy Committee meeting will be on August 25<sup>th</sup> at 7:00 at the Town Hall.

6. Public Comment: *Mr. Slater made a motion to open public comment. Mrs. Loughlin seconded the motion. The motion passed by a 5-0 vote. Mr. Slater made a motion to close public comment. Mrs. Loughlin seconded the motion. The motion passed by a 5-0 vote.*

#### 7. Deliberations

7.1 Updates to the LMS Program of Studies -William Van Bennekum: He summarized that there will be a new format in 7<sup>th</sup> grade. World language will be added to the 7<sup>th</sup> grade related arts program in conjunction with the computer science class. The computer science class will have robotics as the foundational component.

*Mr. Slater made a motion to accept the updated Middle School Program of Studies as presented. Mrs. Loughlin seconded the motion. The motion passed by a vote of 5-0.*

7.2 Accepting the IDEA Grant - Kim Carpinone: She discussed that the FY23 allocations for the IDEA grant are in the memo. She discusses the Part B, and the district has received \$1,107,509.93 which is a \$581.25 decrease from last year. The money is used on salary. The difference will be covered by carry over funds and have no impact to the General Fund. For preschool, we are getting a separate grant for \$25,572.93 which is a \$176.16 increase. This grant will cover two assistants in the LEEP program.

*Mr. Slater made a motion to accept the FY23 IDEA grant. Mrs. Loughlin seconded the motion. The motion passed by a vote of 5-0.*

Mrs. Carpinone discussed with Dining Services not having money from the Federal Government to provide free lunches, we are urging families eligible to fill out the application. That is also part of the IDEA formula.

August 18, 2022

7.3 Retention of Unassigned Fund Balance - Lisa McKenney: She discussed the auditors were in last week and we will need to the Board to make some decisions on how much to retain. Based on their fieldwork, the School District's Total Fund Balance is estimated at \$1,258,605.16 At the August 2<sup>nd</sup>, 2022, School Board meeting, it was voted to use up to \$125,000 of Unassigned Fund Balance to fund a retention payment to support staff. This expenditure will leave a balance of \$1,133,605.16 in the District's Unassigned Fund Balance. This amount is available for the Board to decide how much to retain and how much to return as revenue to offset the December property tax rate for educational efforts this Fall. If the Board voted to retain \$1,000,000 that would leave \$133,605.16 being utilized to offset the tax rate and still leave the District with Unassigned Fund Balance. She reminds everybody the amounts returned to the taxpayers which was FY21: \$1,324,067; FY20: 458,998; FY19: \$84,261 and FY18: \$261,110. She is recommending retaining \$1 million, but that decision is up to the Board. She discussed the importance of having Unassigned Fund Balance and how it impacts our bond rating.

**Mr. Slater made a motion to approve the retention of one million dollars in Unassigned Fund Balance and \$133,605.16 to be used to reduce the tax rate. Mrs. Butcher seconded the motion. The motion passed by a vote of 5-0.**

7.4 2022-23 Londonderry School District Reopening Plan - Dan Black: About a month ago, he shared that the admin team and the District Office were ready to get back to school. The major changes are from not requiring masks, not making decisions around vaccination status and if someone is healthy, they should be in school and if sick should be home. If approved tonight, the plan will be cleaned up and put on the website. Everybody is desperate for normalcy and looking forward to reconnecting with the community and heal some of these issues.

**Mr. Slater made a motion to approve the 2022/2023 Londonderry School District Reopening Plan as proposed. Mrs. Loughlin seconded the motion. The motion passed by a vote of 5-0.**

## 8. Old Business

8.1 Facilities Master Planning Process - Dan Black: He has a condensed packet only for discussion and a memo. Looking at the next five year, what he thinks might come at us first is Moose Hill space needs and the Phase 1 part of the High School. If we aren't thinking of buildings to start, then one thing that comes up is mechanical and electrical systems. We are worried we have some of these systems coming close to end of life. He reminds everybody that this is just a discussion. The architects will be at all the building tours next week to answer questions, but at some point, we need to start thinking about the process and priorities. We need to get ahead of the fact that a lot of our buildings are old and will open the discussion. Nothing is being rushed and we want to make sure the Board and the community is part of the process. Mrs. Loughlin said not knowing where we are going with full day or half day kindergarten causes a block. Mr. Slater agrees with Mrs. Loughlin on Kindergarten and Phase 1 is imminent. He has some ideas on the District Office that he will bring up on the 20<sup>th</sup>. He agrees with Phase I of the High School is a factor and the wood structure keeps us from being able to add to the building. Mr. Gray asks if more portables could be added to Moose Hill or are we are out of room. Mr. Black will look into this. Amy Finamore talks about community input and maybe having a workshop. She feels that having an open forum dedicated to that could generate new ideas. Mr. Slater feels we need to have 2-3 priorities before we can get input and then set up a forum. He would like the public to come in and share their ideas and concerns.

dan said the building tours is a great time to talk to the architects. The public is welcome and over the next couple of meetings we should settle on a few priorities and then get community feedback.

