1. CALL TO ORDER

2. APPROVAL OF AGENDA .................................................................................................................. p. 1

3. PUBLIC COMMENT – agenda items only

4. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (November 5) .................................................................................. pp. 3-9
   b. Canvass of the Vote (November 7) ....................................................................................... p. 10
   c. Special Board meeting (November 26) ................................................................................... pp. 11-13

5. RECOGNITIONS / REPORTS

6. PERSONNEL
   a. Coach nomination .................................................................................................................. p. 14
   b. Veterans’ Salary Scale application ....................................................................................... p. 15

7. COMMUNICATIONS & POLICY
   a. Committee meeting report (November 7) ............................................................................... pp. 16-18
      • Policy #511 Non-Resident Student Admission (1st reading) .............................................. pp. 19-21
      • Policy #511.1 Elementary Enrollment Areas (1st reading) ............................................... p. 22
      • Policy #512 Entrance Age (1st reading) .............................................................................. p. 23
      • Policy #513.3 Tuition Students (1st reading; considered for deletion) .............................. p. 24
      • Policy #513.4 Vocational Educational Programs (1st reading) ......................................... p. 25
      • Policy #514 Attendance, Absenteeism and Truancy (1st reading) .................................... pp. 26-28
      • Policy #514.1 Dismissal, Student Request (1st reading) ................................................... p. 29
      • Policy #515 Post-Graduate Students (1st reading; considered for deletion) ...................... p. 30
      • Policy #516 Guidelines for Foreign Exchange (1st reading) .............................................. p. 31
      • Policy #641 Class Size Guidelines (1st reading) ................................................................. p. 32
      • Policy #818 Website Accessibility/Grievance (new policy) (1st reading) ............................. pp. 33-35
      • Policy #133 Minutes (2nd reading) ....................................................................................... pp. 36-37
      • Policy #160/412/571/631 Non-Discrimination (2nd reading) ............................................. pp. 38-39
      • Policy #247 Data Governance and Security (NEW – 2nd reading) ..................................... pp. 40-43
      • Policy #249 Data/Records Retention (2nd reading) ............................................................. pp. 44-45
      • Policy #413 Drug- and Alcohol-Free Workplace (2nd reading) ........................................ pp. 46-47
      • Policy #463 Employment References and Verification ....................................................... p. 48
         (Prohibiting Aiding and Abetting of Sexual Abuse) (NEW – 2nd reading)
      • Policy #753 Tobacco Use on School Premises (2nd reading) ............................................. pp. 49-50
8. CAPITAL FACILITIES
   a. Committee meeting report (November 14) ................................................... pp. 51-52

9. NEGOTIATIONS
   a. Committee meeting report (November 19)

10. CITY AND COMMUNITY RELATIONS
    a. Committee meeting report (November 28) .................................................. p. 53
    b. Committee meeting report (November 30)

11. PROPOSED CALENDAR OF MEETINGS ............................................................... pp. 56-57

12. PUBLIC COMMENT – any subject, in accordance with Board Policy #132

13. ADJOURNMENT
Concord School District
Board of Education
Regular monthly meeting
November 5, 2018

Board members: Clint Cogswell, Tom Croteau, Nathan Fennessy, Jennifer Patterson, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks; student representatives Helen Massah and Gaven Brown

Board member absent: Chuck Crush

Administrators: Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Facilities Matt Cashman, Director of Human Resources Larry Prince

Agenda Item 1. Call to Order

Board President Jennifer Patterson called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

Jim Richards made a motion to amend the agenda to add the item “authorize canvass of the vote by telephone” to the agenda.

The Board voted 8-0 to amend the agenda as stated above (motioned by Mr. Richards, seconded by Tom Croteau).

Maureen Redmond-Scura made a motion to approve the amended agenda.

The Board voted 8-0 to approve the amended agenda (motioned by Ms. Redmond-Scura, seconded by Mr. Croteau).

Agenda Item 3. Public Comment—agenda items only

Concord resident Roy Schweiker spoke about the negotiations process. He estimated that the majority of teachers in Concord earn approximately $133,000 per year, including benefits. He said he did not feel that teachers should take punitive action toward students if they “have a beef” with the School Board. He said it should be written into the contract what teachers can and cannot do to protest lack of a contract. He said, “teachers do this because picking on students is an effective tactic.” He said that most New Hampshire towns put teacher contracts to the voters, adjusting the negotiations timeframe to hold this referendum, and suggested doing this in Concord.
Agenda Item 4. Approval of Board Minutes

Ms. Patterson briefly reviewed the minutes of the October 4 Board meeting and the Public Hearing and Special Board meeting on October 29.

The Board voted 8–0 to approve the minutes of the October 1 Board meeting (moved by Nathan Fennessy, seconded by Ms. Redmond-Scura).

The Board voted 8–0 to approve the minutes of the Public Hearing and Special Board meeting on October 29 as amended (moved by Mr. Fennessy, seconded by Mr. Croteau).

Agenda Item 5. Recognitions/Reports

Superintendent Forsten introduced Concord High School junior Gaven Brown, who is joining the Board as a student representative. He is interested in engineering and architecture.

He and Helen Massah reported on a variety of topics at CHS. On September 29, CHS hosted the annual Homecoming dance following the winning Homecoming football game that afternoon. 850 students attended the dance, making it a very memorable night for all those present. The New Next Gen Science classes are viewed positively by both students and teachers. Students have said that by focusing on the connections between topics, they feel more content is learned with less content being merely memorized. The sophomore and junior classes had an opportunity to take the PSAT on October 10. Seven or eight years ago it was offered only on weekends and presented a financial strain for some students; now it is offered on a school day and costs less. About 325 students took the test. Also on October 10, the National Honor Society inducted seven new senior members, recognized for excelling not only in academics but also for leadership, scholarship, service and character. The CHS senior class hosted a successful CHS Idol show on October 24, generating $950. Three students won that night; Felicia Berry in first, Noah Seidel and Dan Gabey in second, and Aditya Pant in third. Posters depicting the fall sports teams have been placed around CHS, addressing mental health problems by showing people in need that there are people who will listen and help. Fall Sports: the volleyball team finished their season with a record of 9:9, losing the first playoff game to Bedford. Football finished with 4:5, Field Hockey with 7:6, tying 1 game and making it to playoffs, but losing in the quarterfinals against Windham. Girls’ soccer finished with 12:3, tying one game and making it to the quarterfinals but losing to Bedford. Boys’ soccer went 11:3, tied 2 games and made it to semifinals but lost to Bedford. Cross country both girls’ and boys’ both made it to States, girls taking 3rd and boys taking 1st. The boys’ season continues at Regionals on November 10. Golf finished with a record of 18:3 but lost to Bedford in the championship. Winter Sports signups has just concluded, officially opening the winter sports season. The Health Science program hosts a Blood drive every year to help save lives. The first round was on October 16, with another planned in May. Recently, two science classes (AP Bio and the dual physics
algebra class) have started working on projects in which students use the technology in the “Makerspace” including the 3D printer and corresponding modeling software. CHS Robotics founded the first Lego league team at CMS, which they mentor twice a week. They hosted an FFL qualifier at UNH for several teams across New Hampshire. Their program currently consists of 38 students. Their upcoming season will begin in January. Lastly, the CHS drama club will perform The Complete Works of William Shakespeare on November 8-10, about a group of people who know nothing of Shakespeare but end up performing all of his 37 plays in the 90 mins of the evening – should be entertaining!

Superintendent Forsten provided an update on planning for the middle school facility. She reviewed the “visioning” process conducted throughout 2017, which included facility design and educational visioning, community conversations, learning goals, 21st century design patterns, guiding design principles, “blue sky” ideas, and key spaces and adjacencies.

