1. CALL TO ORDER

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

3. RECOGNITIONS / REPORTS

4. UPDATE ON INVESTIGATION/STUDENT SAFETY ACTIONS

5. PUBLIC COMMENT – agenda items only

6. APPROVAL OF BOARD MINUTES
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11. PROPOSED CALENDARS OF MEETINGS ........................................ pp. 43-44

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

13. ADJOURNMENT
Concord School District
Board of Education
Regular monthly meeting
September 3, 2019

Board members present: Tom Croteau, Chuck Crush, Barb Higgins, Nancy Kane, Jennifer Patterson, Liza Poinier, Jim Richards, Danielle Smith, Pam Wicks

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

Agenda Item 1. Call to Order
Board President Jennifer Patterson called the meeting to order at 7:02 p.m.

Agenda Item 2. Approval of Agenda
Chuck Crush motioned to amend the agenda to add a teacher leave of absence under the Personnel section.

The Board voted 9-0 to approve the amendment to the agenda (motioned by Mr. Crush, seconded by Jim Richards).

Barb Higgins motioned to approve the agenda as amended.

The Board voted 9-0 to approve the agenda as amended (motioned by Ms. Higgins, seconded by Nancy Kane).

Agenda Item 3. Update on Investigation
Ms. Patterson stated that in July 2019, the Board voted to engage independent investigator Attorney Djuna Perkins to investigate events that occurred in December 2014 and December 2018 to assess whether Board policies and procedures were followed at those times. The Board also hired Attorney Stephen Bennett as liaison between the independent investigator and the Board. She said that the Board expected to receive investigative report later in September. When it is received, the Board will review it with legal counsel and determine what information can be shared and what actions, if any, are appropriate. She reiterated that the decisions on disclosures are governed by state and federal laws guaranteeing confidentiality on behalf of students and employees. She said the Board will do whatever it can to share as much as it can with the public, particularly related to policy changes. She said that the Board understood that some members of the audience would like to present a petition to the Board, and that this petition, comments on the
Agenda Item 4. Public Comment – agenda items only

Ms. Patterson described the Board’s process regarding public comment and briefly reviewed the agenda for the meeting. She reminded members of the public of the 5-minute time limit for each commenter, to be fair to all. She reminded the public that the purpose of Board meetings is to conduct the business of the Board.

Concord resident Betty Hoadley spoke to the upcoming Finance Committee meeting on September 30; the issue to be examined that night is close of figures for the last fiscal year, which will lead to a special Board meeting on October 28. She said she hoped the Board would find a way to hold the tax increase to its present amount, and that all Board members would be in attendance on September 30.

Hopkinton resident Darlene Gildersleeve spoke to agenda item No. 8, on the issue of reporting sexual harassment. She asked whether the investigator was trained in trauma-informed responsiveness. Ms. Patterson said this would be addressed when the Board came to that agenda item. There were a number of verbal disruptions from audience members. Ms. Patterson noted that comments about staff members would be heard in the second section of public comment. After several more interruptions, she recessed the meeting. Ms. Patterson called the meeting back to order after noting that the meeting would be recessed again if the audience interrupted to the point of the Board being unable to conduct its business.

Concord resident Gina Cannon commented that there appeared to be no requirement in Policy 521/414 that an alleged victim would be interviewed by someone with the knowledge of how to properly question a victim of sexual assault or sexual violence. She said that there needs to be some initial investigation but preferred that any in-depth interview be conducted by well-trained personnel. Regarding the form requiring an attestation [Note: this form, which is not part of any policy, was used solely for the previous Policy #414 when that policy addressed sexual harassment among adult staff members], she said it was not legal to have a minor attest and that, further, it was unfair to ask a victim to give an entire, complete statement up front. She said she is concerned about what the protocol would be for an initial investigation.

Agenda Item 5. Approval of Board Minutes

Ms. Patterson asked for a motion to approve the draft minutes of the regular Board meeting on August 5.

