I. CALL TO ORDER, Introduction of Student Representatives

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT – agenda items only

IV. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (September 5) ................................. pp. 3-8
   b. Special Board meeting (September 26) .................................... p. 9

V. RECOGNITIONS
   a. Introduction of CHS senior Laila Ruffin, NH Student Poet Laureate
   b. Presentation by Concord Regional Technical Center

VI. PERSONNEL
   a. Staff nominations ........................................................................ pp. 10-11
   b. Coach nominations ........................................................................ p. 12
   c. Leaves of absence

VII. NEGOTIATIONS
   a. Committee meeting report (Sept 6)

VIII. INSTRUCTIONAL
   a. Committee meeting report (Sept 11) ............................................. pp. 13-14

IX. JOINT CITY COUNCIL/SCHOOL BOARD
   a. Committee meeting report (Sept 15) ............................................. p. 15

X. COMMUNICATIONS & POLICY
   a. Committee meeting report (Sept 18) ............................................. pp. 16-20
      • Policy #541 – Co Curricular Expectations (1st reading) .......... pp. 21-29
      • Policy #690.1 – Athletic Philosophy and Guidelines (1st reading) pp. 30-35
      • Policy #691.1/712 – Athletics, Transportation (1st reading) .......... pp. 36-37
      • Policy #695 – Athletics Trips (1st reading) ................................. pp. 38-39
      • Policy #691.2 – Practice – Orientation Sports Program (1st reading, considered for deletion) p. 40
      • Policy #691.3 – Exceptional Athletic Ability (1st reading, considered for deletion) p. 41
XI. FINANCE
   a. Committee meeting report (Sept 20) ............................................. pp. 42-45

XII. CAPITAL FACILITIES
   a. Committee meeting report (Sept 25) ............................................. pp. 46-47
   b. Committee meeting report (Sept 27) ............................................. pp. 48-49

XIII. PROPOSED CALENDAR OF MEETINGS ............................................. pp. 51-52

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

XV. ADJOURNMENT
Board members present: Clint Cogswell, Tom Croteau, Nathan Fennessy, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, Jim Richards, Pam Wicks

Board member absent: Barb Higgins

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

Agenda Item 1. Call to Order

Board President Clint Cogswell called the meeting to order at 7:02 p.m.

Agenda Item 2. Approval of Agenda

Mr. Cogswell added under “Calendars” a discussion to set the date for the Superintendent’s evaluation.

The Board voted 8-0 to approve the agenda as modified (motioned by Jennifer Patterson, seconded by Tom Croteau).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the regular monthly meeting on August 7.

The Board voted 8-0 to approve the minutes of the regular monthly meeting on August 7 (moved by Maureen Redmond-Scura, seconded by Ms. Patterson).

Agenda Item 5. Presentation on visit to Nebraska Middle School/Family Y Facilities

A team from Concord School District (Jim McCollum, Jack Dunn, and Matt Cashman) and the Concord Y (Brett St. Clair, Chairman of the Board, Jim Doremus, Y Director,
Kenneth Traum, Y Buildings and Grounds Chair, and Bobby Williams of HMFH Architects, traveled to Lincoln, Nebraska to visit several recently built facilities shared between the school district and the Y. Mr. Dunn provided the initial set of slides and outline of the spaces, noting a strong symmetry between the Y and the school. Mr. Dunn and Mr. Doremus thanked all the staff members in Nebraska for their assistance and generosity, noting that they “really rolled out the red carpet for us.”

Lincoln has about 280,000 people, with 41,000 students in its school system. The two shared-use buildings visited by the team were constructed jointly, with each having primarily mission-specific spaces, and space on the first two floors that is shared between them. One was built in 2009 and one just opened in August, each with a different architectural firm. Mr. Cashman noted that in the second (newer) facility, all visitors are directed through the main office.

In response to a question from Mr. Cogswell about statistics/demographic breakdown of numbers of students eligible for free- and reduced-price lunch or the number of special education students, etc., the team noted that they did not collect these numbers but could request them if needed.

A magnetic door locking system locks down the shared space during the day for the school, and locks down the shared space at the end of the day for the Y. The Y Director and middle school Principal meet weekly to discuss logistics and make sure that the schedule is working smoothly.

Mr. Doremus noted that swim and dance are part of the Lincoln district’s PE curriculum; in addition, the Y offers a youth weight training program (requiring safety training for youth); before- and after-school enrichment programming; a teen center shared between Y and the school; and individualized programming for students.

Mr. McCollum noted that, while the team did not meet with teachers, he strongly sensed the collaboration and common core mission that the community understands and works toward.

In response to a question from Ms. Patterson about challenges or lessons learned in the 2009 facility since it opened, Mr. Doremus mentioned that from the Y perspective, the site director felt the locker room space for adults was insufficient. Mr. McCollum noted that the architectural design contained built-in expansion options; points in the construction where they could add on new building.

In response to a question from Mr. Richards about safety issues including traffic and security, Mr. McCollum noted that the midwest approach is different, with buildings designed with appropriate security measures in mind. Additionally, the design removed busing from the equation, in which students move directly from program to program.

In response to a question from Ms. Redmond-Scura about the logistics of the twice-daily lockdowns (middle school teams moving into the Y for practices, etc.), Mr. Dunn noted that the the schedules are worked out beforehand. The school and Y staff recommended
that Concord thoroughly review its programming to figure out what the schedule needs to look like. The Lincoln team will share its schedule with the Concord team.

Mr. Richards asked how an integrated art program could be shared with the Y. He was intrigued as this was not quite as obvious for a Y program as athletic facilities. Mr. Doremus and Mr. McCollum said the shared space could include a technology component, and an art component.

In response to a question from Ms. Patterson about whether the Lincoln facilities have extensive childcare facilities, as the Concord Y does, Mr. Doremus noted that Lincoln’s two facilities had smaller spaces for licensed childcare programming than what Concord’s needs are.

In response to a comment from Mr. Cogswell that services for students eligible for free- and reduced-price meals are important to Concord School District, Mr. Dunn said that 50% of students in Lincoln are eligible for free- and reduced-price meals.

Agenda Item 6. Personnel

Larry Prince presented a professional leave request from Meredith Shepherd.

The Board voted 8-0 to confirm the professional leave of absence request for Meredith Shepherd as presented (moved by Jim Richards, seconded by Nathan Fennessy).

Larry Prince presented several teacher confirmations.

Christine Giacalone Spanish Teacher, Rundlett Middle School, $14,636, 20% of M+30-11. This is in addition to Christine’s 80% World Language position. Christine replaces David Page (20% at M14 = $16,133) – transfer to CHS. Budgeted at $16,133

Olivia Broderick, Classroom Teacher, Beaver Meadow School, $41,580, B-1, one year only. New Position. Superintendent’s Contingency Fund

Elizabeth Williams, Kindergarten Teacher, Beaver Meadow School, $20,790, 50% at B-1, one year only. Elizabeth replaces Meredith Shepherd – LOA. Elizabeth replaces Margaret Barry (50% at B-11 = $33,264) - retirement. Budgeted at $33,264

Alexander Crosby, Classroom Teacher, Broken Ground School, $21,812, 96 days at B-1, 1st semester only. Alex replaces Lynn Warner (96 days at M-14 = $42,316) – LOA. Budgeted at $42,316

Meredith Shepherd, Classroom Teacher, Christa McAuliffe School, $48,234, M-2, one year only. Meredith is taking a one-year-only leave of absence from her 50% kindergarten teacher position. New position. Superintendent’s Contingency Fund

Superintendent Forsten noted that teachers were added for a first grade position at Christa McAuliffe School and a fifth grade position at Beaver Meadow School.
There is $104,000 left in the Superintendent’s contingency fund. By the end of the week it’s likely to be down to about $80,000.

**The Board voted 8-0 to confirm the teacher hires as presented (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).**

Larry Prince presented three coach confirmations.

Renee Zobel, Girls’ JV Volleyball Coach, Concord High School, $2,495, Step 2, Group 10, 6.0%. Renee replaces Lauren Hannum

Sarah Paquin, Girls’ Soccer B Coach, Rundlett Middle School, $2,287, Step 2, Group 11, 6.0%. Sarah replaces Amy Sherr

Amy Sherr, Girls A Soccer Coach, Rundlett Middle School, $2,495, Step 3, Group 11, 6.0%. Amy replaces Elizabeth Logan

**The Board voted 8-0 to confirm the coach hires as presented (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).**

Agenda Item 7. Communications and Policy

Ms. Patterson noted that a number of policies are now before the Board for a second reading and consideration for approval: Policy #300 – Fiscal Management Plan; Policy #301 – Fraud Prevention; Policy #320 – Purchasing Procedure; Policy #322 – Bidding; Policy #322.1/874 – Cooperative Bids; Policy #350 – Fixed Assets – Inventories; Policy #390 – Investments.

