Concord School District  
Capital Facilities Committee  

Date: September 17, 2018  

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

Other School Board members present: Tom Croteau, Jennifer Patterson, Clint Cogswell, Maureen Redmond-Scura  

Administration: Terri Forsten, Superintendent, Matt Cashman, Director of Facilities and Planning, Pam McLeod, Director of Technology, Larry Prince, Director of Human Resources  

The agenda was to review the new visitor management system that has been purchased with a combination of infrastructure grant funds and District funds.  

The meeting began with Pam McLeod offering an overview of the new visitor management system, Raptor. This program offers several options for visitors, who can be signed in and signed out electronically. Staff can use this system to sign out if they have to leave school early; visitors who are volunteering at the school will have their hours logged automatically. The system can also be used for contractors to gain a visitor’s pass.  

Several questions arose about the possibility that visitors might enter someone else’s name at the check-in kiosks. Ms. McLeod agreed that there would need to be some oversight of this by office teams. She also noted that the kiosk computer takes a photo of everyone as they are checking in at the school. This decreases the likelihood of using other people’s names to gain access.  

Ms. McLeod spoke about the volunteer management system, explaining it is a web-based volunteer application system. Central Office staff will enter volunteer names into Raptor as part of their process of completing the required criminal records checks. All schools have access to the volunteer list. Volunteers will be able to sign in at kiosks after their initial check-in. All schools can pre-print badges for field trips, etc. Ms. McLeod explained the cost of the Raptor system under the security grant was $30,482, with an annual administrative/service fee of $4,320.  

Ms. McLeod reviewed recommendations from administrators. The top feedback she received favored web-based volunteer applications; the ability for Central Office staff to enter volunteers into Raptor. Schools would have access to volunteer list, and volunteers could sign in at kiosks independently in school offices. The ability to pre-print badges for field trips was also seen to be effective and to save time.
Substitute teachers will be loaded into the system as staff members. Once they are entered into Munis, they will be added to the Raptor system. Contractors will be asked to have their employees complete a driver’s license review as they register in the Raptor system at Human Resources. This review of independent contractors who involved in a variety of facility maintenance and development work in the District (not contractors who work with students) would include a review of the national sex offender registry.

Mr. Cashman reviewed a list of topics for future Capital Facilities meetings: an overview of the middle school facility development process, a presentation of the District Demographic Study and an overview of other items from the infrastructure grant such as security cameras, fob entry systems and exterior door replacements.

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

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Jim Richards, Chair
Matt Cashman, Recorder