I. CALL TO ORDER

II. APPROVAL OF AGENDA ................................................................. p. 1

III. PUBLIC COMMENT – agenda items only

IV. PRESENTATION: Christa McAuliffe School

V. RECOGNITIONS ........................................................................ pp. 3-5

VI. APPROVAL OF BOARD MINUTES
    a. Regular monthly meeting (September 6) .......................................... pp. 6-11
    b. Board Work Session (September 14) .............................................. pp. 12-14
    c. Special Board meeting (September 19) ........................................ pp. 15-20

VII. PERSONNEL
    a. Coach nominations ....................................................................... pp. 21-22

VIII. JOINT INSTRUCTIONAL & FINANCE COMMITTEES
    a. Committee meeting report (September 12) ................................ pp. 23-27

IX. NEGOTIATIONS
    a. Committee meeting report (September 26)

X. OTHER BUSINESS
    a. Update on Chromebooks at CHS
    b. Using Google Docs – tutorial
    c. Conversion project update

XI. PROPOSED CALENDAR OF MEETINGS ............................................ pp. 30-31

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

XIII. ADJOURNMENT
Broken Ground School Honored as #1 New Hampshire School in the 2016 Scholastic Summer Reading Challenge

CONCORD - September 19, 2016 – Broken Ground has reason to celebrate this back to school season because its students read more than 300,000 minutes this summer, earning them the title of “Best in State” for NH in the 2016 Scholastic Summer Reading Challenge. The school will be featured in Best & Buzzworthy 2017: World Records, Trending Topics, and Viral Moments and will receive a special celebration in a box and personalized plaque to commemorate the students' summer reading achievements. This summer, children from across all 50 states and 25 countries read 204,594,918 million minutes in the 2016 Scholastic Summer Reading Challenge. This is the fourth year in a row Broken Ground students have received the honor!

Nine students were honored as the Top BGS Readers for their grade level for summer 2016!
Students in Ms. Kimberly Polanec’s fifth grade class meet Olympic rower Tessa Gabbo on a visit to the State House in September.
Chromebook Update

With only one more day left to go of the official roll out, over 700 students have received their Chromebooks and cases!

We did this with small teams of students/staff working together in just three days!

With the help of all members of the CHS Help Desk:

Fontneau, Jacob
Doherty, Tyler
Lennon, John
Diers, Nathaniel
Stevens, Logan

Milliken, Nathaniel
Gaston, Kristina
MacWhinnie, Aidan
Galvin, Samson
Barry, Jeremiah

Matson, Dana
Detwiller, Daniel
Richardson, Alex
Brown, Ethan
Dreffer, Grant

Ricardo, Karl
Henry, Katie
Coleman-Larsen, Sebastian
Llewelyn, Mayanna

As well as staff members:
Jessamyn Rockwell, Sarah Hayes, Helen Dugan, John Willis, Chris Herr, Pam McLeod and all the administration.

Many of these people listed have been helping since July and dedicated a lot of their free time and non-school time helping to make this happen. Without the summer work from them, this would not have worked nearly as well. Thank you.
Board of Education, Concord School District
Regular monthly meeting
September 6, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards
Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities Matt Cashman

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:05 p.m.

Agenda Item 2. Approval of Agenda
The Board voted 9-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Jennifer Patterson).

Agenda Item 3. Public Comment– agenda items only
There was no public comment.

Agenda Item 4. Recognitions
Superintendent Forsten noted several recognitions:
Matt Cashman noted that the summer custodial team had additional support this summer with a few of our CHS students working in the schools. CHS Social Worker Anna-Marie DiPasquale reported that 11 ELL students were hired to work on the summer crew, five of whom also spoke at the meeting. She worked with these students to stress the importance of being on time and making a commitment for the entire summer; dressing professionally; reporting to work precisely at 7 a.m. Two students were provided bikes and bike helmets in order to get to work. Ranjita Magar, from Nepal, worked at ADS and said she created a resume and has applied to Hannaford for a job; Clete Kikuni, from Republic of Congo, worked at BMS and noted that the custodians became her friends and that she learned about a good work ethic; Venessa Uwere, from Zambia, worked at BCS while her sister worked at MBS – they had lunch together; Hussein Amiri worked at CHS and said he enjoyed the work; and Khan Amiri, from Afghanistan, worked at RMS. He arrived in US six months ago and said he was happy to work at the middle school, got a great deal of experience and met a
number of new friends. Other student workers included Avery Grayson, Isaac Bossa, Rebecca Bossa, Angel Mugeni, Esther Elonga, and Albert Labrie.

Student representative Rebecca Proulx reported that the seniors recently had an ice cream social, and many of the fall teams have begun their season. The first home game for football was on Friday and included the dedication of the new Gene Connolly Press Box. All funds for the press box were donations. The CHS Band did a great job. Back to School night will be on September 8, at which the administration will give a presentation on the new Chromebooks. The Club Fair will be on September 13; Homecoming parade, game and dance will be on Sept 24.

Agenda Item 5. Approval of Board Minutes

Ms. Patterson reviewed the minutes of the regular monthly meeting on August 1.

The Board voted 9–0 to approve the minutes of the regular monthly meeting on August 1 (moved by Tom Croteau, seconded by Ms. Redmond-Scura).

Agenda Item 6. Personnel

Mr. Prince presented three leave of absence requests.

The Board voted 9–0 to approve the leave of absence requests as presented (moved by Mr. Croteau, seconded by Nathan Fennessy).

Larry Prince presented a number of staff confirmations.