The following policies were considered for deletion: Policy #323 – Purchasing of Goods for Non-District Usage; Policy #372 – Home Use of District Computers.

Mr. Fennessy asked whether Policy 372 had been superseded by the technology policy; Ms. Patterson replied in the affirmative.

**The Board voted 8-0 to approve revisions to Policy #300 – Fiscal Management Plan; Policy #301 – Fraud Prevention; Policy #320 – Purchasing Procedure; Policy #322 – Bidding; Policy #322.1/874 – Cooperative Bids; Policy #350 – Fixed Assets – Inventories, as presented; and the deletion of Policy #323 – Purchasing of Goods for Non-District Usage and Policy #372 – Home Use of District Computers (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).**

Agenda Item 8. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for September and October, noting in particular the September 27 Capital Facilities Committee meeting to be held at RMS, at which HMFH will make its presentation of the RMS Facility Study, and the School Board candidates’ information session on September
13. The Board set a non-public meeting for the Superintendent evaluation on Tuesday, September 26 at 5:30 p.m.

Mr. Richards asked that the first part of the Capital Facilities meeting on September 25 be open to the public so that their concerns about safety and security can be addressed to the Committee.

Ms. Wicks noted that the Instructional Committee meeting on September 11, which will include a discussion about full-day kindergarten scheduling, programming, space and transportation, is open to the public. Superintendent Forsten noted that changes to the RMS schedule and mathematics "pathways" will be discussed also.

Agenda Item 9. Other

Fresh Fruits and Vegetables Program

This USDA program provides reimbursements to participating schools to serve, during the school day, fresh fruits and vegetables to students during non-meal times. It is based on January enrollment and eligibility for free/reduced-price meals. The goals of the Fresh Fruits and Vegetables Program are to create healthier school environments by providing healthier food choices; expand the variety of fruits and vegetables that children experience; increase children’s fruit and vegetable consumption, ideally at least twice per week; and make a difference in children’s diets to impact present and future health. The criteria for selection as a program provider include: be an elementary school; represent the highest percentage of students eligible for F/R meals (50% - 100%); participate in the National School Lunch Program (NSLP); complete an annual application for the FFVP. Each of the District elementary schools participated in this program.

On August 18, the District received notification from the Department of Education that there was a change in program funding for 2017-2018. Beaver Meadow, Mill Brook and Broken Ground Schools remain eligible for the program 5 days per week from October 2017 to September 2018. Abbot-Downing and Christa McAuliffe Schools are no longer eligible. The administration’s recommendation was to continue to support ADS and CMS with district funds at a level of 3 days per week for the first month. The estimated cost would be $1200 for each school for the month. The administration would gather more information to offer a firm recommendation for the coming months.

Ms. Wicks and Ms. Kimball supported this recommendation. Ms. Redmond-Scura noted that the federal government seems to view the elementary schools individually, but the District views all its schools equally. Superintendent Forsten noted there can be 10 percentage points difference in free- and reduced-price lunch eligibility among the schools. Mr. Fennessy asked what the source would be for the $1200 per month cost, for a total of $24,000 for the remainder of the school year. Mr. Dunn noted that the District
budget would need to be increased to support this initiative, although the cost could be absorbed within the existing budget for this month.

Non-Resident Student Request (non public, per RSA 91-A:3,II c)

Mr. Fennessy made a motion to move into non-public session at 8:02 p.m. under RSA 91-A:3 II (c) that states, in part: “... Matters which, if discussed in public, would likely affect adversely the reputation of any person ... .”

The Board by roll call voted 8-0 to move into non-public session at 8:02 p.m. under RSA 91-A:3 II (c) (motioned by Mr. Fennessy, seconded by Mr. Croteau) to discuss a non-resident student request.

Mr. Fennessy moved to come out of non-public session at 8:33 p.m.

The Board voted by roll call 8-0 to come out of non-public session under RSA 91-A:3 II (c) (motioned by Mr. Fennessy, seconded by Mr. Richards).

The Board recessed the non-public session at 8:33 p.m.

Mr. Fennessy moved to seal the minutes of the non-public session.

The Board by roll call voted 8-0 to seal the minutes under RSA 91-A:3 II (c) (motioned by Mr. Fennessy, seconded by Pam Wicks).

Agenda Item 9. Public comment

There was no public comment.

Agenda Item 10. Adjournment

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

The meeting adjourned at 8:34 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District
Special Board Meeting
September 26, 2017

School Board members present: Clint Cogswell, Jennifer Patterson, Jim Richards, Nathan Fennessy, Pam Wicks, Maureen Redmond-Scura, Alana Kimball

Administration: Terri Forsten, Superintendent

Agenda: review the Superintendent’s evaluation

As the meeting began, Jennifer Patterson said that the meeting was not posted on the front door of the Central Office building. She asked whether it had been posted in two other locations. Pam Wicks noted that it was posted on the front page of the School District website. Several in the room remembered that it had been talked about at the September 5 meeting of the School Board. However, it was not noted on the draft notes from that meeting nor was it noted on the draft calendar from that meeting.

Ms. Patterson reviewed Chapter 91-A, paragraph two and read it aloud with emphasis on the following,

“Except in an emergency or when there is a meeting of a legislative committee, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in two appropriate places, one of which may be the public body’s Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings.”

While all present understood that the intent of the special meeting was to review the Superintendent’s evaluation in a non-public session and it was not intended to be a public meeting, out of an abundance of caution and to remain consistent with posting practices, it was agreed to postpone the meeting until Monday, October 2, 2017, at 6:00 p.m.

The Special Board meeting adjourned at 5:52 p.m.

Respectfully submitted,

Tom Croteau, Secretary

Terri Forsten, Recorder
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: October 2, 2017
REFERENCE: Teacher Nominations

Kristina Peare
Concord, NH
Education:
Experience:

Concord High School
Mathematics Teacher
Wheelock College, Boston, BS/92
Concord High School
Special Education Teacher, 01-17
Rundlett Middle School
Special Education Teacher, 00-01
The COMPASS School, Jamaica Plain, MA
Special Education Teacher, 92-00

Christina is taking a one-year-only, 20%, leave of absence from her full-time special education teacher assignment.
Christina replaces Joseph Proulx (20% of M-14 = $16,133) – LOA
Budgeted at $16,133

Joseph Proulx
Goffstown, NH
Education:
Experience:

Concord High School
Digital Education-Coding Teacher
University of New Hampshire, Durham, NH, MS/00
Keene State College, Keene, NH, BA/91
Concord High School
Math/Digital Education-Coding Teacher, 16-17
Mathematics Teacher, 00-16
Merrimack Valley High School, Penacook, NH
Mathematics Teacher, 96-00
TASIS-Hellenic International School, Athens, Greece
Mathematics Teacher, 94-96
Glyfada Christian Center, Glyfada, Greece
Missionary School Director, 93-94
Faith Christian Academy, Bedford, NH
Middle School Mathematics Instructor, 91-93

Joe is taking a one-year-only, 20% leave of absence from his full-time mathematics teacher assignment.
Joe held this position one year only for 2016-2017
Budgeted at $11,144
Karry Carter  
Webster, NH  
Education:  
Rundlett Middle School  
ELL Teacher  
Grand Canyon University, Phoenix, AZ, M.Ed./12  
Plymouth State University, Plymouth, NH, BS/99  
Karry replaces Anne Mills (92 days at M-6 = $29,265) – LOA  
Budgeted at $29,265

$22,994  
92 days at M-1  
first semester only
TO:                    Members, Concord School Board
FROM:                  Larry Prince, Director of Human Resources
DATE:                  October 2, 2017
REFERENCE:             Winter Coach Nominations

Tanner Favreau                  Concord High School
Concord, NH                  Girls Freshman Basketball Coach
Profession:                  Nike, Tilton, NH
                           Sales Clerk
Experience:                  New England College, Henniker, NH
                           Women’s Basketball Coach/Counselor
                           Athol High School Basketball Camps, Athol, MA
                           Coach/Counselor to youth
Tanner replaces Sarah Fuhrmeister

$3,119
Step 1, Group 6
7.5%

Patrick McDonough           Concord High School
Kensington, NH             Girls Varsity Ice Hockey Head Coach
Profession:                GMA Associates, Kensington, NH
                           Recruiter/Assistant to Director of Operations
Experience:                NH Amateur Hockey Association
                           NHAHA Select Co-Head coach U16 selects 3/20-3/22, 2015
                           Portsmouth Middle School
                           Assistant Boy’s Ice Hockey Coach, 11-12
                           New Hampshire East Eagles
                           Lead Instructor, 11/16-12/16
                           Head Coach Mite Instructional Player Development, 16-17
                           Head Coach Midget Major 2, 2016
                           Head Coach Pee Wee 1, 15-16
                           Co-Head Coach Midget Major 2013
                           Assistant Coach Squirt 1, 13-14
Patrick replaces Stacy Landry

$6,653
Step 2, Group 2
16.0%
Concord School District Board of Education  
Instructional Committee  
September 11, 2017

Committee members present: Alana Kimball, Chair, Pam Wicks, Jennifer Patterson, Maureen Redmond-Scura

Other Board members present: Tom Croteau, Jim Richards, Barb Higgins

Others: Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Rundlett Middle School Assistant Principal Heather Barker, Elementary Math Coordinator Chantel DeNapoli, ADS Kindergarten Teacher Stacy Macri, Business Administrator Jack Dunn

Chairperson Alana Kimball opened the Instructional Committee meeting at 5:30 p.m.