August 18, 2022

8.2 Technology Committee: Mr. Gray met up with Mr. Black and Mr. Weinert and discussed the technology gaps. The C3 committee is already handling tech leads, but they want to add a few additional members. A rep from each technology committee from each school to speak to/from the schools would be ideal. He would like to come up with short term and long terms needs/wants where they want to be 5-7 years and come up with a plan. There is public grant money available that he would like to investigate if we had a plan in place.

9. Superintendent's Report

9.2 Summary of Staff Openings as of August 18th, 2022: Mr. Black states that there are three part time and three full time teacher openings. The update on special ed assistants is that we have 21 openings, but last year at this time we had 60 so that is good news. Old Home Days is being used as a further recruitment technique and the School District will have a booth.

***Mr. Slater made a motion to move into Non-Public Session requested under RSA 91-A:3, Section II (b), (c), (i) and (k). Mrs. Loughlin seconded the motion. The motion passed by a roll call vote 5-0.***

10. Non-Public Session

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

- 10.1 Personnel Nomination(s)
- 10.2 Coaching Nomination(s)
- 10.3 Emergency Function(s)
- 10.4 Negotiations

11. Adjournment

The meeting was adjourned at 7:53PM.

Respectfully submitted,

Lisa Muse  
School Board Secretary

## Lisa Muse

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**From:** Amy Finamore  
**Sent:** Monday, August 8, 2022 12:18 PM  
**To:** Lisa Muse  
**Subject:** Fwd: Athletes 8/19 minutes

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**From:** Beth Marrocco [REDACTED]  
**Sent:** Sunday, August 7, 2022 7:54:51 AM  
**To:** SchoolBoard <schoolboard@londonderry.org>  
**Subject:** Athletes

Hello! Thank you once again for your deep commitment to our district. Your passion for representing the interests of our young learners is evident in all of your intensive committee work and the long hours dedicated to various meetings each month.

Although, I do not have a child enrolled in school sports, I have wondered if there are clear guidelines for coaches to adhere to regarding the heat index? Student athletes are at a higher risk of heat stroke and often do not know the symptoms and dangers inherent to heat related trauma. Many athletes do not possess the bodily autonomy to say "no", especially under the pressure to please a mentor/coach or when in the presence of their peers or spectators.

Given that we can expect the temperatures to continue to rise each year, do we have formal mandates in place or simply recommendations? Each year we learn of students succumbing to heat related injuries or death so I think this is an area we should proactively address if our policies need revision.

Thank you for your time and consideration!

This letter may be entered into public records.

Beth Marrocco  
[REDACTED] Londonderry, NH  
pronouns: she/her/hers

## Lisa Muse

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**From:** Amy Finamore  
**Sent:** Thursday, August 18, 2022 2:34 PM  
**To:** Lisa Muse  
**Subject:** Fwd: Facilities Master Plan - Next Steps

Hi Lisa,

Would you mind adding this to tonight's minutes?

Thank you!  
Amy

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**From:** Jeffrey Penta [REDACTED]  
**Sent:** Wednesday, August 3, 2022 9:55:28 AM  
**To:** SchoolBoard <schoolboard@londonderry.org>  
**Cc:** Daniel Black <dblack@londonderry.org>  
**Subject:** Facilities Master Plan - Next Steps

Good morning -

I applaud the work completed by the District's Facility Committee and the work done by Lavallee Brensinger Architects and the Trident Group. This work highlighted glaring gaps from a structural perspective that the District Administration and School Board must plan to rectify. Thank you to the Board for agreeing to fund this important work.

With this work, the Board and Administration faces a task that no other recent board or administration faced - redesigning Londonderry' educational building infrastructure for the 21st Century. This, of course, comes with a long-term cost over the next 20 years (by most recent comments). I believe that both the District and the Board understands the magnitude of the series of discussions and decisions that will be faced related to this work.

I urge the Board to take this slowly and enact a **Capital Building Improvement Plan Committee** charged with reviewing, prioritizing, and planning the projects associated with the massive transformation projects illustrated from the Facility Committee's report and other high-cost transformative projects not identified (technology infrastructure, etc). The charge should also carry a component to solicit community input. Specifically, a school board initiated Capital Improvement Plan Committee can serve the Londonderry Community in the following ways:

1. Present to the School Board a detailed master plan required to transform the School District to one that educationally, safely, and economically, supports Londonderry while also standing the test of time through multiple leadership changes within the School Board and the District Office over the course of the program.
2. Work with third-party consultants (i.e. Trident Group - OPM) to review, discuss, and develop project timelines suitable for the Town of Londonderry
3. Continuously plan for the future needs of the District by ensuring that the District offices are supported



4. Ensure the community voice is heard, collected, and baked into proposed plans. Work closely with existing (i.e. Communications Committee) and other ad hoc groups where overlap exists and resources can be combined.