Ellen Arcieri, Criminal Justice Teacher, Concord High School, $52,986, 67% of M-14. Ellen replaces Scott Lane (67% of M-14 = $52,986) – resignation. Budgeted at $52,986

Kerry Freisinger, Special Education Teacher, Concord High School, $41,579, 60% of M-11, one year only. Kerry replaces Sara Hans (60% of M-14 = $47,450) – LOA to CHS Job Developer position. Budgeted at $47,450

Sara Hans, Job Developer, Concord High School, $47,450, 60% of M-14, one year only. Sara is taking a 60% leave of absence from her special education teacher position. This position has moved from the unaffiliated group to CEA for one year only. Sara replaces Nancy Carrigg ($47,450) – resignation. Budgeted at $47,450

Frank Harrison, Jr., ROPE Teacher, Concord High School, $7,908, 10% of M-14*, one year only. Frank has requested a leave of absence from his full-time Science teacher position to continue in this assignment. Budgeted at $7,908

Sarah Hayes, German Teacher, Concord High School, $8,642, 20% of B-2, one year only. This is in addition to Sarah’s 40% German teacher position. Sarah replaces Laura Ernst (20% of M-14 = $15,817) – LOA. Budgeted at $15,817
Tanya Larocelle, Mathematics Teacher, Concord High School, $21,385, 96 days at B-1. 
Tanya replaces Nicole Barnett (96 days at M-7 = $31,223) – LOA. Budgeted at $31,223

Melissa Marchant, Special Education Teacher, Concord High School, $44,840, M-1. 
Melissa replaces Barbara Jobin (M-14 = $79,083) – retirement. Budgeted at $54,625

Mr. Cogswell noted that Monica Unger is leading Project Search

Selina Blaine, Preschool Special Education Teacher, Beaver Meadow School, $23,645, 
50% of M-2, one year only. position, Federal Funds

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

Agenda Item 7. Communications & Policy Committee

Committee chairperson Jennifer Patterson presented the committee report of the 
meeting on August 15, noting that the agenda was the beginning of the review of the 
School Board policy manual. Approximately 30 policies from Section 100 and the start 
of Section 200 were presented by the committee members who specifically addressed 
them. The master policy file will be uploaded onto the google drive, to include live 
links for legal references and related New Hampshire School Boards Association 
(NHSCBA) policies. She noted that the committee will take more time to review a 
number of policies, and may eliminate some duplications. Some of the policies are 
required by law, and some are recommendations from NHSCBA. There is a legislative 
change that will require modification of Policy #462 Criminal Records Check. The next 
step is to focus on those policies that need additional work.

Agenda Item 8. Joint Capital Facilities and Finance Committee

Committee chairperson Tom Croteau noted that members of both committees were 
present at the meeting on August 22, which was an overview of the engineering study 
related to the heating emergency related to Concord Steam, which will cease 
operations in May 2017. Extensive and critical work is now required. Highlights 
included the conversion study developed by RFS, in which existing steam heating 
systems are removed and replaced with new gas-fired furnaces and hot water heaters. 
Improvements at ADS and CMS will be considerably less extensive, with fewer design 
re-dos. The schools that are heated by steam are ADS, CHS RMS and CMS.

RMS – needs three new gas-fired boilers. Given that the building is being considered 
for renovation ore replacement, care will be taken about the work to be done.

CHS – needs significant modifications; the proposal includes a new HVAC system at 
CHS as well. The building is 538,000 sf with 22-foot ceilings; an addition will need to 
be built to house the seven new boilers. The 14 air handling units are starting to outlive 
their usefulness – they can be kept and replaced as needed; be replaced now and avoid
future problems, or be replaced with dehumidified air handlers, rendering the high school a far more comfortable building than it now is.

A timeline has been developed for Concord School District to be off steam by October 2017. The estimated cost is $8.3 million. It will cost $8.3 million just to change the heat; total costs could potentially reach as high as $21 million depending on the variable plans presented for CHS. The estimated savings of $660,000 per year by switching to natural gas may provide payback in 13 years on the $8.3 million.

The administration has met with legal counsel about options. This situation is considered an emergency; several questions about how to handle this relative to the district’s policy on bidding, and its vendors, will need to be addressed immediately.

Mr. Fennessy noted that the very short timeline for this work is a critical component. He noted that the Board must consider whether to alter or depart from its policy of competitive bidding. He noted that the special Board meeting to consider adopting an emergency policy may require a two-thirds majority of Board votes. He noted that this emergency has been caused by the State in the way it is handling its relationship with Concord Steam. He noted that the State is not giving the District any money at this point, and feels the Board should consider addressing this. He said the Board must consider whether this emergency justifies departing from competitive bidding.

Ms. Patterson referred to Policy 322 Bidding and Policy 241 Policy Development/Revision as guidelines for the Board’s use.

Ms. Redmond-Scura asked when the meeting could be scheduled.

Mr. Cogswell noted that the meeting could be scheduled for September 19 at, but that is two full weeks away.

The Board voted 9-0 to schedule a special meeting on September 19 to consider adopting an emergency policy to depart from its policy of competitive bidding, to enable the District to respond in a timely fashion to the emergency presented by the closing of Concord Steam (motioned by Ms. Patterson, seconded by Mr. Richards).

Mr. Croteau noted that it is critical for the public to understand that this is a considerable amount of work to accomplish in a very short amount of time.

Mr. Durn said that the administration would build the contingencies based on what it has to work with at the moment.

Mr. Fennessy asked that the administration make it clear at the special Board meeting what the Board is being asked to do, and why the Board is being asked to depart from the competitive bidding policy. He asked for a proposal from the administration that addresses which aspects of the project the Board is being asked to consider departing from, and why.
Mr. Cogswell noted that the motion to be voted on will apply only one time. Mr. Fennessy said the point of a policy is not to address a one-time-only situation.

