School Board Regular meeting
October 1, 2018

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 (September 4) ........................................ pp. 3-9
5. SPECIAL PRESENTATION BY CONCORDTV
6. RECOGNITIONS / REPORTS
   a. Superintendent report
7. PERSONNEL
   a. Staff nomination .................................................................
   b. Coach nomination ............................................................. p. 11
8. NEGOTIATIONS – Public Update
9. INSTRUCTION
   a. Committee meeting report (September 5) ..................................... pp. 12-16
10. CAPITAL FACILITIES
    a. Committee meeting report (September 17) ................................ pp. 17-18
11. COMMUNICATIONS & POLICY
    • Policy #132 Agenda Preparation and Dissemination (2nd reading) .......... p. 19
    • Policy #136 Public Participation at Board Meetings (New - 2nd reading) ... p. 20
    • Policy #450 Teacher Performance and Evaluation (2nd reading) ............. p. 21
    • Policy #451 Other Employees (2nd reading) .................................... p. 22
    • Policy #461 Substitutes (2nd reading) ........................................ p. 23
    • Policy #482 Teachers, Exploitation of (2nd reading) ......................... p. 24
    • Policy #482.1 Concord School District Self-Funding Plus Program .......... pp. 25-26
    • Statement of Policy Regarding the Use and Disclosure of Protected Health Information (2nd reading; recommended for deletion) .................. p. 27
    • Policy #483/740 Liability (2nd reading) ....................................... p. 27
    • Policy #491 Cafeteria Workers (2nd reading) .................................. p. 28-29
    • Policy #492 Custodians (2nd reading; recommended for deletion) .......... p. 29
12. PROPOSED CALENDAR OF MEETINGS ............................................. pp. 32-33
13. PUBLIC COMMENT – any subject, in accordance with Board Policy #132
14. ADJOURNMENT
Board members: Clint Cogswell, Tom Croteau, Chuck Crush, Nathan Fennessy, Jennifer Patterson, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks

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

The Board voted 9-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Tom Croteau).

Agenda Item 3. Public Comment—agenda items only

Betty Hoadley, a Concord resident, spoke about two policies. She said she could not believe that the Board would impose a five-minute limit on public comment. She noted that there are some aspects of property tax rates that Board members still do not understand, and that comment about tax rates could well require more than five minutes. She said she would otherwise write a letter to the Concord Monitor stating these points. She also noticed a glaring omission regarding Facebook and other social media guidelines for Board members. She noted that she has read postings on Board members' personal Facebook pages that are in direct conflict with Board ethics.

Agenda Item 4. Approval of Board Minutes

Ms. Patterson briefly reviewed the minutes of the August 6 Board meeting.

The Board voted 9-0 to approve the minutes of the August 6 Board meeting (moved by Ms. Redmond-Scura, seconded by Chuck Crush).
Agenda Item 5. Recognitions

Student representative Helen Massah spoke to the Board about upcoming events at Concord High School: the Back to School pep rally on Friday; a Club Fair next week to prepare for Homecoming: Spirit Week, the Homecoming parade, the football game and Homecoming Dance. A tribute to the late Principal Gene Connolly is planned for next month.

Superintendent Forsten spoke about Opening Day on Monday August 27. “Teacher Voice” includes self-worth, engagement and purpose; each of these also include student voice and school voice. Four staff members were recognized for their awards: Heather Droulet, a Christa McAuliffe sabbatical; Heidi Crumrine, as 2018 Teacher of the Year; Scott Maillot, as “Tools for Schools” award winner, recognized as one of the top skilled trades teachers in the country; and Donna Palley with the Outstanding Service Award from NHSAA. The District focus for 2018-2019 includes youth mental health first aid training opportunities; the demographic study to consider grade configuration and neighborhoods; the transportation study to support bus routing and start/stop time analysis; the middle school facility’s design and site considerations; inaugural year for full-day kindergarten; and the District brochure, highlighting Concord schools in the community. She also noted several new administrators joining the District this fall: Paulette Fitzgerald, RMS Principal; Anthony Blinn, ADS Principal; Katie Scarpatici, MBS Principal; and Chrigus Boezeman, Assistant Principal at RMS. Superintendent Forsten presented highlights, initiatives and themes for each of Concord’s schools.

Agenda Item 6. Personnel

Larry Prince presented one professional leave of absence and one medical leave of absence.

Nathan Fennessy asked whether the Assistant Principal position is one-year-only. The Assistant Principal position is not a one-year-only position. Mr. Boezeman was given a one-year leave of absence from his teaching position.