Superintendent Forsten reviewed the agenda: potential full-day kindergarten programming; Rundlett Middle School (RMS) schedule changes; and the RMS math progression.

Potential full-day kindergarten curriculum, programs and schedules

Assistant Superintendent Donna Palley reviewed recent work on full-day kindergarten curriculum, programs and schedules. She described a sample schedule for a full day, comparing it to a sample schedule from the present part-day schedule. Ms. Palley described structures including the morning meeting, literacy and math blocks, and opportunities for activity-based learning. Increased time for movement activities, for read-alouds, and for activity-based learning was described.

Superintendent Forsten described transportation, facility and financial considerations for full-day kindergarten. She noted that, barring any completely unanticipated set of circumstances, there should be adequate capacity to absorb additional riders on the elementary buses at ADS, BMS, and CMS. It is still to be determined whether MBS/BGS would need an additional bus in the morning or afternoon. At this point, it is predicted that the District would save about $75,000 in transportation costs by moving to full-day kindergarten, given that mid-day busses would be eliminated.

Each of the 15 kindergarten teachers anticipated for a full-day program would require a daily 45-minute planning period. During this time, students would have some type of ‘specials’ experience. Superintendent Forsten and Ms. Palley discussed one option that involved hiring a small team of part-time itinerant teachers who would travel to each of the four schools, providing STEAM, creative play, social and academic experiences.

Superintendent Forsten indicated that there would be enough space for full-day kindergarten classes at the elementary schools, though some shifting of rooms will be necessary at MBS, where the youngest students (kindergarten and first graders) can only use classroom on the first floor of the building because of fire codes.
Superintendent Forsten described changes at the state level that will result in additional funds for kindergarten. Under the new law, NH will provide an additional $1,100 per full-day kindergarten student starting in FY19. Additional funding generated by Keno may be available in FY20. The District would anticipate $330,000 in additional revenue for FY19 if the District implemented full-day kindergarten programs, based on an estimated 300 students.

RMS Schedule Changes

Changes have been made to the RMS 2017-2018 schedule. The purpose of the changes was threefold: to provide teachers and students with opportunities for interdisciplinary teaching and learning, to initiate a new advisory program, and to provide daily blocks of time for students to receive differentiated instruction – both academic enrichment and support, as needed. Assistant Principal Heather Barker described specifics of the schedule, which changed for grades 6 and 7. Students have a weekly block for advisory, which includes a focus on the PBIS/PRIDE topics that have been developed by teacher teams. They also have daily 30-minute blocks for enrichment and/or support.

RMS Mathematics Progression

Ms. Palley reviewed the Math Course Progression options at RMS, explaining that about 50% of students complete Algebra by the end of grade 8. The Math curriculum standards have become more robust. To address that challenge, students moving toward Algebra in grade 8 will be provided with approximately one hour per week of additional instructional time focused on pre-algebra concepts. Students in need of support with 6th or 7th grade math concepts will also receive approximately one hour per week of additional instruction in these areas.

Jim Richards asked about advanced geometry in grade 8. The District does not currently offer a geometry class at RMS, but students are able to take this course at CHS, as appropriate.

Ms. Barker answered a question from Ms. Patterson about communicating with parents about these challenges, noting that the information provided to the Board had been sent home to parents last spring. Committee members asked for updates as the year goes on, and expressed support for these changes.

Ms. Patterson made a motion to adjourn the meeting.

The Committee voted 4-0 to adjourn (motioned by Ms. Patterson, seconded by Ms. Redmond-Scura).

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Alana Kimball, Chair
Terri Forsten, Recorder
Concord School District
Board of Education
Joint City Council / School Board Committee
September 15, 2017

Committee members present: Maureen Redmond-Scura, Chair
Other School Board members present: Nathan Fennessy, Jim Richards
City Council Committee members present: Jim Bouley, Mayor; Dan St. Hilaire
City Administrators present: Tom Aspell, City Manager; Suzi Pegg, Economic Development Director; Brian LeBrun, Deputy City Manager Finance; Carlos Baia, Deputy City Manager Development
School District Administrators present: Terri Forsten, Superintendent; Jack Dunn, Business Administrator

The Committee discussed the following agenda items:

- Introduction of City’s new Economic Development Director, Suzi Pegg
- Update on the Rundlett Middle School Facility Study
- Facilities: Safety and Security
- Crimson Tide: Childcare Facility
- Full-day Kindergarten Planning – funding increase: state adequacy, keno
- Contract Negotiations
- City’s Capital Projects Update

The meeting adjourned at 8:47 a.m.
Respectfully submitted,

Maureen Redmond-Scura, Chair
Terri Forsten, Recorder
Concord School District  
Board of Education  
Communications and Policy Committee

Date: September 18, 2017

Committee members present: Jennifer Patterson, Chair; Alana Kimball, Maureen Redmond-Scura, Tom Croteau

Other Board member: Clint Cogswell

Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent; Tom Sica, CHS Principal; Steve Mello, Director of Physical Education and Sport

Committee chairperson Jennifer Patterson called the meeting to order at 5:30 p.m. The purpose of the meeting was to continue to review Board policies, with a focus on 10 policies from Section 600: Instruction. The policies under review were:

1. Policy 541 Co-Curricular Expectations
2. Policy 690 Participation in Interscholastic (related to NHSBA Policy JJIB)
3. Policy 690.1 Athletic Philosophy and Guidelines
4. Policy 691 Athletic Program
5. Policy 691.1 Athletic, Transportation
6. Policy 691.2 Practice-Orientation Sports Program
7. Policy 691.3 Exceptional Athletic Ability
8. Policy 691.4 Student-Parent Consent, Athletics
9. Policy 695 Athletic Trips
10. New: Eligibility for School Athletics (NHSBA Policy JJIC)
11. New: Concussions and Head Injuries (required; NHSBA Policy JLCJ)

Superintendent Forsten provided Committee members with copies of the New Hampshire School Boards Association (NHSBA) model policies that corresponded to the topics under review.

She guided Committee members to the New Hampshire Interscholastic Athletic Association (NHIAA) handbook (http://www.nhiaa.org/about-nhiaa/handbook). Articles in the NHIAA handbook include Eligibility, Sports Medicine, Classification, Due Process, Finance, Protest Procedure, Sanctioning, Sportsmanship, Sports Officiating, Sports Officials Fees, Seedings and Tie Breaking, and Below Grade Nine Athletic Participation. As a member of NHIAA, these by-laws apply to Concord programs and athletes.
Director of Physical Education and Sport Steve Mello described the District’s NHIAA membership and spoke about that organization’s process for developing policy.

In response to a question from Maureen Redmond-Scura about whether the District has additional requirements for eligibility to participate in the athletics program, Mr. Mello noted that students must pass four units in the preceding grading period. Concord High School (CHS) further requires that three of those four units must be passed with a score of 70 or above. There is a probationary period for those potential athletes that usually results in eligibility for those falling just below this level.

In response to a question from Tom Croteau about eligibility requirements for students who transfer, Mr. Mello noted that there is a waiver process outlined in the NHIAA bylaws.

In response to a question from Ms. Redmond-Scura about whether homeschooled or foreign exchange students are eligible, Mr. Mello noted that they are. Concord residents (attending Bishop Brady, for example) can access the athletic program at CHS in accordance with the process outlined in the NHIAA handbook.

In response to a question from Ms. Patterson about the frequency of policy changes at NHIAA, Mr. Mello noted that policy changes are infrequent but do happen as needed.