Mr. Cashman noted several actions that need to be pursued prior to the September 19 meeting, including getting a gas line installation scheduled for the fall. He noted that the addition will be right outside the Westbourne Street side of Concord High School, in a 1440 sf two-story addition.

The Board voted 9-0 to support the administration moving forward with the conversion to natural gas and with actions that will take place to respond in a timely fashion to the emergency presented by the closing of Concord Steam (motioned by Ms. Patterson, seconded by Mr. Fennessy).

Mr. Cofrin commented that of the 14 air handling units at CHS, seven will be replaced (which are steam-fit). The other seven are getting old; the first alternate option is to replace seven and leave seven. The second alternate option is to replace all 14. The third alternate option is to dehumidify the air. The decision needs to be made one way or another.

Mr. Dunn will create a schedule of alternates; the meetings that will be needed, and the timeframe for them.

Agenda Item 9. Other Business
DOE 25 cover sheet

Mr. Dunn noted this is the cover sheet for the financial report, required to be signed by all Board members and submitted to the NH DOE.

Technology at CHS

Superintendent Forsten described the current status of technology at CHS. Freshmen and sophomores are going to receive Chromebooks. Conversations with faculty have occurred, and more conversations will happen. More information for parents will be provided at the September 8 Open House, including responsibilities and insurance forms, for these computers that will go home with students.

RMS RFP update

Mr. Cashman and Mr. Dunn updated the Board on the request for proposal for Rundlett Middle School, which will come due on September 12. A 12-person committee will be convened to consider the proposals. A meeting on September 21 will include a rubric to qualify and short-list the firms. The firms will be interviewed and the committee will visit some sites for each firm being considered. A motion from the Capital Facilities Committee to the Board is hoped for by the December Board meeting.
Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for September and October, including a review of the report from the Early Childhood Education Steering Committee at the Instructional Committee meeting on September 12. The informational session for potential Board members will occur on September 14. Mr. Croteau noted that the joint meeting on October 5 will include a discussion of both instructional and financial considerations of full-day kindergarten.

Agenda Item 12. Public comment

Tracey Lesser, a Concord resident and parent of a 4th grader at Beaver Meadow School, spoke to the Board to advocate for an additional fourth 4-grade teacher position at Beaver Meadow School. She said there is inequity among the elementary schools, with 27 students in the 4th grades at BMS, while at other schools there is an average of 22 students per classroom. She wanted to make the Board aware of this and asked if there is something that can be done. Mr. Cogswell said he is hoping the administration can address this situation with classroom supports.

Mr. Richards asked how many 4th grade classes there are BMS. Two classes have 26 students and one with 27. Two other classes at several other schools have kindergarten numbers at 20 and 21 as of this morning, and 2nd grade classes at 23 and 24. Superintendent Forsten is looking at ways to support students in those classes; several options exist per Board policy and will those will be considered.

Agenda Item 14. Adjournment

The Board voted 9-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Fennessy).

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District Board of Education
Board Work Session
September 14, 2016

Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards
Absent: Nathan Fennessy
Administration: Superintendent Terri L. Forsten, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:33 p.m., noting that the Board Work Session was convened to discuss the required, emergency conversion to natural gas for four District schools based on Concord Steam's announced plans to cease production in May 2017.

Mr. Cogswell noted that this was a complex issue and that the Board welcomed public input. The Board will meet on September 19 to finalize its decision about how to move forward, which will consist of an abbreviated presentation, time for questions, and a vote on the Superintendent's recommendation.

Superintendent Forsten presented several slides outlining the history of the issue from May 2016 to present. A conversion study was completed by Rist-Frost Shumway Engineering on August 22, which included the project description, economic analysis, and a suggested project schedule. She noted that it is critical for the Board to move quickly with a conversion plan to avoid discontinuation of heating services for the 2017 fall heating season. Business Administrator Jack Dunn and Attorney John Teague have attended meetings of the Public Utilities Commission on four occasions in August and September to discuss the urgency of this issue. Superintendent Forsten reviewed highlights of the Capital Facilities and Finance Committees meeting, and noted that Abbot-Downing School, Christa McAuliffe School, Rundlett Middle School, and Concord High School are impacted by this transition, with CHS being the largest facility by far. Several alternate plans for CHS impact the cost range. She reviewed the aggressive project schedule, which will take place between September 2016 and October 2017. She clarified some of the most immediate steps based on questions she has received from several Board members, including ordering long-lead-time equipment, installation of gas lines at CHS, and putting schematics in place. Approximately 75% of this project will be completed by subcontractors via competitive bids overseen by Matt Cashman and a Construction Manager. Superintendent Forsten presented some advice from a constructional professional noting the urgency of this project in order to ensure heat remains in the impacted schools during the transition away from Concord Steam.

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Superintendent Forsten reviewed a number of steps needed to contain the unexpected cost of this project, including working to avoid the requirement of a temporary hot water source, relocation of underground utilities, and bid timing.

Tom Croteau noted that some of the urgency of this issue is that the district will be in competition with many other buildings/organizations in our region in need of similar resources around the same time.

Maureen Redmond-Scura noted the need to handle underground utility matters before the ground freezes.

Clint Cogswell asked about the bonding of this project, and if it would be possible to have some schedules before the vote on September 19. Mr. Dunn clarified that the vote will be whether or not to go forward with the project as a whole and that some numbers will be presented at the September 19 meeting.

Jim Richards pointed out that the district will need to make a decision very quickly on “the $5-million-dollar project” in order to keep boilers and heating in the schools. He also pointed out that going to bid for so many subcontractors will take a great deal of time and that the district will likely need to use rental boilers at a high cost. He asked Matt Cashman for clarification about the need for design at CHS. Mr. Cashman clarified that the plan is to have schematic design complete by mid-November.