She reviewed the five options provided by HMFH Associates, the District’s consultant for this process: 1. renovate the middle school for grades 6 -8 (960 students); 2. build a new middle school grades 6 -8 (960 students); 3. build a new middle school grades 5 – 8 (1280 students); 4. build a new middle school grades 6 -8 (960 students) in a partnership with the Family Y; or 5. build a new middle school grades 5 – 8 (1280 students) in a partnership with the Family Y. The next steps in the process include completion of the transportation study (December), which will include looking at elementary attendance zones and school start times; completion of the demographic study (January 2019), which will include a 7-year district enrollment projection and a 2-year elementary school enrollment projection; consideration of location including the current site and exploring other options.

Superintendent Forsten displayed a series of slides showing enrollment, staffing and updated, actual costs for the full-day kindergarten program. As of November 2018, the District has 290 kindergarten students (280 were projected). Class sizes range from 16 to 19 students. There are four new educational assistants, and this number may grow. The Superintendent’s contingency has funded these extra positions. Another graph listed staffing for the “Project Kindergarten Enrichment Year.” The staffing cost range was estimated at $912,895; the actual cost is $1,071,379.95. Mr. Richards asked about the costs for classroom furniture and supplies. Mr. Dunn replied that these required an additional $50,000, which was taken from the Superintendent’s contingency budget line.

Agenda Item 6. Personnel

Mr. Prince presented several coaching nominations.

Katherine Ferrari, Field Hockey B1 Coach, Rundlett Middle School, $2,079, Step 1, Group 11, 5.0%. Katherine replaces Jackie Cook. This is a fall coaching position.

Kevin Marceau, JV Hockey Co-Coach, Concord High School, $1,039.50, Step 1, Group 11, 50% of 5.0%, New position.
Patrick Lacasse, JV Hockey Co-Coach, Concord High School, $1,039.50, Step 1, Group 11, 50% of 5.0%. New position

Hannah Linquata, JV Spirit Coach, Concord High School, $1,663, Step 3, Group 13, 4.0%. Hannah replaces Lisa Waszeciak

Kelvin Duran, Girls A Basketball Coach, Rundlett Middle School, $2,287, Step 2, Group 11, 5.5%. Kelvin replaces Bobby Strong

Kevin Parsons, Girls B Basketball Coach, Rundlett Middle School, $2,079, Step 1, Group 11, 5.0%. Kevin replaces Kelvin Duran

Diego Hebra, Wrestling Supplemental Coach, Rundlett Middle School, $832, Step 1, Group 14, 2.8%. Diego replaces Paul Hrycuna

Zachary Procek, Indoor Track Coach, Concord High School, $3,534, Step 2, Group 6, 8.5%. Zachary replaces Colin Brown

Ms. Patterson asked about the cost of the two JV Hockey co-coaches; these are revenue-neutral and will be covered by the booster club and through fees.

The Board voted 8-0 to approve the new coaching nomination as presented (moved by Ms. Redmond-Scura, seconded by Pam Wicks).

The Board voted 8-0 to approve the slate of returning (winter) coaches as presented (moved by Mr. Fennessy, seconded by Ms. Redmond-Scura).

Agenda Item 7. Finance Committee

Committee Chair Tom Croteau reported on the meeting of October 3, which was an overview of the FY 2018 budget and discussion of considerations that might impact the vote to finalize the budget. The Committee discussed “real growth” and the District’s reserve accounts, and whether to add funds to some of them, which was eventually done. These discussions were preliminary to the public hearing and vote on the final budget on October 29.

Agenda Item 8. Negotiations Committee

Committee Chair Nathan Fennessy reported on the meeting of October 15, noting that the District has come to a tentative agreement with the CEA. The CEA membership will now vote whether to ratify the contract, which will then come back to the Board for a final vote on November 26.

At its October 17 meeting, the Committee developed an outline and timeline of the negotiations process for four more collective bargaining groups, including CAA.
Agenda Item 9. Communications & Policy Committee

Committee Chair Nathan Fennessy reported on the meeting of October 15, at which a number of policies were recommended to the Board for a first reading. No action was required.

Policy #133 – Minutes. With the 2018 passage of House Bill 1347, the first and seconds of all motions must be recorded. The first paragraph of the policy was replaced by the first two paragraphs of the NHSBA sample policy.

Policy #136 – Public Participation at Board Meetings. The Committee decided to make no changes to this policy other than adding the sentence “Submission of written comments is also encouraged.” to the end of the third paragraph, which had been proposed by Jennifer Patterson and voted by the Board on October 1.

Policy #160 – Non-Discrimination. The Committee added the prohibition on discrimination in employment practices based on gender identity as required by the 2018 passage of HB1319 (codified at RSA 354-A:6, and 354-A:7). The phrase “gender identity” was added to the opening sentence of the policy.

Policy #247 – Data Governance and Security – new. This new policy reflects, in part, the requirements of RSA 189:66, V (NH Laws 2018 Chapter 252 (HB 1612)), which requires NHDOE to establish minimum standards for privacy and security. Ms. Palley will research the special education manual for applicable references. The committee recommended this policy, with annotations, to the full Board.

Policy #249 – Data/Records Retention. Superintendent Forsten noted that the sample NHSBA policy has been amended to reflect the 2018 passage of HB 1551, which requires specific processes for special education records, litigation hold and right to know request hold. The committee recommended replacing the current policy with the NHSBA text.

Policy #249-R – Local Records Retention Schedule. The committee asked Superintendent Forsten to further review the schedule for a later meeting.

Policy #413– Drug-Free Workplace & Drug-Free Schools. With several syntactical changes, the first sentence of Item C. in the NHSBA sample policy ADB was added to no. 6 in the current policy (Alert local law enforcement of suspected violations of RSA Chapter 193-B, New Hampshire’s “Drug-Free School Zone” law, which makes it unlawful for any person to manufacture, sell, prescribe, administer, dispense or possess with intent to sell, dispense or compound any controlled drug or its analog, within a “drug-free school zone”); the second sentence of Item C. was used as a new no. 8 in the current policy (The Superintendent is directed to ensure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school); and the first sentence of Item C.b. in the sample policy was used as a new no. 9 in the current policy (In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy). Ms. Wicks
asked about enforcement of the policy. Superintendent Forsten suggested that an administrator could be requested to step in.

Policy #463 – Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse) – new. This sample policy fulfills the requirements of §8546(a) Every Student Succeeds Act (“ESSA”), which re-authorized and amended the Elementary and Secondary Education Act (“ESEA”) and is intended to decrease the risk that persons who have engaged in sexual misconduct while employed at one school could obtain employment at another school, without the second school ever learning of the prior misconduct. The law does not prohibit transmission of administrative or personnel files, but school employees, agents, etc. are prohibited from taking any other action to assist the employee in obtaining new employment. This would be a new Board policy. Mr. Fennessy noted that administrators would need to be trained in several points of law, such as “probable cause.” He said the policy will place an affirmative duty on the District to not only make reports but also check on whether a matter has been resolved and to follow up with other school districts.

Policy #753 Tobacco Use on School Premises. The revised policy would include definitions and prohibitions relative to e-cigarettes and liquid nicotine and improve readability. The Committee recommended to the full Board the revision to the current policy with partial text of the NHSBA sample policy.

Agenda Item 10. City and Community Relations
Committee Chair Clint Cogswell reported on the meeting of October 22, at which the committee discussed meeting with the City Manager and other city administrators, and to discuss the District brochure under development.

Agenda Item 11. Instructional Committee
Committee Chair Maureen Redmond-Scura reported on the meeting of October 24, at which the 2019-2020 school year calendar was discussed. The first calendar option was approved by the CEA and forwarded to the Board for approval.

The Board voted 7–1 (Mr. Fennessy voted nay) to approve the 2019-2020 school year calendar as presented (moved by Clint Cogswell, seconded by Ms. Wicks).

The Committee then discussed the Board’s class size policy and current class sizes in Concord’s schools.

Agenda Item 12. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board calendars for November and December.
The Board voted 8-0 to authorize the canvass of the vote of November 6, 2018 by telephone, to be conducted on Wednesday, November 7, 2018 (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Agenda Item 13. Public comment
There was no public comment.