In response to a question from Ms. Patterson about the whether the Unified teams are covered under NHIAA policies, Mr. Mello noted that these are fully delineated.

**Policy 541 Co-Curricular Expectations**

Ms. Patterson suggested removing several sections on the first page and re-numbering the remainder of the sections.

Mr. Sica asked whether the intent of this policy is also to govern academic expectations of all students in clubs, noting that broad participation in clubs is hoped to have a positive effect on all aspects of a student’s life at the high school. He did indicate that the behavioral expectations delineated in the policy are important and needed.

Ms. Palley also spoke to the purpose of the 21st Century afterschool programming relative to the academic requirements in this policy.

Ms. Redmond-Scura suggested placing an asterisk to reference this or a similar sentence, “Academic expectations may be modified by the Club Advisor.”

Superintendent Forsten suggested that this policy may be too specific in certain areas; for example, the step-by-step process for first violation, second violation, third violation; academic performance; school attendance; suspensions.

Mr. Croteau asked whether the CHS administration needs this specific language to maintain the required standards. Mr. Mello indicated he uses this policy on a regular basis. Mr. Sica noted that this policy has also been used for violations in the performing arts program, for example.
Mr. Cogswell suggested that the inevitable circumstances that do not fit within a particular policy can be left to the discretion of the administration.

Ms. Patterson suggested that the sentence connected to the asterisk read “Academic expectations and procedures for violations of behavioral expectations may be adjusted for clubs as appropriate.”

**Policy 690 Participation in Interscholastics (NHSBA Policy JJIB)**

Mr. Croteau asked if this could be broadened to include all co curricular activities. The Committee decided to leave the policy unchanged for now.

**Policy 690.1 Athletic Philosophy and Guidelines**

There was some discussion about the specificity of criteria for adding or discontinuing a particular program. Mr. Mello noted that the only team that was dropped in the last decade was gymnastics.

Superintendent Forsten noted that athletic programs at the elementary level are all run by the City Parks and Recreation program.

Mr. Croteau noted that the policy expresses and is itself a philosophy, and the section on the elementary level addresses the District’s overall approach. He suggested minor revisions in the first paragraphs after “elementary schools” and “Rundlett Middle School.”

There was some discussion about whether to include sections A, B and C; it was decided to keep these.

**Policy 691 Athletic Program**

Ms. Patterson asked whether specific physical education curriculum should be included as part of the Director of Physical Education and Sport role. Mr. Mello noted that he guides the physical education curriculum but does not write it. There was some discussion about whether this policy is needed. Mr. Croteau noted that the policy provides structure for the Director. It was decided to add the review date and make no further changes.

**Policy 691.1 Athletic, Transportation**

The Committee decided to remove the words “and intramural” from the policy, add “or contracted,” and adjust grammatical structure so that the policy will read “All intrastate travel for interscholastic purposes shall be by school buses owned by, operated by, or contracted with the Concord School District.”

**Policy 691.2 Practice-Orientation Sports Program**

Superintendent Forsten noted that this content is covered in the NHIAA handbook, and asked whether this policy is needed at all. Mr. Mello noted that this is not current practice either. Committee members agreed that this policy should be deleted.
Policy 691.3 Exceptional Athletic Ability

Ms. Patterson suggested that this policy be deleted, since this is covered by specific NHIAA policies. Committee members agreed that this policy should be deleted.

Policy 691.4 Student-Parent Consent, Athletics

There was some discussion about whether students in the District have health insurance; Mr. Mello noted that the District has auxiliary coverage for injured students. Ms. Patterson noted that this policy might be needed for risk management purposes. Superintendent Forsten will check with NHIAA and NHSBA about the enforceability of this policy. The Committee will review the policy again after Superintendent Forsten brings back this information.

Policy 695 Athletic Trips

There is a standard procedure for Superintendent approval of overnight trips. Mr. Cogswell noted that former Board member Betty Hoadley asked for specific language about athletic trip distances, and also annual consideration by the Board for funding these trips. The Committee decided to remove the final sentence of the policy.

New: Eligibility for School Athletics (NHSBA Policy JJIC)

Ms. Patterson noted that as there is some overlap with several existing policies and given that this is not required, that this policy not be adopted. The Committee decided not to adopt this policy.

New: Concussions and Head Injuries (required), derived from NHSBA Policy JLCJ

Superintendent Forsten noted that this is a required policy, and suggested that the policy follow the guidelines included in the District Health Manual. There is no need for a separate policy. Mr. Mello noted that the Athletics Department deals with concussion protocol every day. He noted that the athletic trainer, present on the same field complex for every sporting event, checks with injured athletes and, if any possible concussion symptom is noted, the player is immediately taken off the field. This is backed up in the NHIAA handbook.

The Committee voted 4-0 to recommend to the full Board for consideration, with changes as discussed, the following: Policy 541 Co-Curricular Expectations; Policy 690.1 Athletic Philosophy and Guidelines; Policy 691.1 Athletic, Transportation; and 695 Athletic Trips, with changes, for a first reading; and the elimination of Policy 691.2 Practice-Orientation Sports Program and Policy 691.3 Exceptional Athletic Ability. The Committee further voted that Policy 690 Participation in Interscholastics be unchanged, with the potential to be broadened in the future to all co-curricular activities; and that the review date be added to Policy 691 Athletic Program. Policy 691.4 Student-Parent Consent, Athletics will return to the Committee for further work (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

The Committee thanked Mr. Sica and Mr. Mello for their interest and feedback.
The Committee voted 4-0 to adjourn the meeting (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Linden Jackett, Recorder
Concord School District Policy #541
Co Curricular Expectations

The mission of Concord School District is to enable every student to acquire and demonstrate skills, knowledge and attitudes essential to be a responsible world citizen committed to personal, family, and community well being.

I. Scope and Purpose
The co curricular program at Concord High School (CHS) includes the following:

- All interscholastic athletic teams
- The performing arts program (non-credit-bearing)
- Student government and the Senate
- All clubs*

The following set of co curricular expectations is designed to:

- Uphold the educational value of programs where each individual contributes to the whole for the success of the group/team;
- Ensure students perform at peak levels, developing self and group/team discipline;
- Prepare students for real life (e.g. living within the law and contributing to their community);
- Reflect our school’s high standards; and
- Ensure that students participating in co curricular programs serve as good representatives of the District and demonstrate appropriate representation through their character, sportsmanship, team work, mutual respect and trust.

Each co curricular program may have additional expectations that are added to this document as an addendum. These Co Curricular Expectations and attachments are in force from the first day that the program begins (first practice, meeting, rehearsal, tryout, audition) through the conclusion of the season/program or the awards program (if applicable), whichever comes last.

II. Expectations

A. Behavioral Expectations

Students who participate in CHS co curricular programs are expected to adhere to high standards ... physically and socially. The following behaviors constitute violations of these expectations:

1. Illegal use or possession of tobacco in any form
2. Illegal use or possession of alcoholic beverages
3. Illegal use or possession of drugs and/or mood altering substances
4. Gambling at any CHS events
5. Vandalism
6. Stealing
7. Bullying and/or harassing others
8. Being convicted of misdemeanors or felonies
9. Gross misconduct including, but not limited to: assault on an advisor/coach, judge/official, participant/opponent or spectator; leaving an activity in anger during the activity or interrupting the flow of the activity with inappropriate behavior and/or obscene language; demonstrating dishonesty in connection with the co-curricular program; directing threats and/or gestures at the advisors/coaches, judges/officials and/or spectators.

10. Hazing and team/activity initiations involving hazing. CHS interprets hazing as “any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or which may in any fashion compromise his/her inherent dignity as a person. In addition, any requirement by a member of an organization which compels another member to participate in an activity which is against school policy or state/federal law will be defined as hazing.”

Students who need confidential assistance or support concerning any of the behaviors listed above may contact their guidance counselor and/or the Student Assistance Program counselor.

Violations of Behavioral Expectations 1-10 will result in the following:

1. **First Violation**

   For the longer of fourteen (14) calendar days or the period of time necessary to meet the following conditions, the student’s participation in his/her co-curricular program will be limited as described in the following conditions: (1) the student cannot participate in games, scrimmages, competitions, performances, votes, etc. in the co-curricular program; (2) the student must practice and/or attend meetings; (3) the student must attend a meeting with his/her parent and the guidance counselor to cooperatively develop a plan to determine the extent to which this behavior is problematic; and (4) the student must complete not less than 10 hours of community service.

   The Director of Physical Education and Sport and the Assistant Principal responsible for Co Curricular Programs must approve the community service proposed and confirm that the four conditions have been met.