Jennifer Patterson asked for clarification about the need for a construction manager (CM), particularly for the CHS project. Mr. Cashman explained that a CM’s expertise and input during the early stages of a project like this will result in a cohesive project plan and team, which will then allow the district to identify issues as early as possible.

Mr. Croteau asked why the district is working with RFS and Harvey Construction. Mr. Cashman referred back to 2009 when the district conducted an extensive search for architects for the new elementary schools, which led to a small list of firms; RFS was on the HFMH team and the district was able to see the horsepower they have as a company. He noted that the district had a chance to work with them even before a shovel was in the ground, which built a great deal of confidence in their abilities. Harvey Construction was brought in once the district received construction bids; the district then did extensive research before choosing to work with them. Mr. Croteau noted that this experience has saved the district a great deal of time in an emergency situation like this one.

Mr. Richards asked if the administration is confident these groups can complete the project on time and in the price range quoted. Mr. Cashman responded that the administration and construction firms will do everything possible to ensure timelines and budgets are maintained, with a goal of “ahead of schedule and under budget.”

Ms. Redmond-Scura pointed out that in a “normal” situation, 100% of this project would be put out to bid, but given its unusual and emergent nature, the fact that the district will bid as much of the project as it is, is impressive in terms of cost savings and timing.

Mr. Richards asked if there are emergency funds that can be obtained from the state to help finance the project. Mr. Dunn answered that the NH DOE has said there is some money, but several other school districts are in the pipeline with emergency facility
needs. He also noted that the state is negotiating with the PUC to bring in temporary boilers to bridge the gap with affected customers. The administration is waiting for a determination from the State Fire Marshal for emergency designation.

Alana Kimball noted that the price of steam was going to jump anyway, so this could end up being a savings in the long run.

Mr. Dunn added that if the sale to Liberty Utilities does not happen, the price of steam would rise significantly, with volatile monthly changes.

Ms. Patterson asked about the wording of the motion on September 19. She noted that the motion will encompass all the information discussed at this meeting and should clearly explain the immediacy of the situation and the need to move forward with this project.

Mr. Cashman explained that the district will explore various avenues with the schools to ensure there is no lapse in hot water and to complete whatever work can be done as early as possible. Mr. Dunn noted that Liberty Utilities likely does not have the capacity to provide heat this winter, just hot water.

Mr. Cogswell noted that when the decision was made five years ago to go with steam in two of the new elementary schools, it was the prudent choice at the time, as Concord Steam had been planning an expansion at that time. There were also tax incentives and a community effort for Concord Steam to expand.

Mr. Croteau asked if consideration had been given for potential staff/student disruption at the schools during the project. Mr. Cashman clarified that most of the work that needs to be done will take place in the mechanical rooms, away from teaching spaces. Considerations will need to be given for parking, etc. with an influx of construction workers, but as the work is concentrated over the summer and in mechanical areas, there should not be significant disruption.

Mr. Richards noted that because this is such a complex undertaking, an attempt to put out a 2-week bid rather than 8-week bid, in an effort to maintain the usual bid schedule, could be perceived as frivolous or provoke an irresponsible offer.

Mr. Cogswell thanked the administrative committee for its dedication and sense of urgency with this project. Mr. Richards noted that the September 19 meeting will be open to the public and will include time for questions both from the Board and the public.

Superintendent Forsten noted that the goal of the September 19 vote would be to authorize purchasing services outside of the normal bidding procedure as this is an emergency, and to authorize the administration to continue working to begin all pre-construction activities, cost saving measures and processes involved to maintain the proposed project schedule.

The meeting adjourned at 6:24 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District Board of Education
Special Board meeting
September 19, 2016

Board members: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan
present: Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson,
Maureen Redmond-Scour, Jim Richards
Administration: Superintendent Terri L. Forsten, Business Administrator Jack Dunn,
Director of Facilities and Planning Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:33 p.m., noting that the Special meeting was convened to discuss the required, emergency conversion to natural gas for four District schools based on Concord Steam’s announced plans to cease production in May 2017. Abbot-Downing School, Christa McAuliffe School, Rundlett Middle School, and Concord High School are impacted by this transition, with CHS being the largest facility by far. Mr. Cogswell noted that this was a complex issue and that the Board welcomed public input.

Superintendent Forsten made an abbreviated presentation of the history of the issue and the plan in anticipation of a Board vote on the Superintendent’s recommendation. She noted that the Public Utilities Commission (PUC) has expressed a level of urgency to Concord Steam customers to plan and prepare for the 2017 heating season, and has qualified this event as an emergency. She noted that the PUC said it has have never experienced a utility of this size going out of business without a competitor coming in to run it. She noted that, while the heating season will be over, hot water will be needed in the schools after May 31, 2017, when Concord Steam will have shut down.