The Board voted 9-0 to approve the minutes of the regular Board meeting on August 5 (moved by Mr. Crush, seconded by Ms. Higgins).
Agenda Item 6. Recognitions

Jack Dunn presented a gift of playground equipment to BMS of over $40,000, noting that the Board needs to accept any gift larger than $5,000. Matt Cashman said that the project meets "universal design." Mr. Dunn stated that the Rowe Family Trust will donate the money to PTO which will give it to the District for this equipment.

The Board voted 9-0 to approve the gift (moved by Tom Croteau, seconded by Mr. Richards).

Superintendent Forsten described Opening Day and the following day of professional development. Consultant Linda Douglas spoke about the physiology of the brain and its connection to trauma. A 3-hour presentation by Stephanie Arroyo of the Granite State Children’s Alliance was provided to all District staff: the essential message was, "If you have a suspicion, ‘make the call.’" The Primex team (the District’s risk management entity) gave a presentation promoting safety in the schools which included reporting channels, options, confidentiality and timeliness related to preventing sexual harassment. Superintendent Forsten noted that administrators are putting in place a number of age-appropriate "key messages" for students, including that there is a system to keep us all safe, likening this to fire drills, drills for physical safety and personal safety. She said that messages would be rolled out at multiple levels and would familiarize students with definitions of sexual harassment, bullying, neglect, etc. She noted that several reporting options were in development, including an electronic reporting application that will come into play this week, and will promote a student safety system that actively involves students. Superintendent Forsten next presented administrative highlights from summer 2019, which included reflections on events from last spring, conversations with experts and continuous development of policies, procedures, reporting forms and awareness. She said each certified staff member will receive a copy of the booklet on professional ethics and conduct from the New Hampshire Department of Education.

Ms. Higgins noted that she and Ms. Kane attended the workshops on Tuesday, noting that they were very good, and encouraging other groups to schedule "Know and Tell" workshops. She said all staff were now consistently trained, and their questions were asked and answered. Ms. Kane said she was happy to have the chance to attend these well-done training sessions.

Mr. Richards thanked Linda Douglas and the groups which contributed to the day of training. Superintendent Forsten noted that all students would be involved in similar, age-appropriate training. Mr. Richards encouraged the administration to consider a parent evening. Superintendent Forsten noted that these opportunities would be proposed to the parent/teacher organizations. In response to a question from Mr. Crush about when training would be complete, Superintendent Forsten said she had met with the building Principals, all of whom had already started or would start on September 5.

Mr. Croteau asked how many District staff there are, and how the administration would check that all had attended the training. Superintendent Forsten replied that there had
been several points of signing in to the trainings. Jack Dunn noted that the District cuts checks to up to 952 people each week; 818 people had signed in for the trainings.

Agenda Item 7. Personnel
Larry Prince presented a professional leave of absence request.

**The Board voted 9-0 to approve the leave of absence as presented (moved by Mr. Crush, seconded by Ms. Higgins).**

Larry Prince presented several teacher nominations for 2019-2020:

Jennifer Bourgeois, Speech-Language Pathologist, Rundlett Middle School, $64,205, 80% M-14, prorated 175 days. Jennifer replaces Jennifer Edwards (M-12 = $61,743) – transfer to full-time position. Budgeted at $61,743

Eric Dyment. Social Studies Teacher, Rundlett Middle School, $73,783, M-11, one year only. Eric replaces Emily Bemis (B-10 = $66,859) – LOA to reading position. Budgeted at $66,859

Vincent Giannetti, Math Teacher, Rundlett Middle School, $64,301, B-9. Vincent replaces Daniel Wilczewski (M+30-14 = $86,572) – resignation. Budgeted at $86,572

Michelle Pratte, Classroom Teacher, Beaver Meadow School, $44,102, B-1, one year only. New position funded by Superintendent’s Contingency

Robert Couturier, Music Teacher, Christa McAuliffe School, $30,872, 40% M-12. Robert replaces Robert Fogg (40% B-10 = $26,774) – LOA to full-time position. Budgeted at $26,744