2. **Second Violation (within the same school year)**
The student will be suspended from participating in all co curricular programs for the longer of sixty (60) calendar days within the school year or such time period as is needed to regain eligibility to participate in co curricular programs by presenting, receiving approval of, and completing a remediation plan. The Co Curricular Review Committee must approve this plan.

3. Third Violation (within the same school year)

The student is suspended from participating in all co curricular programs for the remainder of the school year.

Students who participate in CHS co curricular activities are expected not to attend gatherings at which alcohol or drugs are being illegally consumed. If CHS officials receive information from the police or another reliable source that a student has attended such a gathering, the student and his/her parent or legal guardian will meet with a counselor to review the health, safety, legal and social risks associated with underaged drinking and illegal drug use. During the meeting, the student and his/her parent or legal guardian will work cooperatively to determine any appropriate follow up to the meeting.

B. Academic and School Attendance Expectations

1. Academic Performance

Students who wish to participate in CHS co curricular programs must be scheduled for at least five (5) academic courses each semester. In order to be eligible for a CHS co curricular program, a student must have passed a minimum of four (4) units of work at the end of the previous marking period (quarter grade) and achieve grades of at least 70 in three of these. Eligibility status is determined on the day that official report cards are distributed to students. An incomplete is not considered a passing grade for purposes of eligibility. With the exception of Interscholastic Athletics (NHIAA rule prohibits), students may use summer school to improve a failing 4th quarter grade to a passing one to be eligible for a co curricular program the 1st quarter of the next school year. All students may use summer school to improve a passing 4th quarter grade to 70 or above to be eligible for any co curricular program for the 1st quarter of the next school year.

2. School Attendance

Students who participate in CHS co curricular activities are expected to attend school on the day of a meeting, practice, contest or performance. Any student who does not attend school by his/her first scheduled class for reasons of sickness or truancy will not be eligible to participate in any scheduled meeting, practice, contest or performance on the date. If the violation becomes known at a later date, it will be enforced at the next meeting, practice, contest or performance following the disclosure. Repeated violations would be considered gross misconduct (refer to section Behavioral Expectations). The Director of Physical Education and Sport or the Assistant Principal responsible for Co Curricular programs may grant exceptions to this expectation for extenuating circumstances.

3. School Suspension/In-School Adjustment
Any student suspended from school or issued an in school adjustment assignment will not be able to participate in or attend any co curricular program, game, performance, practice, and/or meeting on the day of the suspension or in school adjustment assignment.

**III. Co-Curricular Review Committee**

The CHS Co Curricular Review Committee is comprised of the following individuals:

- The student’s present coach or advisor
- The Director of Physical Education and Sport or the Assistant Principal responsible for Co Curricular programs
- A CHS administrator
- Two students appointed by the Director of Physical Education and Sport or the Assistant Principal responsible for Co Curricular programs
- CHS School Resource Officer, if any
- A Guidance Counselor or the CHS Student Assistance Counselor

**Appeal Process**

A student and/or his/her parents/legal guardians may appeal to the Principal only a limitation on extracurricular program participation resulting from a First Violation of fourteen (14) calendar days under Section I.A. or any consequence imposed under Section II B.

A student and/or his/her parents/legal guardians may appeal a suspension resulting from a subsequent violation under Section I to the Principal, the Superintendent and the School Board in this order.

* Academic expectations and procedures for violations of behavioral expectations may be adjusted for clubs as appropriate.

Adopted June 4, 2001. Revised 2017

Corresponds to NHSBA Policy JJC, JJA
Please cut off the bottom of this page, and return the completed and signed portion below to your coach or advisor. Students will not be able to participate in co curricular programs until this form and any addendum is signed and returned to their coach/advisor.

We have read the Co Curricular Expectations and attachments and are aware of and agree to abide by the standards set forth in order to participate in the co curricular program noted below. We are aware of the consequences, which will be imposed if any of these expectations are violated.

Co Curricular Program: ____________________________________________________________

Student Name (print): ____________________________________________________________

Student Signature: ___________________________ Date: ____________________________

Parent/Guardian Signature: ___________________________ Date: ____________________________
Concord School District Policy #541
Co Curricular Expectations

I. Scope and Purpose

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• The performing arts program (non-credit-bearing)
• Student government and the Senate
• All clubs*

The following set of co curricular expectations is designed to:

• Uphold the educational value of programs where each individual contributes to the whole for the success of the group/team;
• Ensure students perform at peak levels, developing self and group/team discipline;
• Prepare students for real life (e.g. living within the law and contributing to their community);
• Reflect our school’s high standards; and
• Ensure that students participating in co curricular programs serve as good representatives of the District and demonstrate appropriate representation through their character, sportsmanship, team work, mutual respect and trust.

Each co curricular program may have additional expectations that are added to this document as an addendum. These Co Curricular Expectations and attachments are in force from the first day that the program begins (first practice, meeting, rehearsal, tryout, audition) through the conclusion of the season/program or the awards program (if applicable), whichever comes last.

II. Expectations

A. Behavioral Expectations

Students who participate in CHS co curricular programs are expected to adhere to high standards ... physically and socially. The following behaviors constitute violations of these expectations:

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2. Illegal use or possession of alcoholic beverages
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4. Gambling at any CHS events
5. Vandalism
6. Stealing
7. Bullying and/or harassing others
8. Being convicted of misdemeanors or felonies
9. Gross misconduct including, but not limited to: assault on an advisor/coach, judge/official, participant/opponent or spectator; leaving an activity in anger during the activity or interrupting the flow of the activity with inappropriate behavior and/or obscene language; demonstrating dishonesty in connection with the co curricular program; directing threats and/or gestures at the advisors/coaches, judges/officials and/or spectators.
10. Hazing and team/activity initiations involving hazing. CHS interprets hazing as “any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or which may in any fashion compromise his/her inherent dignity as a person. In addition, any requirement by a member of an organization which compels another member to participate in an activity which is against school policy or state/federal law will be defined as hazing.”

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   The Director of Physical Education and Sport and the Assistant Principal responsible for Co Curricular Programs must approve the community service proposed and confirm that the four conditions have been met.

2. **Second Violation (within the same school year)**
   The student will be suspended from participating in all co curricular programs for the longer of sixty (60) calendar days within the school year or such time period as
is needed to regain eligibility to participate in co curricular programs by presenting, receiving approval of, and completing a remediation plan. The Co Curricular Review Committee must approve this plan.

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   The student is suspended from participating in all co curricular programs for the remainder of the school year.

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   Students who participate in CHS co curricular activities are expected to attend school on the day of a meeting, practice, contest or performance. Any student who does not attend school by his/her first scheduled class for reasons of sickness or truancy will not be eligible to participate in any scheduled meeting, practice, contest or performance on the date. If the violation becomes known at a later date, it will be enforced at the next meeting, practice, contest or performance following the disclosure. Repeated violations would be considered gross misconduct (refer to section Behavioral Expectations). The Director of Physical Education and Sport or the Assistant Principal responsible for Co Curricular programs may grant exceptions to this expectation for extenuating circumstances.

3. **School Suspension/In-School Adjustment**
Any student suspended from school or issued an in school adjustment assignment will not be able to participate in or attend any co curricular program, game, performance, practice, and/or meeting on the day of the suspension or in school adjustment assignment.

III. Co-Curricular Review Committee

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A student and/or his/her parents/legal guardians may appeal a suspension resulting from a subsequent violation under Section I to the Principal, the Superintendent and the Board in this order.

* Academic expectations and procedures for violations of behavioral expectations may be adjusted for clubs as appropriate.

Adopted June 4, 2001. Revised __________, 2017
Corresponds to NHSBA Policy JJIC, JJA
Concord School District Policy #690.1
Athletic Philosophy and Guidelines

The School Board believes that student activities are vital to the educational development of the whole child. Athletic activities can be essential components of an educational program because they develop students’ self-esteem, social skills, and physical fitness. All students should be given the opportunity to participate in athletic experiences appropriately arranged to meet their developmental needs and individual interests.

The total District athletic program should primarily focus on the continued development of students and prepare them for lifelong participation in physical activities.