Rist Frost Shumway Engineering has prepared a conversion study, received in late August, which includes descriptions of the project(s) for each school (ADS, CMS, RMS, CHS), economic analyses with anticipated savings, and a project schedule. The study’s conclusion stressed that “in order to meet the fast-approaching discontinuation of steam service to Concord Schools, it is critical that Concord School District move quickly to begin design and ultimately construction for this critical infrastructure project.” The economic analysis included a projected savings of over $660,000 annually in costs with a conversion to natural gas. The estimated cost of the conversion project ranges from $8.3 to $21.7 million – dependent on which of three alternate options are determined for the high school. The study included an aggressive project schedule, from September 2016 through October 2017. To maintain this schedule, a final decision on the design for CHS is needed by November 7, 2016. The Superintendent reviewed several critical aspects of the impending work:

Project schedule, September 2016 – January 2017
- Authorize design start (ADS, CMS, RMS, CHS) 09/19/16
- Authorize design alternates (if any) (CHS) 11/07/16
• Existing conditions/survey/ geotechnical/ pre-construction analysis 10/03 –10/28/16
• 100% schematic design 11/11/16
• SD cost estimate by Construction Manager 12/02/16
• 50% construction documents 12/09/16
• 50% CD cost estimate and establish GMP (CM) 01/06/17
• Order long-lead-time equipment 01/23/17

Project Schedule, February – October 2017
• Schedule from study Date completed
• 100% final bid documents 02/13/17
• CM sub-bid and award/submittals/mobilization 02/13/17-03/13/17
• Early construction start 03/13/17
• Full construction start 06/19/17
• Commissioning/start up (elementary schools) 08/21/14
• Construction complete (elementary schools) 09/02/17
• Commissioning/start up (high school/Rundlett) 09/18/17
• Construction complete (high school/Rundlett) 10/13/17

Superintendent Forsten then discussed the pre-construction work required this fall:
• Design start
• Design alternatives for Concord High School
• Existing conditions survey – geo technical preconstruction analysis
• Liberty Utilities – installation of the gas lines
• Subcontractor bids – lock in contractor schedules
• Schematic design
• Construction documents
• Order long-lead-time equipment (boilers, etc.)

She noted that 75% of the project will be put out to the bid process. She also noted that getting an early start would result in potential cost containment:
• Avoid temporary hot water source ($600,000+)
• Relocation of underground utilities ($150,000)
• Standardization of design and construction (equipment, installation)
• Reduce impact of escalation and inflation costs with fall 2016 bidding
• Value engineering opportunities
• Constructability reviews
• Developing and executing procurement strategies
• Careful management of contingency funds
• Standard contracts – optimize risk allocation to reduce cost
• Lean approach to on-site management
• Standardize project management processes and procedures

In response to a question from Mr. Croteau about the meaning of the terms “value engineering opportunities” and “constructability reviews,” Mr. Cashman replied that the project manager actually goes out into the field to see if something can actually be constructed, or constructed more easily.
Barb Higgins asked for a very simple description of the need and the project.

Mr. Cashman replied that the simple question is, what needs to be done to make our schools warm and have hot water? Currently, steam provided by Concord Steam goes to the schools via underground piping. Equipment in the schools' mechanical rooms called heat exchangers converts the steam into hot water, puts it into air handlers and runs it across hot tubes. Most of the current equipment takes hot water from the steam. Going forward, the district must change fuel sources: instead of receiving that source of heat, the schools will need to make heat, and as natural gas is plentiful and less expensive than oil, the district will go in that direction. Each of the buildings needs to be “sized capacity.” A “N-1 redundancy” requires two boilers in each of the elementary schools, and it is possible to fit them into the existing mechanical rooms at those schools.

The high school requires 7 natural gas-fired boilers. The gas will heat up water; coils that come back into the boiler by the exhaust gases (BTUs) heat additional heating water.

The current heating system was set up for steam, and now as this is being discontinued, the district must now install the equipment for natural gas heating.

Maureen Redmond-Scura noted that the biggest problem is that CHS physically does not have enough space to fit the 7 new boilers.

Mr. Cashman noted that a 1440 sq. ft. two-story addition will be needed at CHS to house the 7 boilers providing hot water and heat. This will likely be placed on the Westbourne Road corner, although the construction manager and engineers will visit the site and check that this is the best location and other options may be considered.

Jim Richards noted that the Board needs to decide whether to move forward right now with the firm that can get the job done by October 2017. He remarked that as of today it will take $1.2 million to get the job done by next October. If Board did not vote at the meeting to move forward with the construction firm which it has worked before, the project would go through the full bid process, necessitating at the least an alternate source of hot water at an estimated cost of $600,000. Even if Board put the work out to competitive bid, he believes a savings of $600,000 could not be gained through the competitive process. Mr. Richards noted that he is satisfied with the plan, especially as 75% of the project will go out to competitive bid.

Nathan Fennessy asked whether, if Board moves forward with this engineering firm and does not put the project out to bid, there would be a “liquidated damages” provision in the contract if the firm does not meet the deadline. He said he is concerned that this project departs from normal bidding procedures, and asked what will guarantee that the deadline will be met.

Mr. Cashman noted that if the Board does approve the current working plan, that these provisions would be written in to the contract. He noted that he served as project manager for the three new elementary schools consolidation/consstruction, working with same two partners that are currently proposed, and has utmost confidence in them.
Jennifer Patterson noted there are two Board policies related to this situation, one on bidding and one on purchasing. She perceived that it is the Board’s duty to determine tonight if the Superintendent’s recommendation is in the best interest of the district.

Mr. Cogswell noted that when Mr. Cashman oversaw the construction of three schools, he reported to Board every month with regular updates.

Mr. Fennessey noted that, while Mr. Cashman will undoubtedly do a fine job, he believes the construction industry is totally different from what it was then and especially as the City and many downtown businesses will all be doing this conversion at the same time, he is uncomfortable without assurances that the project will then actually get done. He said he is concerned about the process by which the conversion is done, as the Board does not have any conditions to actually require the firms to complete the project on time. He noted that, while he does not know that bidding would change the overall cost, but it would provide a better sense of what the cost would actually be.

Mr. Cashman recommended that a “notice to proceed” (or a Memo of Understanding) be drafted to include the liquidated damages and other conditions the company must meet.

Mr. Croteau commented that there is not sufficient time to conduct a full bidding process, but that provisions can be put in the contract so the construction manager understands the urgency.