It's time to make a deep commitment about Londonderry's educational infrastructure future and develop a Capital Improvement Plan that meets the needs of the 21st century learner and greater Londonderry Community. We have great people in the district office and on the School Board that would benefit from a long-term group to assist you all with prioritizing and planning.

As a member of the Londonderry Planning Board and the Capital Improvement Plan Committee, I have seen the benefit of community based planning and the transparency it brings. In future meetings, I encourage the Board to seriously take this request under consideration and take action and discuss and approve of the formation of a community centric Capital Improvement Committee.

Sincerely,

--

Jeff Penta, Ed.D.

[Redacted]

[Redacted]

Londonderry, NH 03053

[Redacted]

Londonderry School Board  
Non-Public Minutes  
August 18, 2022

PRESENT: Board Members: Mrs. Butcher, Amy Finamore, Mr. Gray, Mrs. Loughlin, and Mr. Slater  
Interim Superintendent of Schools: Daniel Black  
5 Interim Assistant Superintendent of Schools: Mr. Dutton  
Interim Assistant Superintendent of Schools: Mr. Parent  
Business Administrator: Mrs. McKenney

10 Mr. Slater moved, seconded by Mrs. Loughlin, and passed unanimously (5-0) to enter non-public session under RSA 91-A:3, Section II (b) and (c) at 7:53 PM

Discussion of new staff hires

15 Mrs. Butcher moved, seconded by Mrs. Loughlin, and passed unanimously (5-0) to approve the administration's recommendation for all teacher nominations

Mrs. Butcher moved, seconded by Mrs. Loughlin, and passed unanimously (5-0) to approve the administration's recommendation for Co-Curricular nominations

20 Approval of hourly staff positions

Discussion on Personnel

25 Discussion on Safety

Discussion on negotiations beginning with custodians and then support staff

30 Mrs. Loughlin moved, seconded by Mrs. Butcher, and passed unanimously (5-0) to exit non-public session at 9:04 PM

Mr. Slater moved, seconded by Mr. Gray, and passed unanimously (5-0) to adjourn public session at 9:05 PM

35 Respectfully submitted,

40 Daniel Black  
Interim Superintendent of Schools



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

# Memo

**To:** Londonderry School Board  
**From:** Dan Black  
**Date:** September 1<sup>st</sup>, 2022  
**Re:** Facilities Master Plan Discussion

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We will review a presentation at the September 6<sup>th</sup>, 2022, School Board Meeting to help the Facilities Master Plan conversation. While the School Board reviews the presentation, please keep the following in mind:

- The plans presented in this presentation are for discussion only. They are hypothetical approaches to help the school board think about all the dynamics in front of it for the Facilities Master Plan. All these plans can be updated and changed moving forward to the School Board's liking.
- Slide 3 – Due to the enormity of the task, the Administration recommends we chunk out our facilities plan at least over the next twenty years but focus first on our most pressing issues in the first five.
- Slide 4 – The Administration has mapped out the first four priorities based on the perceived needs we see, but the School Board can of course determine others.
- Slides 5 to 8 – Although we are mapping this out over twenty years, we have a few pressing priorities that we need to start addressing this year, so we give ourselves the time to solve them within the first five years of planning. Many of our problems will take multiple years to fix and if we struggle with gaining voter approval of those fixes the time frame will take even longer.

- Slides 7 & 8 – The options presented are entirely hypothetical that help illustrate the timelines the school board, district administration, and community would need to navigate together to fix some of our most pressing issues in our school buildings.
- Slides 6 to 8 – We do not have enough time left before our March 2023 Vote to be able to address Moose Hill this school year. From talking with the Architects and the Trident Group, we do not have enough time to get accurate cost figures in a design and build approach to be able to bring any accurate and reliable figure to the voting public.
- Slide 9 – One way to avoid more complicated problem in years 5 to 10 of the master plan, would be to increase the funding in our maintenance trust fund to deal with mechanical and other issues at both South School and Matthew Thornton that will buy the community more time to deal with the elementary schools, hopefully 10 years or more from now. (If they are not covered already in some of our earlier mechanical fixes)
- Slide 10 – If the School Board can agree on an overall strategy and timeline this fall, we would be able to work with the Architects and Trident group to be able to backwards design on the most upcoming milestones in this process.