I. Elementary Schools

The elementary school program, in coordination with community programs, should focus on developing appropriate team and individual activities which provide a balance of cooperation and competition for every elementary-age students. Through these activities students should develop the following:

- motor skills and overall physical fitness
- knowledge of concepts, rules and basic skills in various games
- sportsmanship through practicing self-control, safe practices and personal responsibility
- both interest and enjoyment in participating in physical activity

II. Rundlett Middle School (RMS)

The middle school program should provide opportunities for maximum athletic participation for every student in those grades. Effective coordination between school and community programs is essential. The individual, intramural and interscholastic activities offered to middle school students will be developed by administration with the approval of the Board. Through these activities, students should develop the following:

- more advanced and diverse skills in a widening range of athletic activities
- increased physical ability through specific skill instruction and fitness programs
- an understanding that participation is a privilege which demands personal responsibility and a sense of fair play

III. Concord High School (CHS)

The high school program should provide a wide variety of opportunities for participation, ranging from individual and intramural activities to competitive interscholastic athletics programs. Effective coordination between school and community programs is essential. The administration may choose to offer freshman, junior varsity, or varsity teams, using guidelines approved by the Board. Through all of these activities, students should develop the following:
• good sportsmanship as evidenced by fair play, teamwork, discipline, and commitment
• a sense of personal fitness and sound health concepts for lifelong wellness
• a sense of responsibility to self, the student body, the school and the community.

A. **Considerations used to add or discontinue interscholastic athletic activities at CHS**
   - There is a significant interest in having the activity as shown by student participation.
   - The activity helps to maintain gender balance in opportunities for students to participate.
   - There are sufficient facilities available for participants to practice and compete.
   - The costs for the activity are clearly delineated and sources of financial support are approved.
   - The activity is a recognized sport by the state athletics association.
   - There is coordination with community organizations that offer the same sport so as to eliminate or minimize both overlapping seasons and competing demands on students.
   - A competitive schedule can be arranged.
   - Any new activity will not have a long-term negative impact on existing programs.

B. **Considerations used to add or discontinue interscholastic athletic activities at the middle school level**
   - There is significant interest in having a school team.
   - There are viable alternatives either at school or in the community for all students who wish to participate in this sport.
   - A competitive schedule can be arranged which is appropriate for middle school students in terms of time spent, distance traveled, and frequency of contests.
   - There are sufficient facilities available for participants to practice and compete.
   - The activity helps to maintain gender balance in opportunities for students to participate.
   - The costs for the activity are clearly delineated and sources of financial support are approved.
   - The activity does not involve undue demands on students at the middle school grades.

C. **Considerations used to add or discontinue intramural athletic activities – at both RMS and CHS**
   - There is significant interest in the activity.
   - The activity will provide skill building at the middle school level and appropriate amounts of competition for both middle and high school students.
• The activity will help to maintain gender balance in opportunities for students to participate.
• There are sufficient facilities available for participants to practice and compete.
• The costs of the activity are clearly delineated and sources of financial support are approved.
• The activity has been coordinated with community programs.

Adopted September 7, 1999. Revised __________, 2017
Corresponds to NHSBA Policies JJIC, JJA
Concord School District Policy #690.1
Athletic Philosophy and Guidelines

The School Board believes that student activities are vital to the educational development of the whole child. Athletic activities can be essential components of an educational program because they develop students' self-esteem, social skills, and physical fitness. All students should be given the opportunity to participate in athletic experiences appropriately arranged to meet their developmental needs and individual interests.

The total District athletic program should primarily focus on the continued development of students and prepare them for lifelong participation in physical activities.

I. Elementary Schools

The elementary school program, in coordination with community programs, should focus on developing appropriate team and individual activities which provide a balance of cooperation and competition for every elementary-age student. Through these activities students should develop the following:

- motor skills and overall physical fitness
- knowledge of concepts, rules and basic skills in various games
- sportsmanship through practicing self-control, safe practices and personal responsibility
- both interest and enjoyment in participating in physical activity

II. Rundlett Middle School (RMS)

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- more advanced and diverse skills in a widening range of athletic activities
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- an understanding that participation is a privilege which demands personal responsibility and a sense of fair play

III. Concord High School (CHS)

The high school program should provide a wide variety of opportunities for participation, ranging from individual and intramural activities to competitive interscholastic athletics programs. Effective coordination between school and community programs is essential. The administration may choose to offer freshman, junior varsity, or varsity teams, using guidelines approved by the Board. Through all of these activities, students should develop the following:
• good sportsmanship as evidenced by fair play, teamwork, discipline, and commitment
• a sense of personal fitness and sound health concepts for lifelong wellness
• a sense of responsibility to self, the student body, the school and the community.

A. Considerations used to add or discontinue interscholastic athletic activities at CHS

• There is a significant interest in having the activity as shown by student participation.
• The activity helps to maintain gender balance in opportunities for students to participate.
• There are sufficient facilities available for participants to practice and compete.
• The costs for the activity are clearly delineated and sources of financial support are approved.
• The activity is a recognized sport by the state athletics association.
• There is coordination with community organizations that offer the same sport so as to eliminate or minimize both overlapping seasons and competing demands on students.
• A competitive schedule can be arranged.
• Any new activity will not have a long-term negative impact on existing programs.

B. Considerations used to add or discontinue interscholastic athletic activities at the middle school level

• There is significant interest in having a school team.
• There are viable alternatives either at school or in the community for all students who wish to participate in this sport.
• A competitive schedule can be arranged which is appropriate for middle school students in terms of time spent, distance traveled, and frequency of contests.
• There are sufficient facilities available for participants to practice and compete.
• The activity helps to maintain gender balance in opportunities for students to participate.
• The costs for the activity are clearly delineated and sources of financial support are approved.
• The activity does not involve undue demands on students at the middle school grades.

C. Considerations used to add or discontinue intramural athletic activities – at both RMS and CHS

• There is significant interest in the activity.
• The activity will provide skill building at the middle school level and appropriate amounts of competition for both middle and high school students.

• The activity will help to maintain gender balance in opportunities for students to participate.

• There are sufficient facilities available for participants to practice and compete.

• The costs of the activity are clearly delineated and sources of financial support are approved.

• The activity has been coordinated with community programs.

Adopted September 7, 1999. Revised __________, 2017
Corresponds to NHSBA Policies JJIC, JJA
Concord School District Policy #691.1 *
Athletics, Transportation

All intrastate travel for interscholastic and intramural purposes shall be by school buses owned, and operated, or contracted by the District.

* Also Policy #712
Concord School District Policy #691.1 *

Athletics, Transportation

All intrastate travel for interscholastic purposes shall be by school buses owned, operated, or contracted by the District.


* Also Policy #712
Concord School District Policy #695
Athletic Trips

Statement
Concord High School (CHS) is a member of the New Hampshire Interscholastic Athletic Association, which sanctions, governs, and oversees high school athletics in New Hampshire. As such, CHS adheres to the regular season and post-season tournament schedule set by the NHIAA.

The NHIAA sets the beginning and ending dates that define the high school season including pre-season, regular season competition, and post-season tournaments. The season for any CHS team is described as the beginning and ending dates of the season as set by the NHIAA and includes only that post-season tournament play for which District teams or individuals may have qualified in accordance with NHIAA rules.

The administration will develop a schedule for the regular season and league tournament play for the Rundlett Middle School (RMS) teams.

Approval of Athletic Trips
The season schedules including post-season tournament play for CHS teams and RMS teams must be approved by the Principal prior to the beginning of each season. The schedule of practices or scrimmages that require travel out of the Concord area must also be approved by the Principal prior to the start of the season. A copy of the approved schedule will be sent to the Superintendent.

The athletic director and a building Principal must approve all athletic trips. Overnight trips must also be approved by the Superintendent. All trips must be approved prior to any parent notification or any final announcement of plans to students.

The District will not sponsor, sanction, organize, or provide transportation for any athletic trip outside of the approved schedule.

Occasionally teams or individuals and their coach(es) may request permission to practice or compete outside the local area and/or the approved schedule. Such requests for either day or overnight trips must be approved by the Principal and if an overnight trip, the Superintendent. A compelling reason must be presented for approval of such additional athletic trips.

Cost
Generally, athletic trips will be taken to the site that is nearest and most efficiently allows the student athletes to achieve both their educational and athletic goals.

Parents will not be required to pay for athletic trips, although they may pay any amount towards a school’s athletic trip fund.

The Board will annually consider funding District athletic trips.

Adopted September 2, 2003. Revised 2017
Concord School District Policy #695
Athletic Trips

Statement

Concord High School (CHS) is a member of the New Hampshire Interscholastic Athletic Association, which sanctions, governs, and oversees high school athletics in New Hampshire. As such, CHS adheres to the regular season and post-season tournament schedule set by the NHIAA.

The NHIAA sets the beginning and ending dates that define the high school season including pre-season, regular season competition, and post-season tournaments. The season for any CHS team is described as the beginning and ending dates of the season set by the NHIAA and includes only that post-season tournament play for which District teams or individuals may have qualified in accordance with NHIAA rules.