The Board voted 9–0 to approve the leaves of absence as presented (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Superintendent Forsten presented an administrator confirmation.

Chrigus Boezeman, $85,275, Rundlett Middle School, Assistant Principal, Step I, prorated 228 days. Chrigus replaces David Bartlett (step IV = $109,570). Budgeted at $109,570

Mr. Fennessy said he was very happy the administration had identified an internal candidate for new leadership. Superintendent Forsten noted that SNHU is offering another cohort for a master’s in educational leadership to support teacher growth and leadership development.
The Board voted 9-0 to confirm the hiring of Chrigus Boezeman as Assistant Principal at RMS, as presented (moved by Ms. Redmond-Scura, seconded by Mr. Fennessy).

Mr. Prince presented several teacher confirmations for the 2018-2019 school year. All salaries are based on the 2017-2018 CEA salary schedule. Steps reflect 2017-2018 placement unless otherwise indicated with an asterisk.

Daniel Breen, Social Studies Teacher, Concord High School, $46,569, B-3*, one year only. Dan replaces Chrigus Boezeman (M-10 = $68,191) – LOA to RMS Assistant Principal position. Budgeted at $68,191

Raymond Sleeper Jr., Chemistry Teacher, Concord High School, $38,419, 60% B-10*, one year only. Tray replaces Lyn Vinskus (40% of M+30-14 = $33,264) – LOA to Science Coach position plus 20% funded through reallocations. Budgeted at $44,408

Lyn Vinskus, Science Coach, Concord High School, $33,264, 40% of M+30-14, one year only. New position. Federal Funds

Michelle Barrett, Science Teacher, Rundlett Middle School, $45,737, M-1*, one year only. Michelle replaces Jenifer O'Sullivan (M-14 = $80,665) – LOA. Budgeted at $80,665

Heidi Vibert, Special Education Teacher, Abbot-Downing School, $25,364, 50% M-3*. Heidi replaces James Clute (50% of M-14 = $40,333) – returned to full-time position. Budgeted at $40,333

Brittany Courchesne, Preschool Teacher, Beaver Meadow School, $36,141, 53% M-10*, one year only. Brittany replaces Selena Blaine (53% of M-3 = $26,886) – LOA to full-time classroom teacher position. Budgeted at $27,859

Erin Robichaud, Preschool Special Education Teacher, Mill Brook School, $36,524, M-3*. Erin replaces Shira Siegel (60% of M-13 = $46,404) – resignation and Elizabeth Collopy (40% of M+30-2 = $20,291) – resignation. Budgeted at $66,695

The Board voted 9-0 to approve the teacher confirmations as presented (moved by Mr. Fennessy, seconded by Mr. Crush).

Mr. Prince presented several coaching nominations for the 2018-2019 school year.

Danielle Rossetti, Girls Freshman Soccer Coach, Concord High School, $2,079, Step 1, Group 11, 5.0%. Danielle replaces Renee Jeffrey Phillips

Molly Emerson, JV Volleyball Coach, Concord High School, $2,287, Step 1, Group 10, 5.5%. Molly replaces Renee Zobel

Sarah Grant, Girls Soccer Co-Coach, Rundlett Middle School, $1,248, Step 3, Group 11, 5.0%. Sarah replaces Amy Sheer

page 3 of 7
Trevor Wassel, Boys Soccer Coach, Rundlett Middle School, $2,079, Step 1, Group 11, 5.0%. Trevor replaces William Savage

The Board voted 9-0 to approve the coaching confirmations as presented (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Agenda Item 7. Communications & Policy Committee

Mr. Fennessy reported that the Committee met on August 8. A number of policies were before the Board for a first reading.

Policy #132 Agenda Preparation and Dissemination – the Committee recommended adopting this policy with the removal of the final two sentences and addition of a sentence about committee agenda preparation. Mr. Fennessy noted feedback had been received from several people who wanted to know what was being planned for committee meeting discussions. Mr. Crush asked whether a timeline for non-Board members to suggest agenda items was included; it was implied that agendas are created at the Executive Committee meeting. Mr. Fennessy said that this policy was meant to be broad and that a timeline would not need to be set.