Agenda Item 14. Adjournment

The Board voted 8-0 to adjourn (motioned by Mr. Fennessy, seconded by Mr. Richards).

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Maureen Redmond Scura, Secretary
Linden Jackett, Recorder
Concord School Board

Canvass of Votes – November 7, 2018

On November 7, 2018, the vote of November 6, 2018 was canvassed by a telephone poll, with election results certified by Roger B. Phillips, School Board Clerk.

### November 6, 2018 School Board Election Results

#### School Board At Large – Wards 1-10 – Three Year Terms

<table>
<thead>
<tr>
<th>Three Year Term</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<th>8</th>
<th>9</th>
<th>10</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Jennifer Patterson</td>
<td>147</td>
<td>608</td>
<td>633</td>
<td>875</td>
<td>1077</td>
<td>755</td>
<td>113</td>
<td>929</td>
<td>787</td>
<td>129</td>
<td>8236</td>
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<tr>
<td>Maureen Redmond-Scura</td>
<td>100</td>
<td>346</td>
<td>529</td>
<td>634</td>
<td>1094</td>
<td>462</td>
<td>962</td>
<td>518</td>
<td>468</td>
<td>973</td>
<td>6086</td>
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<tr>
<td>Danielle Smith</td>
<td>177</td>
<td>581</td>
<td>662</td>
<td>682</td>
<td>781</td>
<td>588</td>
<td>923</td>
<td>753</td>
<td>614</td>
<td>106</td>
<td>6821</td>
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<tr>
<td>Nathan Fennessey</td>
<td>95</td>
<td>364</td>
<td>478</td>
<td>576</td>
<td>979</td>
<td>444</td>
<td>833</td>
<td>552</td>
<td>461</td>
<td>894</td>
<td>5676</td>
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<tr>
<td>Barbara Higgins</td>
<td>151</td>
<td>623</td>
<td>698</td>
<td>867</td>
<td>935</td>
<td>721</td>
<td>118</td>
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<td>2970</td>
<td>502</td>
<td>3639</td>
<td>3107</td>
<td>544</td>
<td>34884</td>
</tr>
</tbody>
</table>

#### District B – Wards 5, 6 & 7 – One Year Term

| Nancy Kane               | 1668| 1146| 179 |    |    |    |    |    |    |    | 4610   |

#### Treasurer – Three Year Term

| Clinton Cogswell         | 232 | 934 | 1046| 1290| 1723| 1136| 180 | 1331| 1151| 191 | 12568  |

#### Clerk – Three Year Term

| Roger Phillips           | 235 | 937 | 1032| 1290| 1663| 1127| 177 | 1317| 1141| 189 | 12419  |

#### Total votes cast

| 1848| 156 | 1314| 1666| 2224| 1436| 223 | 1705| 1492| 248 | 17974  |

#### Total # of registered voters, opening of polls

| 3249| 285 | 2124| 3149| 3709| 2923| 347 | 2851| 2790| 368 | 30813  |

I hereby certify the above election results are true and correct.

Roger Phillips, School Board Clerk

The three candidates elected to three-year terms, beginning January 1, 2019, are:

- Jennifer Patterson 8,236 votes At Large
- Barbara Higgins 8,065 votes At Large
- Danielle Smith 6,821 votes At Large

The candidate elected to a one-year term, beginning January 1, 2019, is:

- Nancy Kane 4,610 votes District B (Wards 5, 6 and 7)

District Treasurer – three-year term beginning January 1,2019
- Clint Cogswell 12,568 votes

School Board Clerk – three-year term beginning January 1,2019
- Roger Phillips 12,419 votes

The results of the November 6, 2018, School Board election were accepted by eight of the nine Board members contacted, with one abstention.

Respectfully submitted,

Maureen Redmond Scura
Secretary
School Board members present: Jennifer Patterson, President, Clint Cogswell, Tom Croteau, Chuck Crush, Nathan Fennessy, Liza Poinier, Jim Richards, Pam Wicks

School Board member absent: Maureen Redmond Scura

Administration: Terri Forsten, Superintendent, Jack Dunn, Business Administrator, Larry Prince, Human Resources Director

Agenda:

1. Public comment
2. Review of new/revised CEA collective bargaining agreement (CBA)
3. Vote to ratify CEA collective bargaining agreement

Board President Jennifer Patterson called the meeting to order, noting that the Board would consider ratification of the new CEA contract. She asked for public comment.

Mrs. Betty Hoadley spoke to the Board in favor of the newly revised CBA for the Concord Education Association. She said that, while she understood the tactics that were encouraged by the CEA this fall, she does not like it when it impacts Concord's students and schools negatively. She reminded Board members that the teachers are not their constituents – they are employees of the District. Mrs. Hoadley noted that Concord students and Concord taxpayers are the Board's constituents. She said she supports bringing in the “best and brightest” to the District's teaching staff and reminded the Board to hold high expectations for their teachers. Mrs. Hoadley asked the Board to review the components of the CBA carefully to understand it, before voting in support. She finished by saying that the Board should vote to pass the CBA and get the District back to calm and back to teaching.

Ms. Patterson turned to Nathan Fennessy for an overview of the new CEA collective bargaining agreement. Mr. Fennessy reviewed the changes to the current agreement by offering the following highlights.

<table>
<thead>
<tr>
<th>Three Year Contract</th>
<th>Contract will be in force September 1, 2018 to August 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Contributions (Part I)</td>
<td>Simply changed the dates noted for the medical plan years.</td>
</tr>
<tr>
<td>&quot;Cadillac Tax&quot; (Part II)</td>
<td>Removed the year reference to Cadillac Tax</td>
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<tr>
<td>Change of Carrier</td>
<td>Removed reference to BC/BS POS Plan</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TB Testing</td>
<td>Removed reference to TB testing as it is no longer required</td>
</tr>
<tr>
<td>Co-Curricular Committee</td>
<td>Proposal for a committee to evaluate Appendix D, which outlines the amount of the stipends for coaching, performing arts and other co-curricular stipends</td>
</tr>
<tr>
<td>Co-Curricular Base Pay</td>
<td>Agreed to a modified base for co-curricular stipends</td>
</tr>
<tr>
<td>Declination Payment Distribution</td>
<td>Timeline change for declination payments related to medical benefits</td>
</tr>
<tr>
<td>Salary – Nurses</td>
<td>Modified the Nurses' salary schedule</td>
</tr>
<tr>
<td>Salary – Teachers</td>
<td>Modified the Teachers' salary schedule</td>
</tr>
<tr>
<td>Sick Day Accrual</td>
<td>Offered first-year teachers 20 sick days as the year begins</td>
</tr>
<tr>
<td>Co-Curricular, Elementary</td>
<td>Increase elementary afterschool stipends from $20,000 to $30,000</td>
</tr>
<tr>
<td>Appendix K: Renew</td>
<td>Renew the sidebar related to Teacher Evaluation processes to finalize the mini-observation and teacher rubric processes</td>
</tr>
<tr>
<td>Two Spring 2019 Events</td>
<td>Single-year agreement, CEA members will participate in two spring events to engage parents, students and the community in the schools for a total of 5 hours</td>
</tr>
</tbody>
</table>

Ms. Patterson expressed her appreciation to Mr. Fennessy as the chairperson of the Negotiations Committee in this challenging process. She also commended the members of the Negotiations Committee and the District negotiations team.

Nathan Fennessy made a motion, seconded by Tom Croteau, to recommend that the School Board support this contract.

Chuck Crush asked how the proposed agreement would be funded, as there are increases to the salary schedule. Jack Dunn explained that funding had been increased by the Board at its October 29 meeting.

Clint Cogswell said he has been part of prior negotiations and understands that the process can be challenging. He said he was disappointed that teachers thought it was a choice.