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Cost

Generally, athletic trips will be taken to the site that is nearest and most efficiently allows the student athletes to achieve both their educational and athletic goals.

Parents will not be required to pay for athletic trips, although they may pay any amount towards a school's athletic trip fund.

Adopted September 2, 2003. Revised 2017
Concord School District Policy #691.2
Practice-Orientation Sports Program

At the beginning of each sports season, all interested athletes (grades 9–12) and all athletic coaches of that sport (the head coach and all of his/her assistants) will report for a practice-orientation program which will not exceed three weeks.

At the end of the practice-orientation period, freshman coaches and players will engage in their own athletic program as will varsity and junior-varsity coaches and players.

Adopted June 1970. Revised March 1984
Concord School District Policy #691.3

Exceptional Athletic Ability

I. A freshman athlete with exceptional athletic ability* may be considered as a candidate for participation in junior varsity or varsity level sports under the following procedure/guidelines:

1. Identification of a freshman athlete.

2. Freshman, junior varsity and varsity coaches will review the exceptional ability of the candidate and forward a recommendation to the Director of Physical Education and Athletics, copies to secondary Principals.

3. The director will consult with the secondary Principals concerning the candidate. A secondary Principal who does not agree with the director's recommendation may so state in writing to the director, copy to the Superintendent of Schools.

4. The Superintendent, after reviewing all the facts and recommendations, will render a decision and inform, in writing, all parties involved.

II. A freshman who has received permission to participate on the varsity or junior varsity teams may do so only under the following conditions:

1. He/she will not be allowed to participate at junior varsity or varsity level after returning to the junior high athletic program from the practice orientation program.

2. He/she must meet all of the eligibility requirements as established by the NHIAA.

3. He/she must have written permission to participate at this level from parents or guardian.

*To determine the athlete with "exceptional ability" the following guidelines will be utilized:

1. A freshman whose physical maturity allows him/her to compete favorably at the junior varsity or varsity level.

2. A freshman who has attained a skill level that will allow him/her to participate favorably at the junior varsity or varsity level.

Adopted March 1984.
Concord School District
Finance Committee
September 20, 2017

Committee members present: Tom Croteau, Jim Richards, Nathan Fennessy, Pam Wicks

Other Board members present: Clint Cogswell, Barbara Higgins, Maureen Redmond-Scura

Others: Terri Forsten, Superintendent’ Jack Dunn, Business Administrator

Committee chairperson Tom Croteau opened the meeting with an overview of the agenda for the evening’s meeting. Business Administrator Jack Dunn addressed the ongoing issue of sound on the live feed of meeting videos, noting that this issue is being addressed.

Mr. Dunn reviewed the agenda: Budget finalization, review of Budget FY 2017, review of Budget FY 2018 and associated recommendations, considerations for the committee, and the important October meeting.

Mr. Dunn reviewed a handout, Fiscal Year 2016-2017 Budget Summary at June 30, 2017 (attached). Total funds available to contribute to the unreserved fund balance are $1,411,560. Mr. Dunn reviewed the revenues and expenses from the budget year that closed June 30, 2017.

Nathan Fennessy requested that Mr. Dunn provide a quarterly review of the “real time” budget for the Finance Committee.

Mr. Dunn reviewed the total revised appropriation for 2017-2018 and explained each of the lines of the Trust Fund balances. He encouraged Finance Committee members to commit to set aside funding for the Facility Renovation Fund.

Mr. Dunn reviewed the revenue received for selling used iPads ($160,000). The administration recommended that the Board move to appropriate these funds to support the purchase of 160 laptops for teachers. Several Committee members asked why these funds would be used for this purpose at this time, as opposed to considering setting these funds aside in the technology innovation fund, and asked the age of the laptops to be replaced. Mr. Dunn explained that this revenue could be set aside in the technology innovation fund; however, the Board would have to vote to pull those funds out at another time. The administration recommended that the Board move forward to purchase laptops for teachers with those funds now, as that would be part of the request coming forward in the future. There are a number of teachers with laptops that are eight years old. In response to a question about what would happen to the used laptops, Mr. Dunn explained that some would be discarded and others would be recycled, potentially to students.
Mr. Dunn presented several options for the Finance Committee to consider in revising the total appropriation for 2017-2018. The option to set aside $25,000 to support the Fresh Fruits and Vegetables Program (FFVP) at Abbot-Downing and Christa McAuliffe Schools was discussed. There was a conversation about other initiatives such as full-day kindergarten and a middle school project, and the Board’s need to be mindful of these in planning. The Finance Committee had a lengthy conversation about their understanding that the FFVP is well received and positively impacts students at the elementary schools. Three elementary schools will continue to be eligible for the FFVP this school year.

Mr. Fennessy asked about the tax impact of the three options. Mr. Dunn referred him to slide #20 of the presentation to review the projected tax impacts. There was a conversation about the potential tax impact and a consideration of real growth. The Finance Committee members had a focused conversation on the tax rate and the work to best predict the tax rate over the years, and caution about associated increases/decreases.

Mr. Dunn reviewed current FY 2018 budget expenses. There are unknowns in the areas of utilities, snow removal, special education, homeless transportation, community education, and Medicaid. The conversation about special education included a concern from Mr. Cogswell about the cost of transportation for students who are traveling to schools outside the school district. Superintendent Forsten shared information about a meeting earlier this week with the preschool/elementary special education coordinators to begin to review students’ needs and consider how to build capacity in programs in the schools.

It was suggested that the Finance Committee consider holding quarterly meetings for updates on the budget in real time and updates on special education costs.

Mr. Croteau moved that the Finance Committee vote to move forward Option #2 as recommended by the administration. Mr. Fennessy seconded this motion. Jim Richards asked Pam Wicks if she was comfortable moving forward with option #2. She responded that she would like to see the laptops and the FFVP go forward. Mr. Fennessy agreed that option #2 would be the best among the options, but still had questions about the FFVP funding.

Option #2

The Finance Committee recommended to the full School Board that it adopt the following changes to the FY 2018 Budget for the purposes of appropriating unreserved funds to pay for increased FFVP costs, transfer to the Facilities and Renovation Trust Fund and purchase laptops. This would bring the total budget to $85,290,497 with a general fund of $79,821,373 (motioned by Mr. Croteau, seconded by Mr. Fennessy).

Mr. Croteau requested a motion to adjourn the meeting and it was moved by Mr. Fennessy and seconded by Ms. Wicks.

The meeting adjourned at 7:11 p.m.
Respectfully submitted,

Tom Croteau, *Chair*
Terri Forsten, *Recorder*
# Fiscal Year 2016 - 2017 Budget Summary @ June 30, 2017

## Revenue -

<table>
<thead>
<tr>
<th>General Fund:</th>
<th>FY 16/17 Budget</th>
<th>Savings / Expenditure Savings</th>
<th>Year End Revenue, Expenses/Savings</th>
<th>6/30/17</th>
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</thead>
<tbody>
<tr>
<td><strong>Local</strong></td>
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<td>Tuition (includes local Voc Capital fee)</td>
<td>3,557,246</td>
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<td>Transportation</td>
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<td>53,925</td>
<td>213,373</td>
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<td>Investments</td>
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<td>Other</td>
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<td>26,730</td>
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<td><strong>State</strong></td>
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<td>Adequacy &amp; Differentiated Sp Ed Charter Schools</td>
<td>13,152,600</td>
<td>(4,000)</td>
<td>13,148,599</td>
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<td>Building Aid</td>
<td>1,112,174</td>
<td>(5,000)</td>
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<td>Catastrophic Aid</td>
<td>391,359</td>
<td>(14,661)</td>
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<td>Vocational Aid</td>
<td>996,705</td>
<td>66,569</td>
<td>1,065,274</td>
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<td>Voc. Capital Fee</td>
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<td>Medicaid</td>
<td>1,153,368</td>
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<td>E-rate</td>
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<td>Interest Rebates</td>
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<td>WiDraw Facilities Purchase &amp; Renovation Fund</td>
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<td>WiDraw Elementary Construction Project</td>
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<td>WiDraw Instructional Trust Fund</td>
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<td>WiDraw Buildings Renovation &amp; Maintenance</td>
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<td>WiDraw Risk Management Reserve</td>
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<td>90,000</td>
<td>(23,529)</td>
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<td><strong>Subtotal Revenue</strong></td>
<td>22,579,291</td>
<td>(436,688)</td>
<td>22,142,603</td>
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<td><strong>Amount to be Raised in Taxes</strong></td>
<td>53,449,571</td>
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<td><strong>Prior Year Unreserved Fund Balance</strong></td>
<td>2,385,975</td>
<td>-</td>
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<tr>
<td><strong>Total General Fund Revenue and Credits</strong></td>
<td>78,424,837</td>
<td>(436,688)</td>
<td>77,988,149</td>
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</tr>
</tbody>
</table>