Jessica Knight, Technology Integrator, Mill Brook School, $37,075, 80% M-10, prorated 119 days. Jessica replaces Bethany Taylor (80% B-4 = $41,350) – resignation. Budgeted at $41,350

Heather Silveira, Classroom Teacher, Mill Brook School, $61,125, M-6, one year only. New position funded by Superintendent’s Contingency

Jennifer Edwards, Speech-Language Pathologist, Mill Brook School, $77,179, M-12. Jennifer was an 80% Speech-Language Pathologist at Rundlett Middle School and Strong Foundations Charter School for the 2018-2019 school year. Jennifer has been employed by Concord School District since November 2018. She replaces Debra Blanchard (M-14 = $83,926) retirement. Budgeted at $83,926

Mr. Crush asked whether the MBS classroom teacher position was because of higher enrollment. Larry said yes, and also a kindergarten teacher

**The Board voted 9-0 to approve the nominations as presented (moved by Ms. Higgins, seconded by Mr. Croteau).**
Mr. Prince presented two coach nominations for 2019-2020:

Jennifer Ross-Ferguson, JV Volleyball Coach, Concord High School, $2,356, Step 1, Group 10, 5.5%. Jennifer replaces Molly Emerson.

Karen Gilson, Unified Soccer Coach, Concord High School, $857, Step 1, Group 14, 2.0%. One-on-one student support, unified games. Karen replaces Lynn Reyes.

Nicole Armaganian, JV Field Hockey Coach, Concord High School, $2,570, Step 3, Group 11, 6.0%. Nicole replaces Paige Kingsley.

The Board voted 9-0 to approve the nominations as presented (moved by Mr. Richards, seconded by Ms. Kane).

Agenda Item 8. Communications & Policy

Ms. Patterson noted that, while the Committee did not meet in August, the Board needed to vote to adopt changes to Policy #414 to reflect the same changes made at the August 5 Board meeting to Policy #521 Sexual Harassment. The text of each policy is identical; each will be located in a separate section of the Board policies.

Superintendent Forsten noted that the reporting forms are not part of the policies. She said that anticipated policy changes from the US Department of Education will impact this policy. Ms. Patterson noted that these policies will be reviewed again at future meetings.

Mr. Croteau asked about the form requiring attestation [used only for the previous Policy #414, which was related to staff only] and who the referenced investigators are. Ms. Patterson reiterated that students are not required to use the form. Language will be considered at the next review to ensure that an alleged victim is interviewed in a trauma-informed manner.

Mr. Crush asked for clarification of the form requiring attestation. Superintendent Forsten reiterated that that form is no longer part of any policy. She noted that there is an electronic version being developed that is different from the current paper form, and both will be revised to be identical.

Mr. Richards reiterated that this policy will be redirected to the committee at its September 16 meeting to include more appropriate language regarding victim interviews.

The Board voted 9-0 to add the designation of Policy #414 Sexual Harassment and strike the existing policy #414 which has different language, as presented. The policy (numbered #414 and #521) will be reviewed at the next Committee meeting (moved by Ms. Patterson, seconded by Mr. Croteau).

Ms. Patterson noted that several grievances would be addressed at the September 9 Committee meeting, and one additional committee member was needed to reach a quorum.
Data Governance Plan

It was noted that the data governance plan, required by federal law, is very technical and protects both staff and student data.

The Board voted 9-0 to adopt the Data Governance Plan (motioned by Mr. Croteau, seconded by Mr. Richards).

Agenda Item 9. Proposed calendar of meetings

Superintendent Forsten presented draft Board calendars for September and October, including an information session on September 11 for Concord residents considering running for the School Board and a Communications Committee meeting on October 16 to discuss policies 540 Code of Student Conduct, 536.1 Restraint and Seclusion, 812 Communication of Complaints about School District Employees, 414/521 Sexual Harassment and proposed policy 437 Employee-Student Relations, and several other committee meetings.