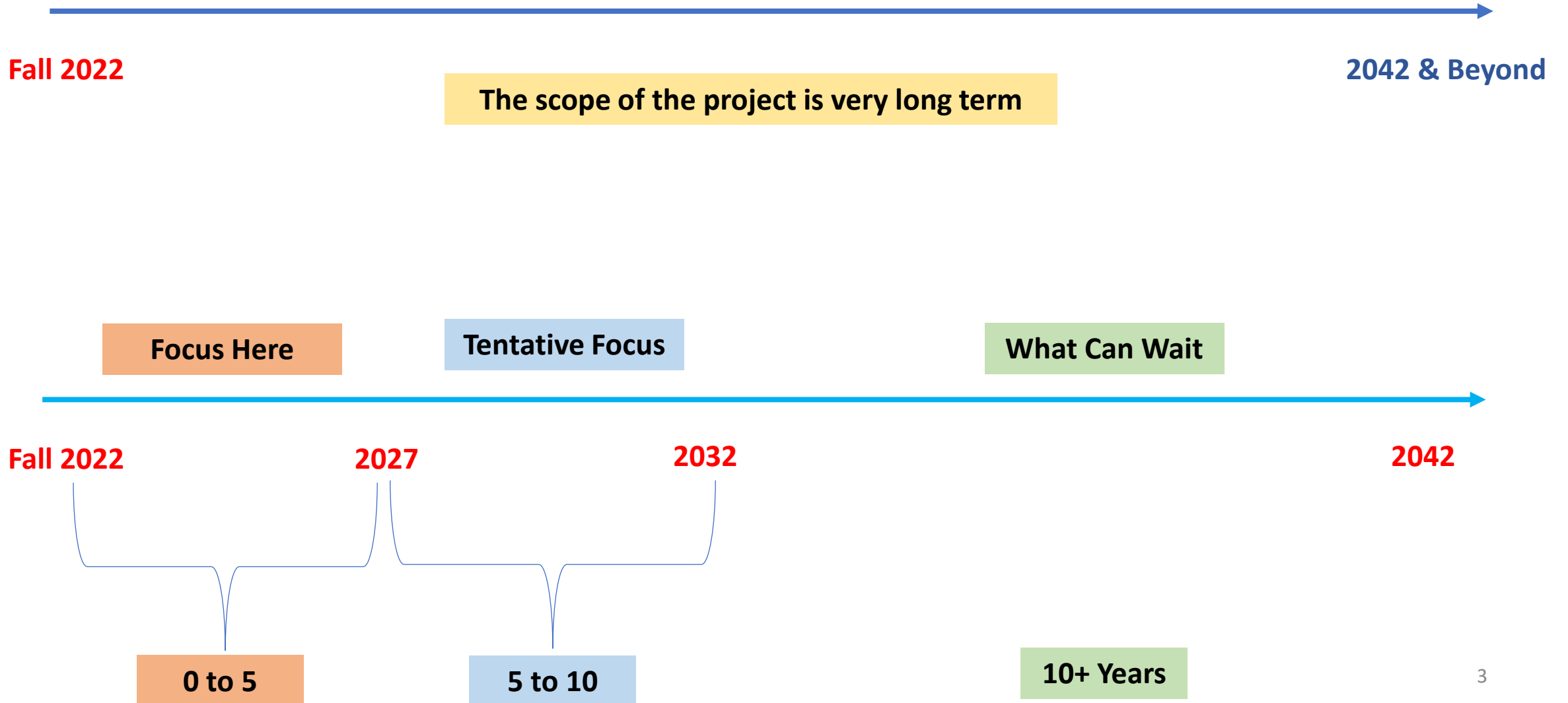
# Facilities Master Plan Discussion

September 6<sup>th</sup>, 2022, School Board Meeting

# What We Learned From Our Building Tours

- Our Buildings & Grounds Department and continued Public Support have kept the old part of our buildings in great shape. We are not worried about “imminent failure” of any building or system right now.
- But we have old parts of our buildings, and other pressing issues that we need to get a head of so that we don't have larger problems in the near future.

# Timelines



# Conceptual Priorities

Mechanical Issues District Wide

HVAC, Boiler, and Other Systems that might fail in next 1 to 3 years. We are reviewing the details with Seimen's to have a solid list ready for the School Board.

Moose Hill

**Phase 1** – Move out of Portables and Squeezed Spaces to Permanent a Building  
**Phase 2** – If the Town Supports Full Day Kindergarten