Mr. Fennessey noted that the State may go out to bid, and the district’s contractor could well renege in favor of that much larger contract.

Mr. Richards noted that if the Board does not go out to bid, a contingency for hot water would be required. The State may need to rent hot water heating equipment for its affected 23 buildings, and the district’s ability to rent the necessary equipment may be compromised.

Business Administrator Jack Dunn provided a bond payment range that was based on an issuance of either $10 and $20 million dollars, with a 20-year term and an interest rate of 3.25%. These general obligation bonds assumed equal principal and would be issued in January 2017. The estimated first year payment in FY18 would be between $825,000 to $1.65 million, depending on weather it is a $10 or $20 million bond. The administration is working to refine the numbers and fold them into the FY18 budget to determine the overall impact of the conversion project. In FY18, debt service will continue to decline and the District will also make its last payment on the NORESCO lease.

Superintendent’s Recommendation

The Superintendent’s recommendation is to authorize the purchase of services outside of the standard bidding procedure, as this is an emergency that requires swift response to support the timeline.

She further recommends that the Board authorizes the administration to continue working with the District’s own Project Manager Matt Cashman, the construction team of Harvey Construction and Design team of Rist Frost Shumway Engineering, in order
to begin all preconstruction activities, cost-saving measures and processes involved in developing construction documents in order to maintain the district’s schedule of four operating heat plants on or before October 2017.

Ms. Patterson made the following motion (seconded by Mr. Croteau):

That the Concord School Board adopt the Superintendent’s recommendation to proceed with work to install new heating and hot water sources for Abbot-Downing School, Christa McAuliffe School, Rundlett Middle School, and Concord High School, based on the following findings:

Concord Steam is the current provider of steam for heating and hot water at the four schools listed above.

In anticipation of the possibility that the District might choose to switch to a different energy provider, in May of 2016 the District commissioned a study by Rist-Frost Shumway Engineering (RFS) into what the process of converting these four schools to another energy source would entail.

Based on its attendance at hearings and meetings before the New Hampshire Public Utilities Commission (PUC) in August and September of 2016, the Administration has informed the Board that Concord Steam will cease operations as of May 2017.

At the hearings, the PUC conveyed a clear sense of urgency to Concord Steam customers to immediately take steps to convert to a different energy source, as there is no expectation that the facility will be operated after May of 2017.

In order for school operations to proceed during the 2017-18 school year, a new energy source must be installed and ready to provide heat and hot water by October 2017.

The RFS study, which was completed on an expedited basis in late August, concludes that conversion to natural gas is the only practicable alternative, and outlines the work the conversion would entail for each school including three alternate plans for Concord High School, where extensive construction will be necessary.

The projected schedule calls for design, survey and analytical work to begin immediately and for the work to proceed using a construction management approach in which there can be flexibility and responsiveness to changing conditions, particularly with respect to choosing a preferred approach for Concord High School.

Conducting a bidding procedure for the work, estimated to take 8-12 weeks, would make it very difficult to ensure timely completion of the project, and would not be the preferred approach given the emergency nature of the work.

The Administration’s recommendation is that the Architectural/Engineering/Construction Management component of the work (approximately 15% of the total cost) proceed on a no-bid basis, with the
subcontracted work (75% of total cost) being competitively bid, and an additional 10% being reserved for contingency.

The Administration believes that the team assembled to undertake the Architectural/Engineering/Construction Management component of the work is highly competent, familiar with the District’s buildings, and will perform the work in a timely and fiscally responsible manner.

In the Administration’s view, there will likely be significant cost savings to the District from beginning the conversion work immediately.

The Board’s policies with respect to Purchasing (#320) and Bidding (#322) require a majority vote of the Board for a project of this magnitude. While a bidding process would ordinarily be included as well, both policies contemplate the waiver of such formalities under emergency circumstances or when it is otherwise in the best interest of the District.

In light of all the circumstances, it is in the best interest of the District to proceed as the Administration has recommended to address the emergency situation resulting from the closure of the Concord Steam facility.

School District Treasurer and Concord resident Kass Ardinger noted that, from listening to the Board’s discussion and as a member of the community familiar with the situation regarding Concord Steam, this is a true emergency that will require “boots on the ground – yesterday.” She said she understands the hesitation for moving ahead without a bidding process but that should be allayed by the fact that the Board’s policies do contemplate emergency situations such as these. The purpose of a bidding process is to ensure that the best company for the best price is selected. She urged Board members to vote to move ahead with the process with the cited construction company and engineering firm, noting that, given her sense of the community, they would want to see this fiscal responsibility going forward demonstrated. She stated that she believes the Board would not be leaving itself open to criticism by doing this.

It was noted that Concord Steam, with Liberty Utilities (the natural gas provider), plans to host an event in Concord at Red River Theater on September 21 at 5:30 p.m. to discuss the plant closing and its ramifications.

Mr. Dunn also commented that the administration will continue to be present at meetings concerning Concord Steam and continue to create a public awareness of this situation. He noted that, talking with a Concord Monitor reporter, they did not realize that the district would not have heat or hot water after May 31, 2017.