Policy #136 Public Participation at Board Meetings – the Committee recommended adoption of this new policy, affirming that public comments must be made in the specified five-minute period, with no extension. Complaints about employees, students or the Superintendent are addressed in Policy 812 Communication of Concerns to School Officials and were not included here. Mr. Fennessy stated that he did not want to require members of the public to bring a topic to the Superintendent prior to speaking at a Board meeting or that the Board be perceived as limiting speech based on commenters' content. Potential disruptive behavior could be addressed by contacting the police if necessary; the Board could adjourn the meeting if a speaker referenced a student by name. It was noted that the Board cannot speak about a personnel matter during public sessions. Jim Richards asked whether there was a provision to allow someone to speak for more than five minutes if the Board wanted to hear from them longer. It was suggested the Board would enter into “viewpoint discrimination” if this were allowed. Mr. Fennessy said he thought the five-minute limit was sufficient. Mr. Richards asked whether this limit would apply to Committee meetings also; particularly if comment addressed topics he himself was unfamiliar with. Ms. Patterson said if there was a situation whether a member of the public was providing information to the Board, the comment could go longer than five minutes. She noted that the Board does not want to discriminate by viewpoint, but also wishes to give everyone equal time for comment. She suggested that if there were only one, or two speakers, their time could be extended. She suggested language to indicate that the Board/committee reserved the right to limit the time as long as each speaker received equal time. Mr. Croteau said the unwritten policy has been to provide flexibility to those who may have something more to say. Mr. Crush stated that he favored the five-minute limit to ensure everyone has a fair and equal voice. Clint Cogswell said he favored giving discretion to the Board President or
Committee Chair regarding length of time for comment. Ms. Patterson suggested adding text to the last sentence, “per person, which may be extended ...”. Mr. Fennessy did not support leaving the issue to the President’s discretion, but favored everyone having an equal five minutes. Mr. Richards suggested the entire Board should be able to vote to extend the time limit equally to all. Ms. Redmond-Scura suggested there might be legal issues if someone was allowed to speak longer at one meeting than another. Submitting written testimony could be added to the minutes of any meeting. Ms. Patterson suggested adding the sentence, “Submission of written comments is also encouraged.” These comments might become part of the minutes of each meeting if the commenter wished that would be so.

Policy #215/#442 Transfer Within the District – the Committee reviewed the policy and made no changes.

Policy #450 Teacher Performance and Evaluation – the Committee recommended changing the name of this policy to Teacher Performance and Evaluation System, based on NHSBA policy GCO, to conform with RSA 189:1-a, Duty to Provide Education, with several other textual changes.

Policy #451 Other Employees – the Committee recommended adopting NHSBA policy GDO in place of the current policy. The name was changed to Evaluation of Non-Teaching Employees.

Policy #461 Substitutes– the Committee recommended adopting NHSBA policy GCG in place of the current policy, with an additional sentence about criminal history records check, and a sentence about Principals’ responsibilities.

Policy #480 Trust Fund – the Committee will examine additional background information on the Concord Teachers’ Trust.

Policy #101.1/#481 Board Member Indemnification – Save Harmless – the Committee recommended keeping Policy #101.1 as is and will revise at a future meeting policy #481 to cover employees and agents.

Policy #482 Teachers, Exploitation of – the Committee recommended replacing this policy with the text of NHSBA policy GBJ, Personnel Records, which would comply with current privacy laws.

Policy #482.1 Concord School District Self-Funding Plus Program Statement of Policy Regarding the Use and Disclosure of Protected Health Information – the Committee recommended that this policy be deleted, as the District no longer self-funds. Other concerns within this policy are covered by HIPAA (Policy #422).
Policy #483/740 Liability – the Committee recommended changing the name and text of this policy to Liability Insurance and Pooled Risk Management. Several additional text changes were made.

Policy #491 Cafeteria Workers – the Committee recommended replacing the text of this policy with NHSBA policy GDB, Employment of Personnel, and deleting Policy #492 Custodians.

Agenda Item 8. City and Community Relations Committee
Committee Chair Clint Cogswell reported on the meeting of August 20, at which the development of the initial pages and overall concept of the District brochure was discussed.