District Office

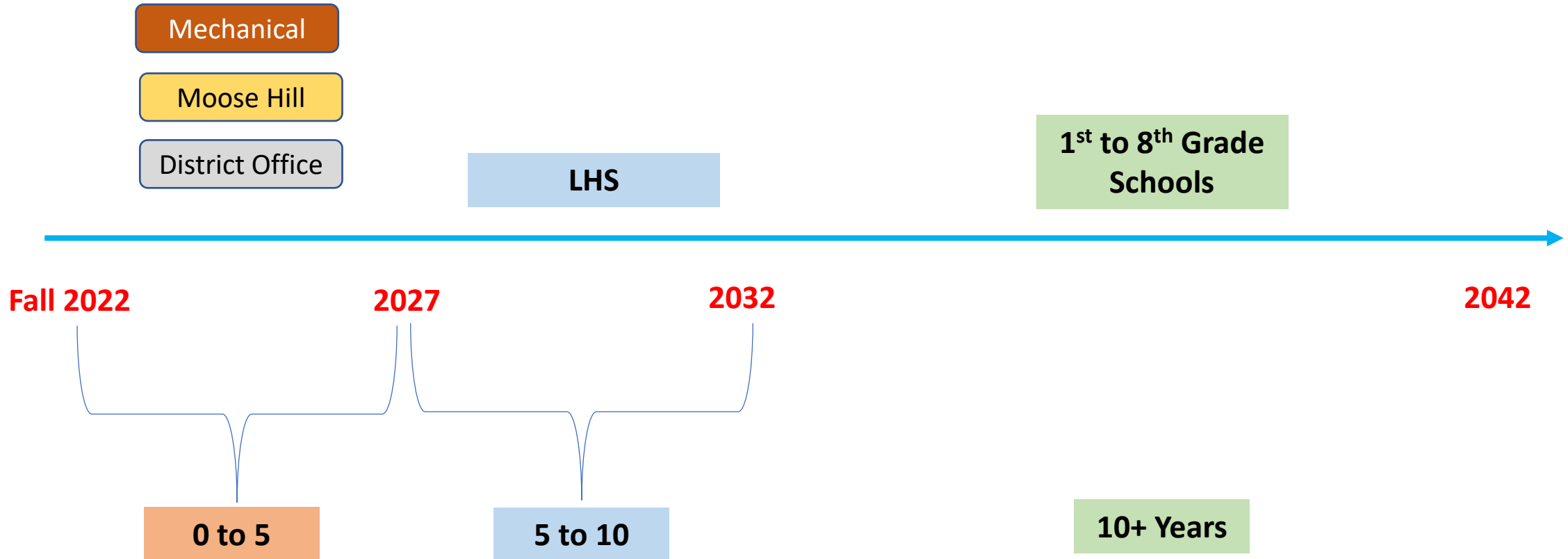
Current Lease ends in June of 2028. We could continue to get good Treatment from the landlord or pursue a permanent and district owned space.

Londonderry High School

Phase 1 is 50 years old and will soon dictate the need to update LHS and plan for the future.



# One Possible Timeline



# Timelines from Public Support to Implementation

|                 |  |   |  |
|-----------------|--|---|--|
| Mechanical Bond | Fixes HVAC, Boiler and Other Issues that could break before 2024-25 School Year. | ➔ | <i><u>Within 1 Year of Bond Approval</u> – multiple projects could in place across the district.</i> |
| MH Phase 1      | Out of Portables & Squeezed Spaces   | ➔ | <i><u>Within 18 to 24 Months of Bond Approval</u></i>  |
| MH Phase 2      | Full Day Kindergarten Addition   | ➔ | <i><u>24 Months &amp; Summer of Bond Approval</u></i>  |
| District Office | Same Conception and Placement as last year                                       | ➔ | <i><u>Within 18 of Bond Approval</u></i>   |