Mr. Croteau noted his intent to vote in support of the contract, and said he believed that the District team represented the Board well in the negotiations process. He said that he was disappointed in the teachers who chose not to attend the Back to School Nights in the fall, as this did not represent the schools well in the community. He said that further unprofessional behavior was apparent in staff meetings and at the District Opening Day, at which teachers were unprofessional.
Pam Wicks agreed with Mr. Croteau's comments, noting that she was disappointed that teachers did not attend Back to School Nights at their schools. She said that she will vote to support the new contract.

Mr. Crush commended Mr. Fennessy's work as the Chair of the Negotiations Committee.

Ms. Patterson agreed that the process was challenging for the District and the community.

Mr. Fennessy commented on the decision to move forward with retroactive pay that included an agreement to support two spring 2019 events which CEA members will attend. He spoke to the professional and impressive work by the District negotiations team which sat at the table: Jack Dunn, Donna Palley and Larry Prince.

Jim Richards also offered commendation for Mr. Fennessy for his leadership on the Negotiations Committee.

Ms. Patterson moved the vote forward; Mr. Fennessy requested a roll call vote.

The Board voted 8-0 by roll call to approve the contract.

Ms. Patterson called for a motion to adjourn.

The Board voted 8-0 to adjourn the meeting (motioned by Mr. Cogswell, seconded by Mr. Fennessy).

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Tom Croteau, Vice President

Terri Forsten, Recorder

page 3 of 3
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: December 3, 2018  
REFERENCE: Winter Coach Nomination

Hayden Daly  Concord High School  
Meredith, NH  Indoor Track Head Coach  
Education: University of New England, Biddeford, ME, MS/05  
Springfield College, Springfield, MA, BS/88  
Profession: Concord High School  
Teacher, 1999-present  
Experience: Concord High School  
Indoor Track Co-Coach, 2016-present  
Outdoor Track Coach, 2003-present  
Rundlett Middle School  
Cross Country Head Coach – 1999-2000  
Gilbert H. Hood Middle School, Derry, NH  
Soccer and Track Head Coach – 1995-1999  
Inter-Lakes High School, Meredith, NH  
Track Head Coach 1993-1995  
This is in addition to Hayden’s existing 50% Indoor Track position, replacing Tristan Black-Ingersoll’s 50%.  

$4,009  
Step 3, Group 6  
9.5%
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: December 3, 2018

The District is recommending the next applicant, in order of seniority, from the applicant list. Betsy Heath will have twenty days to accept or decline the offer.

<table>
<thead>
<tr>
<th>CEA MEMBER</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>YEARS OF SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Julie Harrington</td>
<td>Classroom Teacher</td>
<td>Rundlett Middle School</td>
<td>24.00</td>
</tr>
<tr>
<td>2. Diane Serard</td>
<td>Classroom Teacher</td>
<td>Abbot-Downing School</td>
<td>21.95</td>
</tr>
<tr>
<td>3. Brenda Hastings</td>
<td>Classroom Teacher</td>
<td>Broken Ground School</td>
<td>21.57</td>
</tr>
<tr>
<td>4. Lisa Mills</td>
<td>Special Education Teacher</td>
<td>Broken Ground School</td>
<td>20.00</td>
</tr>
<tr>
<td>5. Susan Dabuliewicz</td>
<td>School Nurse</td>
<td>Beaver Meadow School</td>
<td>20.00</td>
</tr>
<tr>
<td>6. Rebecca Schaefer</td>
<td>School Counselor</td>
<td>Concord High School</td>
<td>20.00</td>
</tr>
<tr>
<td>7. Jocelyn Jerry-Wolcott</td>
<td>School Counselor</td>
<td>Concord High School</td>
<td>19.90</td>
</tr>
<tr>
<td>8. Kevin Greene</td>
<td>Music Teacher</td>
<td>Rundlett Middle School</td>
<td>18.00</td>
</tr>
<tr>
<td>9. William Crowley</td>
<td>Business Teacher</td>
<td>Concord High School</td>
<td>18.00</td>
</tr>
<tr>
<td>10. Betsy Heath</td>
<td>Classroom Teacher</td>
<td>Rundlett Middle School</td>
<td>18.00</td>
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</table>
Committee chair Nathan Fennessy opened the meeting at 5:30 p.m. The agenda was to consider updating several student-related policies and to create several new policies. These are: Policy #511 Non-Resident Student Admission; Policy #511.1 Elementary Enrollment Areas; Policy #512 Entrance Age; Policy #513.3 Tuition Students; Policy #513.4 Vocational Educational Programs; Policy #514 Attendance, Absenteeism and Truancy; Policy #514.1 Dismissal, Student Request; Policy #515 Post-Graduate Students; Policy #516 - Guidelines for Foreign Exchange; Policy #517 Manifest Educational Hardship; new policy #517.5 Change of School or Assignment – Best Interests; Policy #520 - Safe School Zone; Policy #641 - Class Size Guidelines; new policy #818 Public Information Program.

Policy #511 Non-Resident Student Admission

Superintendent Forsten suggested the proposed new policy 517.5 Change of School or Assignment – Best Interests could replace the current policy 511 Non Resident Student Admission. Ms. Redmond Scura noted that NHSBA Policy JFAB focuses on parameters for divorce decrees and parenting plans. After further discussion, it was agreed that policies 517 Manifest Educational Hardship, NHSBA sample policy JCA Change of School or Assignment – Best Interests and NHSBA sample policy JEC Change of School or Assignment – Manifest Educational Hardship be considered at the next committee meeting.

Policy #511.1 Elementary Enrollment Areas

The NHSBA does not have a similar sample policy. Minor changes were made to this policy and it was recommended to the full Board for a first reading.

Policy #512 Entrance Age

The legal reference from the NHSBA sample policy was added, and it was recommended to the full Board for a first reading.

Policy #513.3 - Tuition Students
This policy is thought to have referred to contracts with other districts, such as Bow or Deerfield. The Committee recommended deletion of this policy.

Policy #513.4 - Vocational Educational Programs

The review date was added, and the policy was recommended to the full Board for a first reading.

Policy #514 - Attendance, Absenteeism and Truancy

The committee made several small changes, including adding text from the NHSBA sample policy’s “Intervention Process to Address Truancy” section.

Policy #514.1 - Dismissal, Student Request

The committee decided to adopt the NHSBA sample policy. The Superintendent will check whether current practice is that a parent is required to come into the school office to pick up a student; text changes will be made accordingly. The committee recommended the policy to the full Board for a first reading.

Policy #515 - Post-Graduate Students

The committee recommended deletion of this policy.

Policy #516 - Guidelines for Foreign Exchange

The committee decided to retain the current policy, with the addition of one sentence from NHSBA JFABB-R related to NHIAA eligibility requirement.

Policy #520 - Safe School Zone

The Committee decided to defer Policy #520 - Safe School Zone to its next meeting.

Policy #641 Class Size Guidelines

This policy had not been revised since 1983. The NHSBA sample policy was created in 2008 with class size ranges not dissimilar to the District’s current policy, which is within the NH minimum standards of 2014. Superintendent Forsten reviewed state and federal guidelines for class sizes. Under NH state standards, kindergarten through grade 2 should have no more than 20 students per teacher; grades 3 to 5 should have no more than 25 students per teacher; and middle or high school classes should have 25 students per teacher or fewer. The current average number of students per class in Concord are: elementary schools are 18.8 per teacher; middle school is 20.5 students per teacher; high school is 20.8 students per teacher. The Committee decided to add the legal reference to the current policy and recommend it to the full Board with no further changes.