Agenda Item 9. Finance Committee
Committee Chair Tom Croteau reported on the meeting of August 27, at which the ineligibility of Beaver Meadow and Christa McAuliffe Schools for the Fresh Fruits and Vegetables Program was discussed. The Committee recommended that the full Board allocate $48,000 of the current budget funds to cover the cost of providing fresh fruits and vegetables five days per week at these two schools. Ms. Redmond-Scura noted that the funds cannot be distributed from the three schools which do qualify, to the other schools which do not qualify. Ms. Patterson noted that providing fresh fruits and vegetables for only three days would cost less. Mr. Fennessy asked whether the District providing the program to the two schools might jeopardize funding for the other elementary schools. The federal allocations covered three days in 2015-2016 year and have been rising since. Mr. Fennessy asked whether there has been any effort to reach out to community groups to partially fund this program. Mr. Croteau noted that the Food Services Director favored prepackaged fruits and vegetables. Mr. Crush said the Board should strategically plan for this program in the future. Pam Wicks noted that teachers and students are being trained to minimize food waste. Mr. Fennessy said he was concerned about the District taking on the cost of this program for a second year in a row; moving forward he suggested adding this to the overall budget process.

The Board voted 9-0 to allocate $48,000 for FY18-19 to fund the Fresh Fruits and Vegetables Program five days per week for Beaver Meadow and Christa McAuliffe Schools (motioned by Mr. Richards, seconded by Mr. Crush).

Agenda Item 10. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board calendars for September and October. She discussed the agenda for the Instructional Committee meeting on
September 5, which will include JV ice hockey, CPI training, Behavior Task Force essential questions and structure, and assessment review for spring assessments.

Agenda Item 11. Public comment
Tamara Hatcher, CHS math teacher, thanked the Board for its work for the community. Ms. Hatcher commented about how she is asked to wear ribbons for several causes. She asked the Board to help her not to have to wear a red ribbon.

Agenda Item 12. Adjournment
The Board voted 9-0 to adjourn (motioned by Mr. Croteau, seconded by Mr. Cogswell).

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Maureen Redmond Scura, Secretary
Linden Jackett, Recorder
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: October 1, 2018
REFERENCE: Fall Coach Nomination

Lynn Reyes
Canterbury, NH
Education: Concord High School
Continental Academy of Hair Design, Manchester, NH, 99
Profession: Unified Soccer Coach
Concord High School Educational Assistant, 2009-present
Experience: Concord High School
Student Support, Unified Games, 2015-2018
Community Bridges, Concord, NH
LNA Direct Support, 2017-2018
Lynn replaces Amanda Bacher

$832
Step 1, Group 14
2.0%
The meeting was called to order at 5:31 p.m. The agenda included consideration of a Junior Varsity Ice Hockey proposal, information about Crisis Prevention Institute (CPI) training in the District, presentations on restraint and seclusion, recent academic assessments, and plans related to a Behavior Task Force.

1. Junior Varsity Ice Hockey Team proposal

Steve Mello and Duncan Walsh presented a proposal to add a Junior Varsity Ice Hockey program at Concord High School. This program has not been in place since 1988. An ongoing Midget hockey program had been offered by the Capitals, so there was not a need to duplicate this program in the school. The Midget program ended several years ago. In the last five to seven years, not as many youth participated in hockey in the City. In the last two years, there has been a resurgence of interest, and a growing number of students are trying out for a limited number (20-24) of spots on the varsity team. This past year, 10 students were cut. There is now a growing number of younger students interested in playing hockey. Looking at youth hockey numbers going forward, it seems that without a JV team at CHS, approximately 20 students will not be able to play in the next few years, with no other options for playing in the Concord area. An opportunity now exists to become involved in a Junior Varsity league that meets in Hooksett. The total estimated cost for this program would be $10,895. Expenses include league fees ($3,500), coach ($2,495), transportation ($2,040), practice ice time ($2,860) and league dues ($3,500.) Approximately 16-18 students would be expected to play.

Mr. Mello noted that student fees for hockey are higher than other sports. He also noted that ample funds are available for scholarships so that no student misses out on playing because they cannot afford the fees. This proposal does not include a request for funds from the District for the first year of the program. Mr. Mello estimated that $6,930 in revenue would come from fees collected from students, based on 18 students. The Booster Club is committing to raising $3,965, and would supply uniforms. A budget proposal to
fund this program after the first year would need to be made through the regular District budget process.

The Committee voted 4-0 to recommend this proposal for the first year of Junior Varsity Hockey at CHS for consideration by the full Board (motioned by Clint Cogswell, seconded by Pam Wicks).

2. Crisis Prevention Institute (CPI) Training

Michele Speckman, CHS Special Education Director, introduced the CPI program, used to train teachers, administrators and specialists across the District in non-violent crisis intervention. The District has three in-house trainers, including Ms. Speckman. The District had previously used several other programs for the same purpose, introducing CPI in the last several years.