# 0 to 5 Years Planning Option #1

March 2023 Vote

Mechanical Bond



Aug 2023 School Start

March 2024 Vote

MH Phase 1



Aug 2024 School Start

Pressing Mechanical Solved



March 2025 Vote

MH Phase 2



Aug 2025 School Start

March 2026 Vote

Aug 2026 School Start

Out of Portables at MH



March 2027 Vote

District Office



Aug 2027 School Start

Full Day K



July 2028

DO Back Near Schools



# 0 to 5 Years Planning Option #2

March 2023 Vote

Mechanical Bond



Aug 2023 School Start

March 2024 Vote

MH Phase 1



Aug 2024 School Start

MH Phase 2



Pressing Mechanical Solved



March 2025 Vote

Aug 2025 School Start

March 2026 Vote

Aug 2026 School Start

Out of Portables at MH



March 2027 Vote

District Office



Aug 2027 School Start

Full Day K



July 2028

DO Back Near Schools

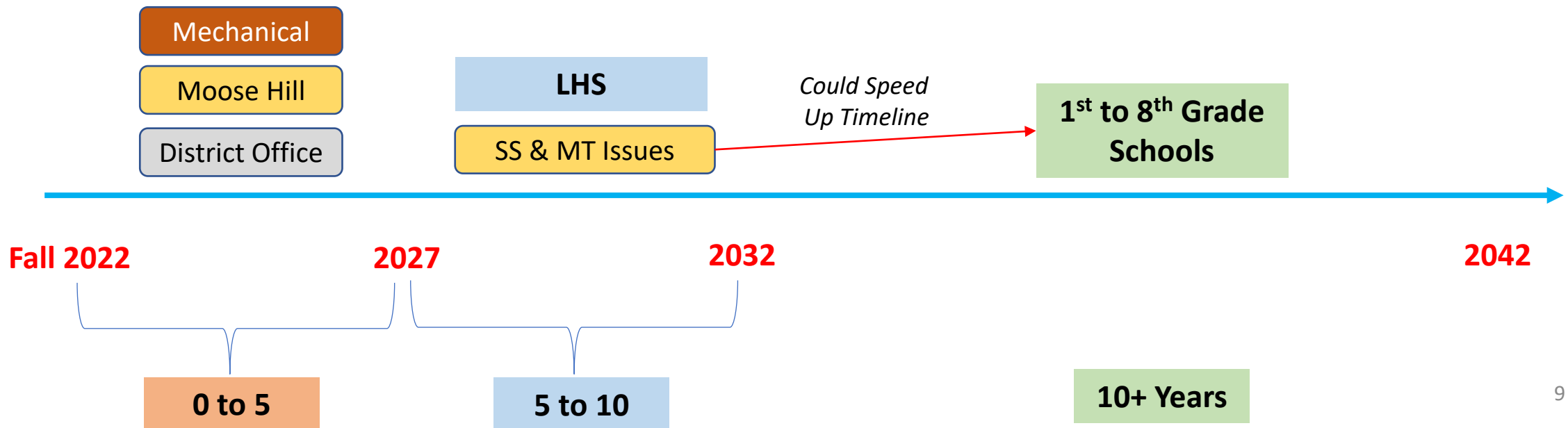


# Other Timelines To Keep In Mind

Where we are at now, from the Facilities Master Plan is that most parts of Londonderry Middle School and North School do not need to be addressed for 10+ years.

If we are comfortable with the general timeline on slide 5, the only flaw to that plan is the mechanical and other issues with South School and Matthew Thornton. Here are a few examples to keep in mind:

- *South School is 44 years old; its HVAC system is the original and has a normal life span of 25 to 30 years.*
- *Matthew Thornton had work done on its roof that should last for the next 10 years.*



# Next Steps

- When the School Board is ready, they should tentatively map out the priorities of the next 0 to 5 years.
- After the first 5-year window is settled, the School Board should have a tentative plan on a longer timeline to share with the community.
- The School Board should let the administration know what further information they need from the architects, Trident Group, the community etc. to determine that approach.
- Full Day Kindergarten Presentation is at our next meeting – 7pm September 20<sup>th</sup> with community input encouraged and welcome at that meeting.
- When the School Board is ready, they should hold a public comment period on their tentative plan as discussed in the last meeting.



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

# Memo

**To:** Londonderry School Board  
**From:** Dan Black  
**Date:** September 1, 2022  
**Re:** Preliminary Start of School Enrollment Report

Below is a quick Summary of our Preliminary and starting enrollment by school for the district. As a reminder, this is not the official enrollment number that we turn into the state, federal government, and use for budgeting purposes. That enrollment number occurs on October 1, 2022; and we will share that report next month.

| Moose Hill | Matthew Thornton | South School | North School | Londonderry Middle School | Londonderry High School |
|------------|------------------|--------------|--------------|---------------------------|-------------------------|
| 358        | 518              | 473          | 494          | 896                       | 1384                    |

Below is a quick summary of the October 1<sup>st</sup> Enrollment Reports for each school to give the current preliminary enrollment numbers some context:

| School           | 2018-19     | 2019-20     | 2020-21     | 2021-22     | 2022-23<br><i>Preliminary</i> |
|------------------|-------------|-------------|-------------|-------------|-------------------------------|
| Moose Hill       | 338         | 379         | 334         | 388         | 358                           |
| Matthew Thornton | 533         | 515         | 514         | 508         | 518                           |
| South School     | 467         | 454         | 445         | 466         | 473                           |
| North School     | 490         | 487         | 486         | 493         | 494                           |
| LMS              | 953         | 935         | 897         | 911         | 896                           |
| LHS              | 1443        | 1479        | 1445        | 1363        | 1384                          |
| Out of District  | 16          | 20          | 23          | 24          | 26                            |
| <b>TOTAL</b>     | <b>4240</b> | <b>4269</b> | <b>4144</b> | <b>4153</b> | <b>4149</b>                   |



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

# Memo

**To:** Londonderry School Board  
**From:** Dan Black  
**Date:** September 1<sup>st</sup>, 2022  
**Re:** Mentoring Program Update

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Attached to the public board packet is the approach we are using to mentor our new staff that have joined the Londonderry School District.

Within each month's checklist there are series of different tasks, discussion, and focus areas we want mentors and mentees to work with each other on over the school year. The first part of the school year is certainly front loaded for a reason – to help our new staff have a great start. We have messaged that these checklists are the beginning points of the relationship with our staff, and that our experienced mentor teachers can of course differentiate and personalize as they see fit to support and help their mentee over this school year.