NEW POLICY – #818 Website Accessibility and Grievance

Superintendent Forsten noted that this new policy would reflect legal requirements of the ADA and other state and federal laws to cover website accessibility and a grievance process for individuals with disabilities or who are members of other protected classes. The committee recommended this policy to the full Board for a first reading.
The Committee voted 3-0 to recommend to the full Board a first reading of the policies which were revised: Policy #511 Non-Resident Student Admission; Policy #511.1 Elementary Enrollment Areas; Policy #512 Entrance Age; Policy #513.4 Vocational Educational Programs; Policy #514 Attendance, Absenteeism and Truancy; Policy #514.1 Dismissal, Student Request; Policy #516 Guidelines for Foreign Exchange; Policy #641 Class Size Guidelines; #818 Website Accessibility/Grievance (new policy); and to delete Policy #513.3 Tuition Students and #515 Post-Graduate Students (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Committee members voted 3-0 to adjourn (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Nathan Fennessy, Chair

Linden Jackett, Recorder
Concord School District Policy #511
Non Resident Student Admission

1. Except as provided below, no person shall attend school or send a pupil to school under the jurisdiction of the School District unless the student is an inhabitant of the District or receives the written, prior approval of the District or the School Board/ Superintendent. For purposes of this policy, a student will not be considered an “inhabitant” of Concord if the primary purpose of the student’s presence in Concord is to give the student merely an ostensible residence in an attempt to entitle the student to attend a school under the jurisdiction of the District.

2. If a student’s parents are divorced and the student lives primarily out of district, the student may nonetheless attend schools within the District and be considered a resident of the District for school attendance purposes provided one parent is a resident of Concord and provided 1. the divorce decree allows the student to attend the District, or provided 2. the parents have agreed in writing that the student may attend the District and such written agreement is provided to the District. Students in this situation will not be charged tuition.

In a divorce decree or parenting plan developed pursuant to RSA 461-A, a child’s legal residence for school attendance purposes may be the district in which either parent resides, provided the parents agree in writing to the district the child will attend and each parent furnishes a copy of the agreement to the district in which the parent resides. Transportation will not necessarily be provided for students admitted under this provision and under corresponding law. The Superintendent or designee will make all determinations whether transportation will be provided in such circumstances. The Superintendent or designee’s decision will be final.

3. Exceptions to this policy may be approved under the following conditions:
   a. To bring into the school system, on occasion, students from other countries who are the guests of District residents, under exchange programs, and who have been approved by the District.
   b. Students whose families move after April 15, or seniors whose families move during the second semester, may continue to attend, tuition free, for the rest of that school year. The District will not provide transportation in these circumstances.
   c. Students may be accepted based on the availability of space and staff following an interview and assessment of each student’s program needs. No student will be accepted or continued as a student whose conduct has demonstrated an unwillingness to follow the rules and regulations of past or present school systems.

The Superintendent is authorized to accept or reject tuition students and to enter into agreements with students and parents of students which incorporates the understandings between the parties.

Tuition so charged will be due in advance for the following year and shall be nonrefundable in any event.
3-4. School District Non Resident Referrals

The Superintendent shall review any requests by another district for reassignment of a non resident student to a school in the District based on the following factors:

a. The reason for the referral must be a factor(s) related to the student's unique educational needs, exclusive of those needs which arise from factors common to other students in the sending district such as inadequate buildings or facilities, curriculum or course offerings, lack of arts, sports, or other specialized programs, or other factors common to other students in the sending district. Such educational needs also exclude those that could be readily provided by the sending district with an increase in funding or modifications of the curriculum or modifications of other portions of the educational program.

b. The factors in "a." above are also exclusive of those needs of the student which arise from the student's residential circumstances, such as a difficult home life or deficient housing.

c. Prior to acceptance of a non resident student referred by another district, the Superintendent, in consultation with the building Principal, must determine that the non resident student may be accommodated without prejudicing or compromising the educational program of resident students and without jeopardizing the health or safety of resident students, the transferring student, or staff. In order to make this assessment, the Superintendent shall review all educational records maintained by the sending District. Appropriate authorizations from the student's parents or guardians shall be provided for this purpose.

d. When calculating tuition pursuant to RSA 193:3, the Superintendent shall include in the negotiated tuition figure all costs of the student's educational program including, but not limited to, special education costs, costs of all related services, costs of due process proceedings, and costs of any §504 program or any other costs required by state or federal law. The tuition shall increase or decrease as the required program or services changes during the school year.

e. For the purpose of considering a waiver of all or part of the student tuition pursuant to RSA 193:3, III(e), the term "good cause" shall apply to only those cases where the sending district and this district have negotiated either reciprocal tuition agreements or some other arrangement which provides mutual or offsetting benefits.

f. Any acceptance of a student pursuant to this policy shall be limited to no more than one school year. Acceptance of a student for all or part of a year shall not be construed as a guarantee of continued enrollment in the District beyond the year of acceptance.

4-5. The Superintendent is authorized to take any necessary actions to carry out the terms of tuition agreements between the District and other school districts or agencies.

Legal References:

RSA 186-C:13, Special Education; Liability for Expenses

Corresponds to NHSBA Policy IFAB
Elementary students will attend school within the enrollment area in which they reside unless a written request is made and approved by the Superintendent. Granting such a request to attend another school in another neighborhood within the District, is contingent on: there is 1. space availability at said school; and 2. whether the interests of the District and student are best served by allowing the transfer.

Concord School District Policy #512

Entrance Age

The entrance age for kindergarten shall be five years on or before September 30.

Entrance age for first grade shall be six years on or before September 30 unless the child has completed kindergarten in another district or a comparable kindergarten program.

There are no exceptions to this policy.

Legal Reference:
RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

Adopted 1966. Revised March 19, 1984; August 6, 2012; __________.
Corresponds to NHSBA Policy JEB
Concord School District Policy #513.3
Tuition Students

Concord School District will accept tuition students in accordance with mutually agreed upon contracts.

Adopted November 1985.
Concord School District Policy #513.4
Vocational Education Programs

Tuition students will be allowed to enroll in vocational programs in accordance with contractual agreements established between sending schools within Region #11 and Concord School District. Other neighboring districts may request student participation only on a space-available basis.

Concord School District Policy #514
Attendance, Absenteeism and Truancy

Attendance shall be required of all students enrolled in the School District when school is in session, except that the Principal may excuse a student for temporary absences.

An "unexcused absence" is an absence that is not occasioned by one of the following circumstances:

1. Personal illness or serious health condition;
2. Medical or dental appointments;
3. Family emergencies (such as the death of an immediate family member);
4. Religious holidays;
5. Required court attendance;
6. Absences resulting from disciplinary actions or short-term suspension;
7. Authorized school activities with prior administrative approval.

Unexcused absences fall into two categories:

1. Submitting a written or telephonic excuse which does not constitute an excused absence as defined previously; or
2. Failing to submit any type of written or telephonic excuse by a parent, guardian or adult student.

In the event of an illness, parents must call the school and inform the District of the student’s illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice.

It is essential that students attend school as many days as possible. Generally, absences other than the seven categories identified above will not be approved. However, if parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination whether the stated reason for the student’s absence constitutes good cause and will notify the parents of his/her decision. The Principal’s decision shall be final.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

*Ten half-days* of unexcused absence during a school year constitute habitual truancy.

*A half-day* absence is defined as a student missing;
1. more than two hours of instructional time; and
2. fewer than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence and shall be counted as two half days.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

**Intervention Process to Address Truancy**

When the Principal identifies a student who is *habitually truant* or who is in danger of becoming habitually truant, the Principal shall commence an intervention with the student, the student’s parents or guardians, and other staff members as may be deemed necessary. The intervention may include the following steps:

1. An investigation of the cause(s) of the student’s truant behavior;
2. Involvement of the student’s parents or guardians in the development of a plan designed to reduce the truancy;
3. Modification, where appropriate, of the student’s educational program to address the issues that may be causing the absences; or
4. Alternative disciplinary measures, while retaining the right to impose discipline in accordance with the District’s policies and administrative guidelines on student discipline; and
5. Determination of the effect of school record-keeping practices, and parental notification of the student’s absences, on the student’s attendance.

**Parental Involvement in Truancy Intervention**

When a student reaches or is in danger of reaching habitual truancy status, the Principal shall communicate this situation with the student’s parents or guardians. The communication shall include the following:

1. A statement that the student is or is in danger of becoming habitually truant;
2. A statement of the parent’s responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student’s truancy and to develop a plan for reducing the student’s truancy.

