DERRY COOPERATIVE SCHOOL BOARD MEETING
Derry Municipal Center
June 23, 2026

- **Call to Order**: Chairman Thiele called the meeting to order at 6:30 p.m. He led the Pledge of Allegiance.

-Roll Call: Kristina Lubelczyk, Joseph Crawford, Jane Simard, Michael Flynn, Brenda Willis, Michael Thiele, Jennifer Theroux, Jenna Paradise, Karen Rand, Jamie Carreau, and David Clapp.

-Also in Attendance: Richard Tripp, David Provencher, and Jim Dietzel

-Chairman Thiele referred to the Consent Agenda: Public Hearing Minutes of May 26, 2026, Public Meeting Minutes of May 26, 2026, Nonpublic Meeting Minutes of May 26, 2026; Manifest in the amount of $6,716,461.52, $4,923,659.04 General Payroll, $1,792,802.48 General Expense.

The professional staff nominations of Melissa Carley, Special Education Teacher, Grinnell Elementary School; Ellyn McGonagle, Special Education Teacher, Grinnell Elementary School; Melissa Stevens, Special Education Teacher, Gilbert H. Hood Middle School; and Hilary Woods, Elementary School Teacher, Ernest P. Barka Elementary School.

Superintendent Permission to Hire-The School Board will permit Superintendent Michael Flynn to hire during the summer.

Jenna Paradise **Moved** to accept the Consent Agenda, the nominations of Melissa Carley, Ellyn McGonagle, Melissa Stevens, and Hilary Woods, and Superintendent Michael Flynn given permission to hire during the summer. Jamie Carreau seconded the Motion.
Vote: Yes - Unanimous (7/0)

Appointment Presentations: - None

Delegations & Individuals:-None

-Chairman Thiele stated that the public comment area will stay open until 7:03 p.m.

- **Student Member Updates: -Pinkerton Academy**: -None

- **Deliberations:**

Food Service Meal Price Increase: Jane Simard and Kristina Lubelczyk presented a recommendation to increase meal prices by 10 cents, aligned with USDA guidelines and the paid lunch equity tool.

Key Points:

Price increase reflects rising food costs (examples: hot dog buns increased from $22.72 to $36.59 per case; yogurt cups from $0.25 to $0.30)

Labor costs represent approximately 60% of the food service budget

Nine full-time employees in the department

Last increase was 10 cents following COVID

Annual cost per student for 180-day lunch period: $18

Reduced-price students currently paying $0.40 will not see increases; free students remain free

Snack milk remains $0.50

The USDA calculator showed a shortfall of $0.48 per meal

Proposed pricing aligns with district averages: breakfast $1.70 to $1.80; lunch $3.00 to $3.10; intermediate/middle school lunch $3.20 to $3.30

Outstanding Lunch Debt:

Recent graduates from Gilbert H. Hood Middle School going to PA: $1,992

Total outstanding bills: $24,369.65

Discussion noted staffing challenges in managing lunch accounts and the district's obligation to absorb unpaid debt. The Board acknowledged efforts to communicate with families about free and reduced-meal programs.

Jenna Paradise **Moved** to accept the increase to the cost of student meals by 10 cents. Jennifer Theroux seconded the motion.
Vote: Yes - Unanimous (7/0)

Year-End Fund Balance Projects:

-Chairman Thiele noted that House Bill 1610 (awaiting the governor's signature) would rescind prior contingency fund authorization and require annual voter approval. If enacted, the FY 27 contingency fund option would be eliminated immediately, and the unassigned fund balance would roll into next year's budget as revenue.

Current Unassigned Fund Balance: $1.45 million (down from $1.756 million following approved projects and purchase order closures)

Proposed Projects:

Guardrail replacement at West Running Brook Intermediate School: $35,000

Tactile pad replacement at Barka Elementary School: $6,000

Total: $41,000

Jennifer Theroux **Moved** to include the guardrail and tactile pads as part of the projects under the unassigned fund balance. Jenna Paradise seconded the motion.
Vote: Yes - Unanimous (7/0)

Fiscal Advisory Committee Appointments-Returning Members (existing terms): Michael Allen, Derick Anderson, Steve Barry, Tom Cardon, Anthony Henry, Richard Tripp

Departing Members: Elizabeth Corcoran, Jodi Nelson (thank you for your service)

New Appointments (three-year terms):

Marissa Rousseau-Stitt (incumbent, renewing)

Ben Cone (from alternate status)

Jim Dietzel (from alternate status)

This brings the committee to full membership (9 members). Two alternate seats remain open; applications continue at the district office.