The state of New Hampshire did support our request to use Title IIA Federal Funds for this new program. Title IIA focuses on professional development for staff which this new program clearly aligns well to those goals.

We currently have 41 mentor – mentee pairs up and running in the School District. The majority of the group has mentees in their first year with the district, but we did open up this program to support some of our second- and third-year hires strategically as well.

The School Board asked that we come back to share on how this program is going in terms of classroom management and behavior. As you can see from the checklists that is a priority in the early months and something we would keep an eye on throughout the year. As we get deeper into the school year, and we get Polly Bath more integrated into our schools and working with staff, we could share more details on that topic. It is too early in the school year to make any conclusions outside of having a great opening to a very normal school year. We have a positive school culture up and running in all six buildings right now.





# The Londonderry School District 2022-23 Mentoring Program

This document contains the Monthly Checklists for Mentors and Mentees to complete together throughout the 2022-23 School Year. Mentors, please provide a copy of the checklist to your building principal and the Human Resources Department at the end of each month listed.

## Mentor/Mentee Monthly Program

Mentoring, when done effectively, creates a partnership between two individuals – the mentor and the mentee. The goal of our updated mentoring program is to provide support for the Mentee – both new Teachers and new staff to the Londonderry School District. We want all our new staff to feel supported throughout their first year within the district. We also want to make sure that mentors and mentees form a strong bond so that the mentees have the opportunity to discuss/share successes and concerns, and pinpoint areas for improvement. We hope that our mentors will experience enhanced leadership skills, renewed growth, and the satisfaction that you made a difference for our new staff, whether they are new or veteran teachers joining the Londonderry community. The monthly checklists on the subsequent pages provide the beginning dialogue on specific topics but we hope that mentors are able to personalize and differentiate based on the needs of their mentees.

### **Mentor Expectations**

- Assist new staff in preparing for the 1<sup>st</sup> day of school.
- Assist new staff with classroom management and school wide discipline expectations when needed.
- Share knowledge of lesson planning, curriculum development, and teaching methods.
- Share background of school and district wide goals of the past few years and what they will mean for the upcoming school year.
- Help new staff understand all the procedural expectations of their school.
- Provide morale and emotional support and function as a sounding board for the mentee.
- Provide access to visiting other classrooms within the school and district for the mentees that want to observe other veteran teachers to grow their skills.
- Help new staff understand our student body, our parents, and the Londonderry community.
- For mentees in the beginning part of their career, help them engage in self-assessment and reflection on their own practice to maximize their growth and development.
- Provide support and professional feedback.

### **Mentee Expectations**

- Be open and honest with your mentor about your needs and questions. We want you to have a successful first year in Londonderry.
- Make the time to meet with your Mentor and always use the Monthly Checklists as a starting point but realize you can always go deeper and into other directions based on your personalized needs.

- If you did follow your Mentor’s advice and feedback, let them know. Pointing out that you used their help and advice is very important in the mentor relationship.
- Honor each other’s time and be organized for your meetings. Take notes when appropriate at your meetings to store the knowledge you get from them.
- Ask for very specific guidance and help when you need it.
- If you mentor provides you advice or feedback, receive that with a positive attitude. Your mentor is there to help and support you in this first year in the district and we want to make sure you have every opportunity to grow and improve.

**Due Dates for Monthly Checklists to Building Principal and Human Resources Department**

| <b>Month(s)</b>   | <b>Due Dates</b>                |
|-------------------|---------------------------------|
| August/September  | September 30 <sup>th</sup> 2022 |
| October           | October 31 <sup>st</sup> 2022   |
| November/December | December 22 <sup>nd</sup> 2022  |
| January/February  | February 24 <sup>th</sup> 2023  |
| March/April       | April 21 <sup>st</sup> 2023     |
| May/June          | June 16 <sup>th</sup> 2023      |

## August/September Mentor-Mentee Checklist

- Give a Building Tour
- Introduce Mentee to Staff in the Building
- Have Mentee present classroom layout
- Review classroom management plan
- Review school wide behavior expectations & procedures
- Review classroom budget and procuring supplies
- Review ASPEN and expectations
- Go over routines for team meetings (PLCs, Department, Grade Level and Staff Meetings)
- Debrief team meetings after they occur
- Discuss any fall testing dates and expectations
- Review procedures for Fire Drills and ALICE
- Explain Attendance procedures for students
- Review Human Resource procedures (attendance, personal leave, staff development forms, etc.)
- Review duty schedule and expectations
- Review Master Schedule of School
- Create a folder for substitutes and plans
- Review Google and One Drive expectations and other main IT tools used in the school/district
- Prepare for Open Houses
- Prepare for Evaluation Cycle with Administrator
- Review school and district wide goals for the year
- Review major curriculum documents and expectations for position
- Prepare plans for first day of school and first week of school
- Discuss roles in creating a positive school culture
- Review NH Code of Ethics for Educators