**Consequences of Habitually Truant Designation**

If a student continues to be habitually truant despite the implementation of the intervention strategies listed above, the District’s truant officer may file a petition with the Court alleging the child is in need of services (CHINS) pursuant to RSA 169-D:2, II(a).

**Developing and Coordinating Strategies for Truancy Reduction**

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. These guidelines shall be advisory only and
the Superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification and early involvement of parents or guardians in the prevention and intervention process.

2. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

The Superintendent or designee shall ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Legal References:
RSA 189:34, Appointment
RSA 189:35-a, Truancy Defined
RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil
RSA 193:7 Penalty
RSA 193:8, Notice Requirements
RSA 193:16 Bylaws as to Nonattendance
NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism
NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

Adopted February 7, 2011. Revised
Corresponds to NHSBA Policy IH
Concord School District Policy #514.1515

Dismissal, Student Request

Early Release Precautions

School District staff will not permit a student to leave school during the school day unless the student is accompanied by the student’s parent/guardian or other person so authorized by the District and the student’s parents/guardians. In all situations, the building Principal or designee shall approve the early release.

District staff will presume that each parent has equal authority to exercise rights of visitation, removal of the student from school, the right to inspect and review educational records, and all other rights and privileges extended to parents. Requests from parents asking the school to restrict the release of a student to the other parent will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

The building Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will be released only to the parent/guardian or written designee of the parent/guardian, or to other individuals or agencies as permitted or required by law.

2. The District will release a student to either parent unless the District has a valid court order directing otherwise or unless the parent requesting the release is entitled only to supervised visitation. If District staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.

3. Students who are 18 years old or older and who are living on their own must validate their own attendance and dismissal.

4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. The parent or guardian will be required to enter the school building and sign the student out.

5. At the high school level, parents will not be required to enter the building and sign the student out, unless they cannot be positively identified as the student’s parent or guardian on the phone. At the high school level, students can be dismissed independent of a parent or guardian escort if they have a note from their parent.

A student may be dismissed during the school day provided that a parental note to the building Principal justifies the reason for dismissal. No student will be dismissed from the school without the knowledge and consent of the parent or guardian or designated responsible adult. If it becomes necessary during the school day for a student to be dismissed because of illness or emergency, arrangements must be made with the school office regarding transportation.

Adopted June 1971. Revised February 1984; __________.
Corresponds to NHSBA Policy JHC
Concord School District Policy #515
Post-Graduate Students

Post-graduate students, under 21 years of age, will be allowed to enroll at Concord High School for the purpose of attending regularly scheduled classes. Enrollment will be determined on a space-available basis.

Adopted 1971. Revised March 19, 1984
Concord School District Policy #516
Guidelines for Foreign Exchange

Concord School District recognizes real benefits can accrue to the school society by allowing foreign students to attend Concord High School (CHS). The guidelines below are designed to ensure a reasonable limit to the number of students admitted in a given school year and to ensure a quality experience for those selected to attend.

1. In any given year, CHS may accept up to five foreign exchange students who are guests of District residents. Exceptions to the limitation of five can be made by the Superintendent.

2. Qualified applicants will be accepted on a first-come, first-served basis beginning October 1st of the school year preceding admission with no more than one applicant per sponsoring organization UNLESS the limit of five is not otherwise reached.

3. Application for enrollment must be made and accepted no later than May 1st for a subsequent September admission.

4. Applications should be made to the building Principal or designee.

5. Applicants residing in Concord must have a J-1 visa signed by a District official. Applicants residing in a sending school district must have a J-1 visa signed by the respective Superintendent.

6. Applicants must meet state and District health requirements and must be sufficiently proficient in the use of the English language to actively participate in academic and social activities.

7. Accepted applicants are expected to carry a full academic schedule and to understand and abide by all school rules and regulations. The eligibility requirement of the NHIAA regarding participation in the athletic program will be followed.

8. Accepted applicants will enjoy all the rights, privileges and responsibilities accorded to all CHS students EXCEPT receipt of a CHS diploma. They may, if they choose, participate in a rite of recognition at the graduation ceremony.

9. If a foreign exchange student does not reside within the District and has been approved by Concord and sending school districts to attend CHS, the sending community will be responsible for the appropriate tuition payment for that student.

Adopted November 4, 1991. Revised
Corresponds to NHSBA Policy JFABB, JFABB-R
Concord School District Policy #641
Class Size Guidelines

The average class size objectives shall be:

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<th>Objective</th>
<th>Examples</th>
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<td>14–17–20</td>
</tr>
<tr>
<td>Primary</td>
<td>21</td>
<td>18–21–24</td>
</tr>
</tbody>
</table>

If class size exceeds 20 students in kindergarten, 24 students in grades one through three, or 28 in grades four through six, educational consideration will be given to regrouping, employment of an aide or employment of an additional teacher.

Secondary

Secondary administrators will consider 30 students as a maximum class size and 15 as a minimum class size. Classes with student enrollment of fewer than 15 must have approval of the administration.<superintendent>

Legal References:
N.H. Code of Administrative Rules, Section Ed 306.17, Class Size

Adopted January 4, 1983. Revised
Corresponds to NHSBA Policy IIB
Concord School District Policy #818
Website Accessibility and Grievance Process

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District website will conform to the W3C Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The Superintendent is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third-party vendors and open sources.

A. Website Accessibility

With regard to the District website and any official District web presence which is developed by, maintained by or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the ADA, Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of or otherwise subjected to discrimination in any District programs, services and activities delivered online.

All existing web content produced by the District, and new, updated and existing web content provided by third-party developers will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents. This regulation applies to all new, updated and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

B. Complaints and grievances concerning accessibility of District websites

A student, parent or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official District web presence that is developed by, maintained by or offered through the District, third-party vendors and/or open sources may complain directly to a school administrator or the District webmaster. To best assure timely processing and resolution of any complaint/grievance under this policy, the initial complaint or grievance should be made using Website Accessibility Complaint/Request Form to be created under the direction of the Superintendent.

The Website Accessibility Complaint/Request Form may be submitted in hard copy or via email to the District’s “Website Accessibility Compliance Coordinator (WACC).” The Board designates the Director of IT as the WACC. Notwithstanding the above, however, a verbal complaint or grievance may be made. Any District employee who receives such a verbal
complaint or grievance, is directed to immediately refer the matter to the WACC, who shall take such steps as are necessary to reduce the complaint/grievance to writing.

C. Investigation and resolution of complaints and grievances

Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.

The formal ADA non-compliance complaint, and the Website Accessibility Complaint/Request Form should include the following:

- Name
- Address
- Date of the complaint
- Description of the problem encountered
- Web address or location of the problem page
- Solution desired
- Contact information in case more details are needed (email and phone number)

The complaint or grievance will be investigated by the WACC or another person designated by the Superintendent. The student, parent, or member of the public shall be contacted no later than five (5) working days following the date the WACC receives the information.

The procedures to be followed are:

1. An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the timeline may only be approved by the Superintendent.
2. The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
3. The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings, and actions to be taken as a result of the investigation.
4. A record of each complaint and grievances shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

Legal References:
Ed 306.08, Instructional Resources
Americans with Disabilities Act, 42 U.S.C. §§12101 et seq.
Title VI, Civil Rights Act of 1964, 42 U.S.C. §§2000d et seq. (nondiscrimination based on race, color, and national origin in federally assisted programs)
Title VII, Civil Rights Act of 1964, 42 U.S.C. §§2000e et seq. (nondiscrimination based on race, color, and national origin in employment)
Title IX, Education Amendments of 1972, 20 U.S.C. §§1681 et seq. (nondiscrimination based on sex)
Individuals with Disabilities Education Law, 20 U.S.C. §§1400 et seq.
Genetic Information Nondiscrimination Act of 2008 P.L. 110-233, 34 C.F.R. §§ 100.6; 104.8; 106.9; 110.25

Adopted __________, 2019
Corresponds to NHSBA Policy KEE
Concord School District Policy #133

Minutes

Under RSA 91-A, the School Board, and each of the Board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the School Board, and each such Board committee.