Non-violent crisis intervention is the cornerstone of CPI, which stresses care, welfare, safety and security. This program is used in a variety of venues, including schools, hospitals and police settings. CPI training is intended to improve school culture, and support behavior and the development of relationships with students. Through the training, staff learn to defuse challenging and disruptive behavior before an incident escalates to a crisis. The training supports adults reflecting on their own behavior, and benefits students, staff and the District in a variety of ways.

For staff to be CPI certified, each person initially participates in a two-day training, and a one-day annual refresher is required to maintain the certification. All administrators in the District are trained. Many educational assistants are trained, as well as special education teachers, and related service professionals. Some general education teachers have also been trained. An initial training for new staff is held within the first weeks of schools. Overview training (not for certification) has occurred in each building for all teachers, and this work has been very well received. Feedback from across the District has been very positive.

The program focuses on using verbal cues with students. Participants look at how crisis situations evolve and develop and examine issues of respect, service and safety at work. They explore non-verbal and verbal elements of communication that can impact a crisis situation, and practice de-escalation strategies. They focus on setting limits with students and understanding the reciprocal relationship between one's own behavior and the behavior of others. The training emphasizes ways to help students develop coping mechanisms and explore ways to learn from crisis situations and improve future work. The training includes role-playing and practice in using restraint procedures.

Ms. Speckman described the Crisis Development Model, and how it is used to identify approaches to be used based on student behavior. They also train staff to differentiate between low, medium and high levels of behavior, helping staff understand the types of behaviors that might ultimately require physical intervention.
District trainers also offer specialized training related to students with autism. Staff learn about developing self-control plans that help them to stay on track when they are dealing with very difficult behaviors.

Ms. Speckman noted that all grade levels are involved in training. There are trained teams in each one of the schools. Language issues may arise with new students, but staff use close observation techniques to determine needs, with student behavior being very telling. There is much discussion about trauma and its impact on behavior. Issues of cultural sensitivity related to behavior management are also discussed.

The District has joined with many partners to work with students who exhibit challenging behavior. There is a strong partnership with Riverbend, with clinicians in most schools, and consulting specialists who work in the buildings as well.

Parents have not been trained in CPI, but Ms. Speckman noted that she has provided information and materials about CPI to parents. There are strict protocols for contacting parents in the case of physical intervention.

Ms. Speckman noted the importance, when working with students, of understanding what is causing underlying behaviors, which involves taking time to build and sustain relationships. She also indicated that it is important for teachers, even of younger grades, to help students who are observing their peers with behavior issues understand what is happening.

3. Restraints and Seclusions

Superintendent Forsten presented data on incidents of restraint and seclusion during the 2017-2018 school year. She reported that there were 63 incidents of restraint that involved 21 different students. Of these 21 students, 14 students were involved in 1-2 incidents, 4 students had 3-5 incidents and 3 students had 7-18 incidents. There were 49 incidents of seclusion that involved 9 students. Of these 9 students, 5 had 1-2 incidents, 2 students had 4-6 incidents, and 2 students had 12-21 incidents.

Overall there were 112 incidents of restraint and seclusion, involving 25 students, representing .005 (5/1000) of students.

The rooms used for seclusion vary, with a specific seclusion room connected to the 3R program at Beaver Meadow School. Other rooms used for this purpose are small office spaces generally used for students who need a one-to-one learning environment at times. Students who have experienced larger numbers of restraints or seclusion have one-to-one assistant support.

There are some students, generally in primary grades, who tend to run away from staff and sometimes from the building. They are not restrained unless they are in imminent danger. Staff use protocols learned through CPI training to support these students.

4. Assessment Results and Data

Ms. Palley reviewed AIMSweb as a generalized reading assessment tool. This tool is used through sixth grade in the District and the assessment is administered three times a year.
She shared AIMSWeb data from last year that showed growth in students’ achievement across the year in grades three, four, five, and six. Some students are given this assessment more frequently to monitor their progress more closely. Ms. Palley also shared the test results for students as part of a cohort as they moved from first grade to fourth grade using AIMSWeb. The number of students who are falling below average is decreasing, and the number of students who are achieving above average is increasing. Ms. Palley also showed the Committee a grid that demonstrated more frequent AIMSWeb progress monitoring for a kindergarten student example. This student’s skills in reading, based on words per minute, were assessed weekly by the teacher. It takes one minute to assess this student’s reading development each week. We can see a growth trend with this student.