## Expenses -

<table>
<thead>
<tr>
<th>General Fund:</th>
<th>FY 16/17 Approved Budget Including Budget Transfers</th>
<th>Savings / Expenditure Savings</th>
<th>Year End Expenditures, Expenditure Savings</th>
<th>6/30/17</th>
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</thead>
<tbody>
<tr>
<td>Salaries</td>
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<td>821,173</td>
<td>40,073,265</td>
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<td>Benefits</td>
<td>18,859,673</td>
<td>793,675</td>
<td>18,065,998</td>
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<td>Professional Services</td>
<td>2,401,862</td>
<td>(19,862)</td>
<td>2,382,000</td>
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<tr>
<td>Purchased Property (leases, plowing, repairs, etc)</td>
<td>2,485,667</td>
<td>94,337</td>
<td>2,391,330</td>
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<tr>
<td>Purchased Services (transp., ins., tuition, etc.)</td>
<td>2,653,820</td>
<td>(692,903)</td>
<td>3,346,723</td>
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<tr>
<td>Supplies, Books and Utilities</td>
<td>4,448,475</td>
<td>567,648</td>
<td>3,880,828</td>
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<tr>
<td>Equipment</td>
<td>832,753</td>
<td>22,263</td>
<td>810,490</td>
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<tr>
<td>Does, Fees &amp; Interest &amp; Contingency</td>
<td>2,815,433</td>
<td>18,833</td>
<td>2,796,600</td>
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<tr>
<td>Superintendent's Contingency</td>
<td>5,241</td>
<td>5,241</td>
<td>-</td>
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<tr>
<td><strong>Principal and Transfers:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to Vocational Capital Reserve</td>
<td>142,102</td>
<td>13,729</td>
<td>128,373</td>
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<tr>
<td>Transfer to Reserves</td>
<td>982,768</td>
<td>-</td>
<td>982,768</td>
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<tr>
<td>Transfer to Food Service (Make Fund Whole)</td>
<td>90,000</td>
<td>-</td>
<td>90,000</td>
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</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td>78,424,837</td>
<td>1,524,134</td>
<td>76,900,703</td>
<td></td>
</tr>
</tbody>
</table>

## Projected General Fund Unreserved Fund Balance @ Year End:

| Release of Prior Year Encumbrances | 235,109 |        |
| Revenue Excess / (Shortfall) | (436,688) | 1,524,134 |
| Expenditure Savings / (Overage) | 1,524,134 |        |
| Change in Reserve for Special Purposes (Ok) | (959) |        |
| Decrease in Reserve results in Increase to UFB | (10,000) |        |
| Other Audit Adjustments to UFB | - |        |
| **Total to Contribute to Unreserved Fund Balance** | 1,411,560 |        |
Concord School District  
Capital Facilities Committee Meeting

**Date:** September 25, 2017  5:45 p.m. – 7:06 p.m.

**School Board members present:** Clint Cogswell, Jim Richards (Chair), Nathan Fennessy, Pam Wicks, Maureen Redmond Scura, Alana Kimball

**Administration:** Terri Forsten, *Superintendent*; Matt Cashman, *Director of Facilities*

**Agenda:** Review safety and security at Concord public schools

Jim Richards opened the meeting with an overview of the purpose and the agenda for the meeting. He asked Clint Cogswell to serve as a committee member, as Barb Higgins was not in attendance. Mr. Cogswell agreed.

Motion to enter Nonpublic Session made by Nathan Fennessy, seconded by Alana Kimball. Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Roll Call vote to enter nonpublic session:

<table>
<thead>
<tr>
<th>Name</th>
<th>V</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Clint Cogswell</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>Maureen Redmond-Scura</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Jim Richards</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>Nathan Fennessy</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Tom Croteau</td>
<td>N</td>
<td></td>
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<tr>
<td>Pam Wicks</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>Alana Kimball</td>
<td>N</td>
<td></td>
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</tbody>
</table>

Motion to leave nonpublic session and return to public session by Nathan Fennessy, seconded by Alana Kimball.

Motion **PASSED**, DID NOT PASS (circle one)

Public session reconvened at 7:02 p.m.

Motion made to seal these minutes by Nathan Fennessy, seconded by Alana Kimball, because it is determined that divulgence of this information likely would pertains to preparation or carrying out of actions regarding safety and security in our schools.

Roll Call Vote to seal minutes:

<table>
<thead>
<tr>
<th>Name</th>
<th>V</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Clint Cogswell</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Nathan Fennessy</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Alana Kimball</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Maureen Redmond-Scura</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Tom Croteau</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Jim Richards</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>Pam Wicks</td>
<td>Y</td>
<td>N</td>
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</tbody>
</table>
Motion: PASSED / DID NOT PASS (circle one)

Nathan Fennessy motioned to end the meeting, seconded by Maureen Redmond-Scura. All agreed.

The meeting ended at 7:06 p.m.

Respectfully submitted,

Jim Richards, Chair

Terri Forsten, Superintendent
School Board Committee: Capital Facilities

Date: September 27, 2017

Committee members present: Jim Richards, Nathan Fennessey, Alana Kimball and Tom Croteau (filling in for Barb Higgins).

Other Board members present: Clint Cogswell, Jennifer Patterson, Pam Wicks, Maureen Redmond-Scura

Administrators present: Terri Forsten, Superintendent, Matt Cashman, Director of Facilities, Jack Dunn, Business Administrator, Donna Palley, Assistant Superintendent

Committee Chair Jim Richards opened the meeting at 5:30 p.m. and turned it over to Superintendent Forsten. Superintendent Forsten welcomed everyone and explained the agenda for HMFH Architects. Superintendent Forsten gave an overview of the 60-year-old facility's current condition and all the work done to date, from interviewing and selecting the architect, to three (4-hour-long) public sessions garnering public opinion on a future middle school. Laura Wernick of HMFH Architects then presented the Board and public with five options to consider. RF5 Engineering explained existing challenges with the current middle school, including age, structural and mechanical issues and overall wear and tear on the building over the past 60 years.

HMFH Architects presented details on five options, each of which addressed the three standing variables: whether to move Grade 5 throughout the City to the middle school; whether to partner with the YMCA on the facility; whether to renovate at least part of the existing building. Four of the five options have the new middle school moving to where the building’s existing athletic fields are, on the northwestern part of the school’s parcel. New athletic fields would be built between the new school and Abbot-Downing School.

Jack Dunn provided the audience two sets of cost estimates: one based on current bond rates, assuming no grants, state or federal aid, and calculating projected tax impacts on a $250,000 home. The second set of estimates made the same assumptions, but counted school building aid from the state, which Mr. Dunn emphasized the state had put a moratorium on and likely would not provide. The first set of cost estimates ranged from $74 to $84 million, and the second from $50 to $57 million. The following is a breakdown of the options presented:

Option 1A – grades 6-8, with Y: minimal impact to students during construction, good opportunity to increase field space, construction duration of 3 years 4 months, estimated cost $74 million, tax impact of $370.
Option 1B – grades 6-8, without Y: best opportunity to increase field space, smallest impact to students during construction, construction duration 3 years 4 months, estimated cost $75 million, tax impact of $375.

Option 2A – grades 5-8, with Y: no opportunity to increase field space, moderate impact to students during construction, construction duration 4 years 4 months, estimated cost $84 million, tax impact of $420.

Option 2B – grades 5-8, without Y: Minimal to no opportunity to increase field space, moderate impact to students during construction, construction duration 3 years 4 months, estimated cost $84 million, tax impact of $420.

Option 3A – grades 6-8, with Y, partial renovation: no opportunity to increase field space, severe impact to students during construction, construction duration 4 years 4 months, estimated cost $77 million, tax impact of $387.

Several members of the public asked a number of questions about safety, traffic, cost and other concerns. School Board members and administrators, and HMFH representatives, listened and answered these questions.

The Committee voted 4-0 to adjourn (motioned by Mr. Richards, seconded by Nathan Fennessey).

The meeting adjourned at 7:11 p.m.

Respectfully submitted,

Jim Richards, Chair
Matt Cashman, Recorder
## Enrollment Report October 2017

### Elementary

<table>
<thead>
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<th>School</th>
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<th>3</th>
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### Middle

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### Totals

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**Total** 148

### District Total

(not including preschool numbers)

**Total** 4369
## October 2017 Board Meetings

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<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<th>Fri</th>
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# November 2017 Board Meetings

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