The Board will keep a record of the actions taken at meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

1. the names of members participating,
2. persons appearing before the Board (any persons other than Board members who address the Board or speak at the meeting;
3. a brief description of each subject matter discussed;
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded roll call vote on a motion is required by law or called for by the President (or other presiding officer), a record of how each Board member voted on the motion; and
7. in the event that a Board member objects to the subject matter discussed by the Board, if the Board continues the discussion above the member's objection, and upon the request of the objecting member, then – and irrespective whether the objection/discussion occurred in public or non-public session – the public minutes shall also reflect i. the objecting member's name, ii. a statement that the member objected, and iii. a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion."

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the Board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's website in a reasonably accessible location, or the website shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.
Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board’s attention minutes which have been sealed because disclosure would render the proposed action ineffective, where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board, will remain sealed.

Legal References:
RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public
RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions
RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Adopted 1971. Revised May 7, 2001; January 3, 2017; December 4, 2017; __________, 2018
Corresponds to NHSBA policies BEDG, BEDG-R
Concord School District Policy #160 *

Non-Discrimination

It is the policy of Concord School District not to discriminate on the basis of age, gender, gender identity, economic status, sexual orientation, race, color, marital status, disability, religious creed or national origin in its educational programs, activities and services or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), and New Hampshire RSA 354-A:7. This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The Americans with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Inquiries or complaints regarding compliance with Title IX, Section 504, ADA and RSA 354-A:7 are to be directed to the person designated by the Superintendent.

Grievances shall be processed as follows:

1. Any complaint from or on behalf of any person employed or served by the District shall be submitted in writing within one year of the alleged discrimination to the appropriate person (designated by the Superintendent) hereinafter referred to as the "designated employee." The designated employee shall, without delay, forward it to the person immediately responsible (i.e., an administrator).

2. The immediately responsible person shall investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within ten (10) school days. A copy of the report shall be sent to the designated employee who shall maintain a file on all grievances.

3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given (each party shall have the time indicated in which to investigate and report their findings and recommended remediation):
   a. Building Supervisor, five (5) school days
   b. Superintendent, ten (10) school days
   c. Communications and Policy Committee of the Board, twenty (20) school days

4. Internal grievance procedures do not have to be exhausted before going to the Office for Civil Rights. Generally, a complaint must be filed with the Office for Civil Rights within 180 calendar days of the last act of alleged discrimination. To file a complaint or make inquiry, contact the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.
Legal References:
Title IX of the Educational Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990 (ADA)
New Hampshire RSA 354-A:7
Title VI or VII of The Civil Rights Act of 1964

Adopted July 5, 1983. Revised November 4, 2002; June 5, 2017; _______, 2018
* Also Policies #412, #571, and #631
Corresponds to NHSBA Policy AC
Concord School District Policy #247
Data Governance and Security

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, Board policies and procedures and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information – information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes but is not limited to personally identifiable information about students and employees. Critical Data/Information – information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Information Security Officer

The Director of Technology is designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent. The ISO is responsible for implementing and enforcing the Board's security policies, and administrative procedures applicable to digital and other electronic data, and suggesting changes to the Data and Privacy Governance Plan (DGP, see C. below), and procedures to better protect the confidentiality and security of District data.

The System Administrator is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

C. Data privacy governance and administrative procedures

1. Data Governance Plan. The Superintendent, in consultation with the ISO, shall create a Data and Privacy Governance Plan to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the DGP for presentation to the Board no later than June 30 each year. The DGP shall include:
   a. An inventory of all software applications, digital tools and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement and terms of use;
   b. A review of all software applications, digital tools and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
c. Procedures for access to data and protection of privacy for students and staff, including acceptable use for applications, digital tools and extensions used on District hardware, server(s) or through the District network(s);
d. A response plan for any breach of information; and
e. A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Administrative procedures. The Superintendent, in consultation with the ISO, will review, modify and recommend administrative procedures relative to collecting, securing and correctly disposing of District data (including but not limited to confidential and critical data/information, and as otherwise necessary to implement this policy and the DGP). Such procedures will be included in the annual DGP.

D. Responsibility and data stewardship

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, confidential and/or critical data/information.

E. Data managers

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District, and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing Board policies and procedures regarding data management.

F. Confidential and critical information

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent or ISO is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.
Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information and disposing of information no longer needed in a confidential and secure manner.

G. Using online services and applications

Staff members are encouraged to research and utilize online services or applications to engage students and further the District’s education mission. District employees, however, are prohibited from installing or using applications, programs or other software or any online system/website that stores, collects or shares confidential or critical data/information until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO shall verify that it meets the requirements of the law, Board policy, and the DGP, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data retention and deletion

The Superintendent shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with and be incorporated into the data/record retention schedule established under Policy #249 Data/Records Retention, including but not limited to provisions relating to Litigation and Right to Know holds.

J. Consequences

Employees who fail to follow the law or Board policies or procedures regarding data governance and security (including failing to report) may be disciplined up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, Board policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves
the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee’s teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of Board policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:
20 U.S.C. § 1232g Family Educational Rights and Privacy Act (FERPA)
20 U.S.C. § 1232h Protection of Pupil Rights Amendment (PPRA)
20 U.S.C. § 1400-1417 Individuals with Disabilities Education Act (IDEA)
20 U.S.C. § 7926 Elementary and Secondary Education Act (ESSA)
RSA 189:65 Definitions
RSA 186:66 Student Information Protection and Privacy
RSA 189:67 Limits on Disclosure of Information
RSA 189:68 Student Privacy
RSA 189:68-a Student Online Personal Information
RSA 359-C: 19-21 Right to Privacy/Notice of Security Breach
Policy #249 Data Records and Retention

Adopted on ____________, 2018
Corresponds to NHSBA Policy EHAB
Concord School District Policy #249
Data/Records Retention

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all District records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, “Cloud,” etc.

A. Special Education Records

1. Upon a student’s graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student’s special education records, including any final individualized education program.

2. The parent(s)/guardian(s) may, at any time prior to the student’s twenty-sixth birthday, request, in writing, that the records be retained until the student’s thirtieth birthday.

3. Absent any request by a student’s parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student’s thirtieth birthday, the District shall destroy a student’s records and final individualized education program within a reasonable time after the student’s twenty-sixth birthday, provided that all such records be destroyed by the student’s thirtieth birthday.

4. A permanent record of a student’s name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

5. The District shall provide parents/guardians or, where applicable, the adult student, with a written notice of the District’s document destruction policies upon the student’s graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation hold

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold, shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written
directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and associated procedures.

C. Right-to-know request hold

On receipt of a right-to-know request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive authorizing destruction of the records from legal counsel representing the District has been received.

Legal References:
RSA 91A, Right to Know Law
RSA 189:29-a, Records Retention and Disposition
NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention
NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention
NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements
20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

Appendix:
#249 Records Retention Schedule

Corresponds to NHSBA Policy EHB, 2018
Concord School District Policy #413
Drug-Free Workplace/Drug-Free Schools

In accordance with the Drug Free Schools and Communities Act of 1989, the School District will provide employees with a working environment that is free of the problems associated with the use and abuse of illegal drugs* and alcohol. The use of alcohol and illegal drugs in the workplace is inconsistent with the behavior expected of employees and subjects the District to unacceptable risks of workplace accidents or other failures that would limit the District's ability to effectively and efficiently carry out the responsibility of educating its students. To comply with the intent of this law, the District will:

1. Notify all employees in writing that the unlawful manufacture, distribution, possession, or use of alcohol and illegal drugs is prohibited on school premises or at District-directed activities. The term illegal drugs does not include controlled substances used pursuant to and in accordance with a valid prescription.