Elementary teachers use another assessment called Fountas and Pinnell Benchmark (F & P); it is given in the fall and spring each year, and at mid-year for students who are reading below grade level. F&P data from third, fourth, and fifth graders was shared, highlighting the percentage of students who were developing reading proficiency at grade level. Ms. Palley shared data on a group of students as they moved from first to fifth grades; this data also included information on two subgroups (free/reduced lunch, non-free/reduced lunch).

Ms. Palley presented information on student achievement in Mathematics. Fourth grade results were strong last year, with very few students scoring well below proficient.

She offered a reminder that 36% of the District’s students participate in the free or reduced lunch program, while the state average is 28%. The District’s English Learner (EL) population represents 9% of total student population, while the State EL population is 3% of total school enrollment. She reviewed students’ achievement in the Statewide Smarter Balanced Assessment over the past three years. Concord students showed steady progress in reading and math over a three-year period with this assessment. In the final year of that program, students were performing near, at or above the State as a whole. A new assessment was instituted last year, with Concord students at grades 3 and 4 performing below the State average, and students at 8th grade performing at or above. SAT results have not yet been released.

5. Behavior Task Force

Superintendent Forsten gave an overview of the upcoming Behavior Task Force, which will be similar in process to the Early Childhood Task Force. The Task Force will include experts who will function as a core leadership team, as well as a larger task force, with perhaps up to 40 individuals. It is anticipated that there will be working subgroups, with opportunities to solicit feedback from focus groups. The essential question that will guide the work is: ‘What are best practices in social-emotional learning development and how does that connect with the school community?’ She noted the work of educational researcher Linda Darling-Hammond, who wrote about the importance of four dimensions of social-emotional aspects of learning:

- Intentionally designing developmentally healthy learning environments
• Directly teaching social and emotional learning strategies
• Attending to the social and emotional learning needs of teachers and leaders
• Explicitly focusing on preparing students to be socially aware, skilled, and responsible

Task Force meetings will likely begin in October and are expected to continue for the year and perhaps into the Fall 2019.

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

The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Maureen Redmond-Scura, Chair
Donna Palley, Recorder
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
Concord School District Policy #132
Agenda Preparation and Dissemination

The Superintendent shall prepare all agendas for regular and special meetings of the School Board. In doing so, the Superintendent shall consult with the Executive Committee of the Board.

Every Board member has the right to place items on the agenda. Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Matters not included on the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Any Board member, staff member, student or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students or citizens shall be at the discretion of the Board President.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least three days prior to the Board meeting. Board members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be publicized in accordance with Policy #131.1 and will be made available to the public, upon request. The Superintendent will endeavor to have Board committee agendas prepared and posted within 24 hours prior to the committee meeting.

Legal Reference:
RSA 91-A:3, Non-Public Sessions

Adopted 1971. Revised April 3, 2017; __________, 2018
Corresponds to NHSBA Policy BEDB
Concord School District Policy #136
Public Participation at Board Meetings

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. All meetings of the Board pursuant to RSA 91-A shall be open to the public. The Board encourages residents to attend and participate in Board meetings.

The Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3.

The monthly Board meeting agenda will include time for citizens to address the Board on both agenda and non-agenda topics, at times identified on the agenda. Speakers will be allotted five minutes per person.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal References:
RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Non-Public Sessions
Policy #135 Rules of Order

Adopted __________, 2018
Corresponds to NHSBA Policy __________
Concord School District Policy #450

Teacher Performance and Evaluation System

The School Board will adopt and the Superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The Superintendent will involve teachers and Principals in the development of these procedures and the corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions.

Legal References:
RSA 189:1-a, Duty to Provide Education
RSA 189:14-a. Failure to be Renominated or Reelected
N.H. Code of Administrative Rules, Section Ed. 302.02(n), Substantive Duties of Superintendents
N. H. Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals

Adopted December 5, 2011. Revised __________, 2018
Corresponds to NHSBA Policy GCO
Concord School District Policy #451
Evaluation of Non-Teaching Employee

The performance of each non-teaching employee shall be monitored throughout the year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance based on his/her specifically assigned duties, which will be submitted according to District procedures.

It will be the responsibility of the Superintendent to implement appropriate evaluation procedures for non-certified staff.

This policy may be superseded by a collective bargaining agreement.

Adopted 1971. Revised 1976; December 1983; ____________, 2018
Corresponds to NHSBA Policy GDO
Concord School District Policy #461

Substitutes

Concord School District will maintain a substitute list of qualified individuals to serve as substitutes for Concord schools. All substitute employees must undergo a Criminal History Records Check prior to any employment.