The Board voted 8–1 (Nathan Fennessy voted nay) to approve the above-delineated motion (motioned by Ms. Patterson, seconded by Mr. Croteau):

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Tom Croteau, Secretary
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: October 3, 2016
REFERENCE: Winter Coach Nomination

Samuel Evans-Brown
Concord High School
Concord, NH
Cross Country Ski Head Coach
Bates College, Lewiston, ME, BA/09
New Hampshire Public Radio, Concord, NH
Host Outside/In Reporter

Experience: Team New Hampshire at the Eastern School Championships Coach, 11-16
Qualified for NCAA Division I skiing championship, 2009
Argentine Cross Country Championships Competitor, 2009
Sam replaces Philip Clarner
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: October 3, 2016
REFERENCE: Fall Coach Nominations

Tonya Pursell
Rundlett Middle School
Bow, NH
Girls Field Hockey B Coach
Education: New Hampshire College, 1986
Profession: Colorado Select Girl's Hockey Association
Travel Coordinator, 2011-present
Experience: Colorado Select Girl's Hockey Association, 10-16
Tier I Director
Travel Coordinator
Hopkinton High School, Hopkinton, NH
Former Field Hockey Player
Tonya replaces Heidi Cumrine

$2,038
Step 1, Group 11
5.0%

Amy Sherr
Rundlett Middle School
Bedford, NH
Cross Country Supplemental Coach
Education: University of New Hampshire, Durham, NH, MA/13
University of New Hampshire, Durham, NH, BA/11
Profession: Rundlett Middle School
Social Studies Teacher, 14-16
Experience: Rundlett Middle School
Girls B Soccer Coach, 14-15
Ross Lurgio Middle School, Bedford, NH
Co-Coach Boys' Soccer Teams, two seasons
Girls Basketball Assistant Coach, one season
Timberlane Regional Middle School, Plaistow, NH
Girls Basketball Coach, one season
Bedford Basketball League
Co-Ed Basketball League Manager
High School Soccer Player, four years
College Intramural basketball player, three years
Funds from one vacant RMS Girls B Soccer Coach position

$978
80% of Step 3, Group 14
3.0%
Concord School District
Joint Instructional and Finance Committees Meeting

Date: September 12, 2016
Committee members present: Jennifer Patterson, Acting Chair; Tom Croteau, Alana Kimball, Jim Richards, Barbara Higgins, Nathan Fennessy, Maureen Redmond-Scura
Other Board member present: Clint Cogswell
Others in attendance: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent; Jack Dunn, Business Administrator

The meeting was called to order at 5:33 p.m. by Instructional Committee acting Chair Jennifer Patterson. The agenda was to continue discussing early childhood education.

Superintendent Forsten noted that two meetings have been scheduled for the initial discussion of early childhood education in Concord. Today’s meeting will allow the committees an opportunity to review the report from the Early Childhood Education Steering Committee, discuss the findings, ask questions and plan next steps. At the second meeting on October 5, the committees hope to hear public comment on the topic.

Ms. Forsten reminded the committees about the guiding question that the Early Childhood Steering Committee addressed: What are the best practices in kindergarten programming and how do these practices connect with early childhood programs in our school community? She noted that the Committee did much of its work within three subcommittees focused on research on best practices, connections with early childhood programs, and district/community impact. Ms. Forsten summarized the findings of the Committee:

- Research has pointed to positive outcomes for young children experiencing high-quality programs.
- A critical element in creating high-quality early childhood programs is understanding and implementing developmentally appropriate practices.
- Research has focused mostly on academic achievement impact, with challenges in assessing for social-emotional impact.
- Concord School District and our community providers offer a wide range of programs, supports, and services for preschoolers and their families.
- Our community provides a menu of various options for parents, including all-day child care, part-and full-day kindergarten and before- and after-school care.
- Cost for implementing a full-day kindergarten program in Concord School District is projected to be approximately $1 million annually.
• In the short-term it appears that space is available – this would require some disruption in the existing preschool program.
• Loss of tuition revenue by community providers would negatively impact some preschool and child care centers.

Superintendent Forsten indicated that our current configuration of part-day programming for kindergarten allows for 2 hours, 45 minutes of instructional time. A full-day program equal to our other grades, 6 hours, 45 minutes, would allow for an additional 2.5 hours of instructional classroom time, not including lunch, recess and “specials” time or activity during the teachers’ 45-minute planning period. We have between 20 and 23 classroom spaces at each of our elementary schools; six additional classroom spaces would be required and these are available, assuming the relocation of the Mill Brook School preschool to Beaver Meadow School (BMS). Mill Brook School (MBS) would need to use all of the buildings’ classroom spaces if full-day kindergarten were implemented.

In order to implement full-day kindergarten, some curriculum development would need to be undertaken. Kindergarten teachers would need time to revise the educational program. If kindergarten students were expected to participate in art, music and physical education, these teachers would need time to develop an appropriate curriculum.

Estimated costs for additional classroom teachers are $721,227.68. Costs for additional special educational assistants needed by individual students are approximately $184,000. Estimated costs for additional furniture, supplies, technology and specialist teachers are $317,600. The total estimated additional cost for full-day kindergarten is $1.22 million.

Clint Cogswell asked the administration to determine exactly how many specialists would be needed given the current schedules and the expectation that specialists teach 30 classes per week, and also wondered whether Title I could fund the kindergarten. Superintendent Forsten noted that this was not possible unless all schools were identified as Title I school-wide schools. (Currently, only MBS is Title I school-wide.) Target Assistance Title I schools support school-wide programs.

Committee members wondered where the preschool would move if the classrooms at MBS were used for kindergarten. Could other schools house the preschool? Superintendent Forsten noted that there was room to relocate preschool classrooms to BMS and possibly Abbot-Downing School (ADS). Maureen Redmond-Seura noted that additional transportation costs might be associated with moving the preschool outside more students’ neighborhoods. She also noted that preschool parents might make fewer connections with their neighborhood school if their preschool was housed outside the neighborhood.