Jennifer Theroux **Moved** to appoint Ben Cone, Jim Dietzel, and Marissa Rousseau-Stitt to three-year terms on the fiscal advisory committee. Jenna Paradise seconded the motion.
Vote: Yes - Unanimous (7/0)

School District Clerk Appointment:

-Per RSA 195, Section 5, Paragraph 1, the Board annually appoints the district clerk and sets the salary. Term runs July 1 through June 30.

Appointment: Tina Guilford, School District Clerk

Term: July 1, 2026 – June 30, 2027

Salary: $300 annually

Karen Rand **Moved** to accept the motion to appoint Tina Guilford as the school district clerk for a one-year term ending on June 30, 2027. Jennifer Theroux seconded the motion.
Vote: Yes - Unanimous (7/0)

Note: David Clapp recommended reviewing the clerk stipend during the budget process, noting it has remained unchanged for approximately 20 years. The treasurer position is currently open.

- Administration Reports:

-Business Administrator's Update: Jane Simard reported on FY 2025/2026 closeout: finalizing purchase orders, transitioning to new cloud-based accounting and HR software, and conducting staff training. Audit scheduled for August. Full cloud transition target: end of September.

MySchoolBucks App Fee Increase: Effective July 31, 2026, credit/debit card transaction fees increase from $3.00 to $3.75. eCheck payments remain discounted; cash and check payments have no fees. The Board will explore alternative payment processing options.

-Superintendent's Report-Superintendent Michael Flynn highlighted accomplishments during his first year:

Facilities: South Range Elementary renovation underway; progress maintained despite weather challenges. Credit to Jeremy Lamothe and Michelle Cremone for coordination.

House Bill 1610: District carries over approximately 2%, positioning it favorably compared to districts carrying 5% annually. If the bill passes, the $1.45 million fund balance automatically becomes next year's revenue without requiring contingency fund designation.

Personnel: Assistant Superintendent Joseph Crawford concludes 26 years of service to the district (final meeting).

First-Year Accomplishments:

Over 400 meetings with stakeholders (parents, students, employee groups, town departments, community organizations)

Reduced grievances from a 10-year average to 1 grievance this year

Improved labor-management relationships

Board governance strengthened; newsletter and communications committee enhanced transparency

District-wide PreK-8 behavior framework established

Enhanced school transition activities

New administrator evaluation process implemented; new teacher evaluation system launching in the fall

Curriculum and special education departments restructured with clear workflows

Transitioned the majority of processes to PandaDoc, reducing paperwork

Proactive recruiting strategy: 19 positions hired; most fully staffed since 2000

Shifted from reactive to proactive management; from isolated efforts to district-wide systems

Acknowledgment: Thanked the Board, staff, and community for supporting the transformation from managing a district to building an organization.

-Committee & Liaison Reports:

-Communications Committee-Jamie Carreau reported that the June 11, 2026, meeting included incoming Assistant Superintendent Dr. Carrie Sindoni (attending remotely). The final school-year newsletter was released June 17 on Parent Square, the district website, and Facebook, summarizing Board committee work and including a message from the chair.

Member Updates & Any Other Business: School Year Closeout: Chairman Thiele highlighted the separation of the retiree celebration from the Board meeting this year—a new tradition featuring special speakers for each retiree. Next Charter School graduation (June 11), Pinkerton Academy graduation (June 12), and Gilbert H. Hood Middle School promotion ceremony were all successful. He thanked all staff—teachers, assistants, administrators, food service, and custodians—for their contributions.

Future Meetings:

-No July Meeting
-August 11, 2026: Regular Meeting - 6:30 p.m.- Derry Municipal Center-3rd Floor Meeting Room
-August 25, 2026: Regular Meeting-6:30 p.m.-Derry Municipal Center-3rd Floor Meeting Room

-The Board moved into Nonpublic Session. Chairman Thiele accepts a motion to move into Nonpublic Session according to RSA 91-A: 3 II (a).

At 7:31 p.m., Jennifer Theroux made a **MOTION** to move into Nonpublic Session per RSA 91-A: 3 II (a). Jamie Carreau seconded the Motion.

Roll Call Vote:	David Clapp-Yes
	Jamie Carreau-Yes
	Jenna Paradise-Yes
	Jennifer Theroux-Yes
	Karen Rand-Yes
	Chair Michael Thiele-Yes
	Brenda Willis-Yes
	Vote: Unanimous (7/0)

At 7:50 p.m., David Clapp made a **MOTION** to close Public Session. Jennifer Theroux seconded the Motion.
Vote: Yes - Unanimous

Respectfully Submitted,

Kristie J. Napolitano

School Board Secretary