Substitute teachers will be paid based on the guidelines established below and in accordance with the rates set annually by the School Board.

1. **Substitute.** A person who is hired to replace a teacher for up to five consecutive school days.

2. **Long-Term Substitute.** A person who is hired to replace a teacher after completing five consecutive school days in the same assignment.

3. **Permanent Substitute.** A person who is hired to serve as substitute on a regular basis at a particular level (e.g., elementary) or school.

Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

**Legal Reference:**
RSA 189:13-a, School Employee and Volunteer Background Investigations

Adopted March 4, 1991. Revised December 7, 1992; October 6, 2008; ______, 2018
Corresponds to NHSBA Policy GBCD
Concord School District Policy #482
Personnel Records

The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements.

The District will not disclose any personally identifiable data or information to any person outside of the District, except as may be required by law.

Legal References:
RSA 91-A:5, Access to Public Records
RSA 189:65, VII-a, Student and Teacher Information Protection and Privacy
RSA 189:67, Limits on Disclosure of Information
Appendix GBJ-R

Adopted June 1971. Revised May 3, 1983; __________, 2018
Corresponds to NHSBA Policy GBJ
Concord School District Policy #482.1
Concord School District Self-Funding Plus Program Statement of Policy
Regarding the Use and Disclosure of Protected Health Information

This is a statement ("Statement") of Concord School District Self-Funding Plus Program ("Plus Program") regarding the permitted and required uses and disclosures of Protected Health Information ("PHI") as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any other laws to which the Plus Program is subject in connection with the Plus Program's participation in HealthTrust and its self-funded program. (All capitalized terms in the text herein are as defined in HIPAA unless otherwise indicated.)

Use and disclosure of Protected Health Information

The Plus Program will use PHI to the extent of and in accordance with the uses and disclosures permitted by HIPAA. Generally, it is expected that the Plus Program will only utilize PHI in connection with HealthTrust's provided self-funded program and administrative functions in connection with it. As further clarification:

The Plus Program will not use or further disclose PHI other than as permitted or required by this policy or by law:

1. The Plus Program will not use or disclose PHI for employment-related actions and decisions unless the Plus Program has received an authorization from the individual with respect to whom such PHI relates.

2. The Plus Program will not use PHI in connection with any other benefit or employee benefit plan of the Plus Program unless authorized by the individual with respect to whom the PHI relates.

3. The Plus Program will report to HealthTrust any PHI use or disclosure that is inconsistent with the uses or disclosures provided for in the policy and in accordance with HIPAA or any other applicable law and of which it becomes aware.

4. The Plus Program will make PHI available to an individual in accordance with HIPAA's access requirements.

5. The Plus Program will make PHI available for amendment by the individual with respect to whom the PHI relates and to incorporate any such amendments to PHI in accordance with HIPAA.

6. The Plus Program will make available the information required to provide an accounting of disclosures.

7. The Plus Program will make internal practices, books and records relating to the use and disclosure of PHI received from HealthTrust available to the United States Health and Human Services Secretary for the purposes of determining HealthTrust's compliance with HIPAA.
8. The Plus Program will, if feasible, return or destroy all PHI received from HealthTrust that the Plus Program still maintains in any form, and retain no copies of such PHI when no-longer needed for the purpose for which disclosure was made (or if returning to HealthTrust or if destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction not feasible).

9. The Plus Program will ensure that, in accordance with HIPAA, only the employees specifically identified, or classes of employees that are under the control of the Plus Program’s governing body or specifically designated by the governing body of the Plus Program to receive PHI, may be given access to PHI by the Plus Program.

10. The Plus Program will ensure that if any person(s) described above do not comply with the policy of the Plus Program, the Plus Program shall employ a mechanism for resolving issues of noncompliance, including disciplinary sanctions.

The Plus Program will use and disclose PHI permitted by authorization of Plus Program’s employee.

In addition to Paragraph A above, with a written authorization on a form of and otherwise acceptable to HealthTrust (the “Authorization”') from the Plus Program’s employee, the Plus Program will disclose PHI of an employee to the person or entity specifically identified in the Authorization, including HealthTrust.

Disclosure of PHI to the Plus Programs without Authorization or Certification

Generally, the Plus Program will not disclose PHI received from HealthTrust or otherwise except as provided in Paragraphs A and B above. In addition, however, the Plus Program may disclose PHI to consultants and advisors in connection with receipt of advice or administration of the self-funded plan of the Plus Program. Under such circumstances, the Plus Program will ensure that any such agent will be subject to the same restrictions and conditions that apply to the Plus Program with respect to such PHI.