Barb Higgins noted that the preschool’s classrooms have moved a number of times over the years, so maybe this movement will not be a significant problem. The preschool has been housed at Dame, Eastman, Conant, Rumford, BMS, and MBS.
The Early Childhood Education Steering Committee report indicated that preschool is at least as significant in its positive impact on student development as full-day kindergarten. Committee members questioned how programming can be decided in a way that does not detract from the current preschool options and especially from those populations that significantly benefit from programs. The question of how access to preschool programming could be accomplished without the District taking on the costs, while still offering full-day kindergarten was asked.

Tom Croteau asked what the tax impact would be for an increase of $1.2 million, the projected cost for full-day kindergarten. Business Administrator Jack Dunn indicated that a 1% increase raises approximately $524,000, so the increase would be over 2%, and most of that cost increase would continue into perpetuity. He noted that operating costs continue to rise, and there is no additional revenue identified at this time to offset these increased costs.

Nathan Fennessy indicated that he would like to see a decision-making process for this issue outside of the School Board budget process, so the Board already will have an idea about its direction when it moves into the budget work. He would like this issue not to get lost in the process.

Ms. Redmond-Scura noted that the Early Childhood Education Steering Committee was not looking just at full-day kindergarten, and she expressed concern to ensure the Board does not move too quickly to a discussion of full-day kindergarten only; other possible options should be discussed. Jim Richards agreed that there should be consideration of the important elements before jumping into a decision.

Ms. Redmond-Scura noted that the Board should be careful not to allow the kindergarten classrooms to turn into first grade classrooms; that, for example, play and naps are important for five-year-olds. Mr. Richards noted that individuals other than teachers might oversee naps and playtime.

Superintendent Forsten clarified that napping is not part of a kindergarten-appropriate curriculum. The administration would not want naps to be recommended as part of full-day kindergarten. Play, creativity, and discovery learning are all part of a developmentally appropriate program in kindergarten.

Mr. Richards noted that there may be other activities, monitored by individuals other than teachers, that would allow teachers to receive their 45 minutes of planning time. Mr. Cogswell added that it may be possible for after-school providers or another outside agency to provide supervision for some part of the day.

Mr. Croteau expressed interest in a program that would be beneficial to students and relatively simple to administer. It might involve an extended day model, but perhaps there are options that would provide a different financial picture.

Committee members discussed a timeline and process for making a decision about any new early childhood programs to be offered in 2017-2018. Time will be needed for curriculum development, although much of this would happen in the summer. Mr.
Fennessy noted that parents must make decisions about childcare arrangements very early, and so as much lead time as possible should be given to them. Superintendent Forsten offered that the district should be considerate of community providers who may need to make adjustments in their programs. Mr. Fennessy suggested that a date be set for decision-making in October or November, and that the administration bring a proposal or two to the joint committee, perhaps including options for extended day and full-day with various components, along with a recommendation for adoption.

Ms. Redmond-Scura reiterated that there should be a full discussion of other options in addition to full-day kindergarten, including extended day programming, public/private partnerships, and more seamless transitions.

Ms. Patterson suggested that the committee establish a date this fall by which a decision on early childhood education would be made. She suggested that the administration bring one or more fully developed proposals to the joint committee, addressing concerns such as how to ensure developmentally appropriate programs (for example, not make kindergarten class look like first grade), how to provide teachers with planning time if young students attend full-day programs, how to support community preschools, and how to make the transition to afterschool care seamless for parents. The administration would identify the pros and cons of each proposal.

Ms. Redmond-Scura noted that the Board should not negatively impact what the District is already doing with early childhood as a result of any new action.

Ms. Patterson noted that the Board will want to look at financial considerations, including the costs of any new programs within the context of other budget needs. There is a need to look at all that is currently being done in the schools. If the Board looked at new early childhood programs separately, it would allow the tax rate to increase by 2% even before recognizing other needs. She noted that there are some very significant costs projected independent of this area.

Mr. Cogswell noted that if the Board will not consider changing its class size guidelines, there are not many places to look for one million dollars, and recalled the previous year’s considerations about possible cuts. He noted, however, that he is hearing from the business community that full-day kindergarten is important to help bring professionals into the community.

Mr. Richards asked whether there were any one-time expenses coming in the next year’s budget beyond those under discussion this fall. Mr. Dunn responded that the technology budget is expected to increase, as the elementary iPads, going on five years old, will likely need to be replaced.

Committee members discussed various aspects of a potential change from part- to full-day kindergarten, including the need for additional lunch periods. Mr. Cogswell wondered whether it would be possible to partner with the current afterschool providers, Concord YMCA and Boys & Girls Club, to provide care for kindergarteners.
in the schools if their day ended earlier than the other grades, but was longer than the current schedule.

Committee members agreed that they will plan to come to a decision about early childhood education before the administration develops the 2017-2018 budget, and agreed that they would continue to discuss this issue at the joint meeting on October 5. The Board will hear about the property valuation at the end of October, and this will provide information that will be important to the decision about the impact of changing early childhood programming costs. The joint committee could have another meeting on November 2 if more time is needed to discuss the issue. Committee members agreed to have an open discussion of this issue at the monthly Board meeting on November 7, with an expectation of a decision for moving forward at that time.

The committee voted 4-0 to adjourn at 6:58 p.m. (moved by Mr. Fennessy, seconded by Mr. Richards).

Respectfully submitted,

Jennifer Patterson, Acting Chair

Donna Palley, Recorder
## Enrollment Report October 2016

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### District Total

(not including preschool numbers) **4520**
### Monthly Enrollment Report Summary
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5:30 p.m. Joint Instructional and Finance Committee

6:00 p.m. Capital Facilities TBD
7:00 p.m. School Board Meeting

5:30 p.m. Instructional Committee

5:00 p.m. Executive Committee