**What Other Topics did you all work on together opening the school year?**

**Estimate how much time you met over August/September:**

**Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## October Mentor-Mentee Checklist

- Debrief any classroom observations/walkthroughs from Administration
- Debrief the opening of school and upcoming goals for the fall
- Debrief school goals and impact on Mentee's classroom and expectations
- Review daily, weekly, and unit plans as needed for curriculum development guidance
- Review current pacing of curriculum and how the whole year may look
- Review parent's communications and expectations; problem solve as needed
- Prepare for Parent Conferences in November
- Review any formative data from fall student assessments when they are completed
- Discuss and Review RTI Process
- If applicable, discuss any struggling students and how that might apply to RTI process
- Discuss and Review Special Education and IEPs in the Mentee's classroom
- Clarify any issues from team meetings (PLCs, Grade Level, Department and Staff Meetings)
- Review and clarify grading procedures and report card expectations
- Discuss and problem solve any classroom management or specific behavior issues
- Set up a time to observe mentor and debrief
- Plan for professional development opportunities during the school year
- Debrief ALICE expectations and procedures as needed
- Review procedure for building work orders
- Review IT Help Desk procedures
- Review LEA Collective Bargaining Agreement
- Review Student Handbook

**What Other Topics did you all work on together this month?**

**Estimate how much time you met over October:**

**Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## November/December Mentor-Mentee Checklist

- Discuss plans for report cards and grading periods and any potential issues with parents and students around those grades
- Review school/district policies and approaches for the upcoming holiday season
- Preplan for any difficult conferences for Parent Teacher Conferences
- Debrief Parent Teacher Conferences
- Review daily, weekly, and unit plans as needed for curriculum development guidance
- Review current pacing of curriculum and how the whole year may look
- Discuss major successes in classroom during the Fall months
- Problem solve areas for improvement over the remainder of the year
- Debrief formal observations and feedback from administrators
- Discuss the busy season between Thanksgiving and Winter Break both professionally and personally and how to keep students engaged and productive
- Discuss procedures for snow days and delayed starts
- Find time to observe each other's classrooms
- Review Special Education referral process if applicable
- Revisit and plan for professional development opportunities later in the school year
- Discuss staff social gatherings for the holiday season

**What Other Topics did you all work on together these two months?**

**Estimate how much time you met over November and December:**

**Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## January/February Mentor-Mentee Checklist

- Review standardized and common assessments for the upcoming winter months
- Review fall student outcomes if applicable and plan to discuss student growth and performance from the fall
- Discuss “tips” to get through the winter months
- Debrief further outcomes from observations and summative evaluation by administrators
- Discuss timelines and process for contract renewal for the Spring
- Review any potential accommodations that need to be made in the Spring for State and other Standardized testing if applicable
- Review major successes from the first half of the year
- Problem solve areas for improvement for the 2<sup>nd</sup> half of the school year
- Determine any students that are struggling in class and strategize how to contact and reach out to parents
- Find time to observe each other’s classrooms

**What Other Topics did you all work on together these two months?**

**Estimate how much time you met over January and February:**

**Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## March/April Mentor-Mentee Checklist

- Review and prepare for standardized tests if applicable
- Review testing accommodations for specific students and clarify expectations
- Prepare for and review any students that would be eligible for ESY, Summer School, and Summer Academies if applicable
- Prepare for any second round of parent conferences if needed related to students attending summer programs
- Problem solve areas to focus on for the remaining months of the school year
- Find time to observe each other's classrooms
- Review daily, weekly, and unit plans as needed for curriculum development guidance
- Review current pacing of curriculum and how the year will close out
- Prepare for summer professional development opportunities
- Prepare for summer curriculum work if applicable

**What Other Topics did you all work on together these two months?**

**Estimate how much time you met over March and April:**

**Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## May/June Mentor-Mentee Checklist

- Discuss professional goals for next school year and how to prepare for next observation cycle with administrators
- Review expectations and procedures for final grading cycle of the school year
- Review and prepare for year-end activities and field trips
- Plan for final weeks of school to keep students focused and engaged
- Review standardized and common assessments for the spring months
- Review winter student outcomes if applicable and plan to discuss student growth and performance from the winter to spring
- Review and prepare for any requirements for students with IEPs and 504s to close out the school year
- Discuss procedures for final days of school and room preparation for the summer months
- Find time to celebrate the successes of the year with each other
- Outline potential resources needs for the next school year for the classroom
- Review next school year's calendar
- Provide feedback to the principal and district office on needed updates to the mentoring program

**What Other Topics did you all work on together these two months?**

**Estimate how much time you met over May and June:**

**Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_