Adopted August 1, 2003. Revised
Corresponds to NHSBA Policy
Concord School District Policy #483 *

Liability and Pooled Risk Management

The District may procure liability insurance to protect against risks of loss, cost or damage to itself, its employees or its students, or other loss. Such insurance may include general liability coverage, automobile liability coverage, errors and omissions liability coverage and other coverage as the Superintendent may determine. Liability limits for all coverage will correspond to those limits established by applicable law.

The District may also participate in a pooled risk management program. The pooled risk management program may be utilized for: the defense of claims and indemnification for losses arising out of the ownership, maintenance and operation of real or personal property and the acts or omissions of school officials, school employee, or agents of the District; the provision of loss prevention services including, but not limited to, inspections of property and the training of personnel; and the investigation, evaluation and settlement of claims by and against the District. Membership in a pooled risk management program will conform to the provisions set forth in RSA 5-B and related statutes.

Legal References:
RSA 5-B, Pooled Risk Management Programs
RSA 507-B:4, Limit of Liability

Adopted 1966. Revised 1971; 1976; __________, 2018
* Also Policy #740
Corresponds to NHSBA Policy EIB
Concord School District Policy #491
Employment of Personnel

It is the policy of the School Board to recruit and select for employment the best qualified applicant for each position within the District without regard to race, color, national origin, religion, age, qualified handicap, marital status or sexual orientation.

These provisions apply unless otherwise covered by a specific bargaining agreement.

Applications

Written application will be available online and at the Central office for those persons seeking employment with the District. The application will contain information concerning job experience, references, and other details as may be required. The Superintendent and Human Resources Director will coordinate hiring procedures for all job applicants.

Definitions

Salaried employee: personnel under written contract for a specified period of time, whose compensation is set and determined on a per-pay-period basis, and whose normal workday coincides with that of the regular school day.

Hourly wage employee: personnel not under written contract for any specified period, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment.

Wages

Compensation for salaried non-certified, unaffiliated employees will be determined on an individual basis and will be recommended by the Superintendent to the Board each year.

Compensation for hourly employees will be according to a salary schedule approved and a part of the associated contract bargaining agreement (CBA), if applicable.

Work Day

Each non-certified employee’s supervisor will establish the employee’s work schedule, including starting time, break time, lunchtime and ending time.

Payroll Deductions

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis.

Leave

Requests for leave by non-certified personnel will be handled individually by the relevant supervisor and may be allowed for reasons such as illness, death of a close relative, maternity, personal time and vacation.

Grievances
All grievances should be settled in accordance with the relevant CBA procedures. For unaffiliated employees, grievances should be brought to their immediate superior. Appeal may be made to the Superintendent.

Annual Notice

The Superintendent will notify all educational support staff and non-certified employees by the last day of each school year of the District’s intent to continue or not continue their respective employment for the following school year. The notification will be in writing.

The notification may state that the intent to continue or not continue the employee’s employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff re-organization, student enrollment and others.

Legal References:
RSA 189:14-h, Notice to Education Support Personnel and Non-Certified School District Employees Required

Adopted __, 2018
Corresponds to NHSBA Policy GDB

Cafeteria Workers

The Superintendent or designee will be responsible for interviewing and recommending to building Principals personnel to be employed in the School Nutrition Services Department (“Nutrition Services”).

Adopted December 1983. Revised February 2, 2004

Concord School District Policy #492

Custodians

The Director of Facilities will be responsible for listing and advertising custodial vacancies. The Director will collect appropriate data on each candidate and forward such data to the building Principal where the vacancy exists. Candidates must be interviewed by the building Principal and head custodian of the building. Recommendations must then be forwarded to the Superintendent or designee. Approval or disapproval of candidates must be reduced to writing and kept on file in the Director’s office.

Adopted December 1983. Revised February 2, 2004
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## Monthly Enrollment Report Summary
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<td>5:30 p.m. Communications &amp; Policy Hearing (non-public)</td>
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<td>5:30 p.m. Communications &amp; Policy</td>
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<td>5:30 p.m. Special Board meeting to set tax rate</td>
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### November 2018 Board Meetings

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<td>7:00 p.m. Election Day</td>
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<td>5:30 p.m. Capital Facilities</td>
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