2. Establish a drug- and alcohol-free awareness program to inform employees about the dangers of substance abuse in the workplace; the District's policy of maintaining a drug- and alcohol-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the sanctions that may be imposed on employees for substance abuse violations occurring in the workplace.

3. Initiate appropriate disciplinary action up to and including termination from his or her job for an employee determined to be in violation of the law and this policy.

4. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.

5. Establish the following as grounds for disciplinary action:
   a. working under the influence of alcohol or illegal drugs, no matter where consumed.

6. Alert local law enforcement of suspected violations of RSA Chapter 193-B, New Hampshire's "Drug-Free School Zone" law, which makes it unlawful for any person to manufacture, sell, prescribe, administer, dispense or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone."

7. Distribute copies of this policy and other relevant information used in the implementation of this policy to all District employees.

8. The Superintendent is directed to ensure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school.

9. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy.

*Illegal drugs refers to the controlled substances in Schedules I and II of 21 USC, 802(6) and includes, but is not limited to, marijuana, cocaine (including crack and other cocaine
derivatives), morphine, and heroin. The term does not include controlled substances used pursuant to and in accordance with a valid prescription.

**Legal References:**
Schedules I and II of 21 USC, 802(6)

Adopted October 1, 1990. Revised January 2, 2018; __________; 2018
Corresponds to NHSBA Policy ADB
Concord School District Policy #463
Employment References and Verification
(Prohibiting Aiding and Abetting of Sexual Abuse)

The School District shall act in good faith when providing employment references and verification of employment for current and former employees.

The District and its employees, contractors and agents are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor or agent in obtaining a new position or other employment if he/she or the District has knowledge or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;

2. The information giving rise to probable cause has been reported to any other authority as required by local, state or federal law (for instance, New Hampshire Division of Children, Youth and Families “DCYF”), and

3. At least one of the following conditions applies:
   a. The matter has been officially closed;
   b. District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
   c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
   d. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Legal References:
20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act I

Adopted on __________, 2018
Corresponds to NHSBA Policy GADA
Concord School District Policy #753
Tobacco Products Ban on Use and Possession in and on School Facilities and Grounds

State law prohibits the use of any tobacco product, e-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time to time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time to time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time to time.

"Facility" is any place maintained by the District which is supported by public funds and is used for the instruction of students enrolled in preschool programs and in all grades. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including but not limited to lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, e-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building Principals or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.
C. Employees

No employee shall use any tobacco product, e-cigarette or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building Principals or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, e-cigarette or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

The building Principal(s) and, where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s) shall have initial responsibility to enforce this section, by requesting that any person violating this policy immediately cease the use of tobacco products, e-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the Principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

Legal References:
RSA 155:64 - 77, Indoor Smoking Act
RSA 126-K:2, Definitions
RSA 126-K:6, Possession and Use of Tobacco Products by Minors
RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted December 17, 1990. Revised January 5, 1998; 2018
Corresponds to NHSBA Policy ADC
Concord School District  
Board of Education  
Capital Facilities Committee

Date: November 14, 2018

Capital Facilities Committee members present: Jim Richards, Chair, Nathan Fennessy, Liza Poinier, Pam Wicks

Other School Board member present: Clint Cogswell

Administration: Terri Forsten, Superintendent, Matt Cashman, Director of Facilities and Planning

Agenda:
1. CHS Security Update
2. District-wide Safety
3. PSIG (Public School Infrastructure Grant Opportunity)
4. Visiting New and Renovated School Facilities

Jim Richards opened the meeting by thanking Matt Cashman for his military service, noting that Veteran’s Day was earlier that week. He offered his appreciation to other District staff who have served in the military.

Mr. Cashman offered updates to the 2018 CHS security grant. Interior and exterior cameras are currently being installed; ultimately there will be 192 cameras at Concord High School. The exterior cameras cover the entire outside grounds of CHS.

Clint Cogswell asked about the length of time the District will maintain the video created by the cameras. Mr. Cashman noted that the District will retain date for 30 days before taping over the video.

Nathan Fennessy asked about the reach of the exterior cameras; Mr. Cashman said that they reach to the end of the school grounds.

Mr. Richards asked if the District had a policy regarding the recorded data; Mr. Fennessy noted that the Communications and Policy Committee had created this policy earlier in 2018. Mr. Fennessy spoke to the location for the monitor that will have the ongoing video access for the cameras.

Mr. Cogswell asked how the staff will know if someone has propped open a door. Mr. Cashman said that a notification to the electronic system will go to a custodian and/or an administrator.
Mr. Cashman mentioned that the District has begun using the Raptor visitor management system to support visitors and volunteers to CHS. There are 57 exterior doors at CHS; many will be replaced and 12 will have their rusted frames replaced.

Liza Poinier asked whether the administration had considered bricking over any of those doorways. Mr. Cashman said no doors would be bricked over as these are the number of exterior doors needed to safely exit the building in an emergency.

Mr. Cashman mentioned that as part of the security grant, some ADA access doors and buttons would be installed at CHS; there is also some electronic key access for several doorways. Ms. Poinier asked how access will be given during the school day; Mr. Cashman said that this would be discussed further as the end of the project nears.

Another round of the Public-School Infrastructure grant has recently become available. The administration intends to develop another application to support increased safety and security at other District schools, too. This grant application is due by November 30, 2018.

Mr. Cashman shared that the District created a District-wide Safety Committee this fall, to which Principals and one representative from each school has been invited. The committee will consider and follow the recommendations from the Governor’s School Safety Preparedness Task Force Recommendations (https://www.govemor.nh.gov/newsmedia/press-2018/20180705-school-safety-report.htm).

Mr. Cashman reviewed the list of seven school facilities in New Hampshire and Massachusetts he has visited as part of a team looking to stay current on future developments for Concord’s school facilities. Most recently, a small group of administrators visited Dover High School’s new facility and were impressed by their cafeteria, learning commons, and outdoor courtyard designs. Mr. Cashman displayed photos from Winthrop Middle/High School and highlighted their flexible learning spaces.

Mr. Richards suggested arranging several field trips in spring 2019 to see some facilities around New Hampshire.

The Committee voted 4-0 to adjourn (motioned by Mr. Fennessy, seconded by Pam Wicks).

The meeting adjourned at 6:18 p.m.

Respectfully submitted,

Jim Richards, Chair
Matt Cashman, Recorder
Committee members present: Clint Cogswell, Chair, Liza Poinier
Other School Board members present: Jim Richards
Administration: Superintendent Forsten, Superintendent

Committee chair Clint Cogswell calling the meeting to order at 5:37 p.m. In addition to those noted, Nancy Kane, newly-elected Board member, was also present for this meeting. The agenda included a review of additional components of the draft of the District’s brochure and the review of an agenda for the Committee’s meeting with the City Manager, Mayor and others.

Superintendent Forsten presented another draft of the District’s brochure. The Committee reviewed several pages including Board Committees, food service, transportation, technology, facilities, CRTC, and special services. There were a lot of helpful comments and suggestions about these draft pages. The focus is information that would be helpful to the targeted audience, which includes photos, is not too detailed and is visually appealing.

Committee members were in a great rhythm for reviewing and were moving in a focused design direction for the brochure. Superintendent Forsten will redistribute the revisions for another review at the next meeting, and noted that the high school pages were anticipated to be ready for a first review in January.

Mr. Cogswell discussed agenda items for the meeting with the City team on November 30. The agenda includes District brochure, Demographics study, School facilities update, Memorial Field, Zoning study, Public/Private construction projects/permits, Continuing Education/Communications/Community Center. The Committee added the topic of road construction near schools.

The next Committee meeting will be on January 14, 2019.

The Committee voted 2-0 to adjourn (motioned by Liza Poinier, seconded by Clint Cogswell).

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Clint Cogswell, Chair
Terri Forsten, Recorder
## Enrollment Report December 2018

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**District Total**

| (not including preschool numbers) | 4350 |

**Totals**

| Total | 1804 |
## Monthly Enrollment Report Summary
### 2018-2019 School Year

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# December 2018 Board Meetings

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