Agenda Item 10. Public comment

Ms. Patterson described the Board’s process regarding public comment. She reminded members of the public of the 5-minute time limit for each speaker, to be fair to all. She reminded the public that the purpose of Board meetings is to conduct the business of the Board. She reviewed Policy #812 that governs complaints about District employees. The central piece of this is understanding the Board’s role: to supervise the Superintendent and to develop policies and annual budgets. Complaints must be brought forward in a respectful way; even though employees work for the District, this does not mean that complaints about their conduct are necessarily appropriate to bring forward in public. She said that complaints would be referred back to proper administrative channels. She said it was important to allow this policy to work, by following the chain of command. With respect to complaints regarding the Superintendent, she noted the core functionality of the Board in supervising the Superintendent. This does not mean complaints about the Superintendent are appropriate for public session. The Board will always determine whether a complaint will be heard in public session, according to RSA 91:A. Ms. Patterson noted that the Board was very serious about its job of supervising the Superintendent, and if there are mistakes, the Board would want to fix those mistakes. She said it was important to acknowledge the role of the media. She stated that the Board needs to have the time to fully understand what has taken place. She reminded the public that there were voices that cannot be heard for legal reasons, or others whose professional roles may not allow them to speak publicly and, in considering what action the Board might want to take, members need to understand all the facts. She said that while many people may not be able to speak freely—their voices are being heard by the Board. She asked the public to be respectful and constructive, and noted that all that written comments would be read.
In response to a question from Mr. Crush whether the Board meeting would end at 10 p.m., Ms. Patterson noted that the meeting might continue as long as the Board had a quorum [five members].

Concord resident Gina Cannon asked when the new, anonymous reporting system (using the model from Exeter, NH) would be in place. Superintendent Forsten said that those responsible for receiving anonymous tips had not yet been trained. The administration is still reviewing how other communities are handling this.

Hopkinton resident Darlene Gildersleeve said she felt a compliance officer was needed. She felt that new policies “had no teeth” without a compliance officer, who would work directly with the Board, not the administration. She presented a petition to remove Superintendent Forsten and CHS Principal Tom Sica with approximately 2800 signatures as “the will of the community.” She said she was asked by Concord resident and parent Amy Girouard to co-author the petition and found a group called CSD Advocates. She stated that “the community has voted no confidence in leadership” and noted that each Board member represents the community. She read portions of the petition, stating that it was a peaceful, non-violent document.

Hopkinton resident Anna Mandh age 14, commented on the effects of sexual assault for students, and suggested that the regular work of getting through high school could be much worse for someone also dealing with the effect of sexual assault. She said she wanted to be a voice for those who may not have spoken up yet.

Concord resident Amy Girouard commented that she personally had many issues with everything that has happened in the past year, particularly the lack of reporting. She stated that Darlene Gildersleeve does not speak for her.

Concord resident Jennifer Kretovic, as the chair of the Crisis Center of New Hampshire, said she wanted to make sure that the words “keep children safe in school” extend beyond the building walls to safe on buses and at all school activities. She stated that sexual assault is not the same as sexual harassment and that the Crisis Center continued to offer support to Concord students in Concord.

Concord High School junior Mattison Howard said that she signed up for a women’s self-defense course as part of PE. She stated the importance of reporting assault, sexually or otherwise, noting that over 63% of rape victims do not report to the police. She said that students are continually told that reporting is very important but felt that a different message was being conveyed to her by CHS administration; that they will take action against victims and witnesses. If a Principal punished a student for reporting, how could victims of sexual assault be expected to report? Ms. Howard said she very much likes CHS, especially some of her teachers and her peers who were brave enough to report.

CHS student Annika Ingersoll said that the high school has not taken the proper action regarding sexual harassment or assault. She stated that for a teen, reporting anything to anyone is a big step, and suspending someone for speaking up is negative in many ways. Students get suspending for fighting, smoking, skipping school – they should not be
suspended for reporting sexual harassment or assault. She said she felt CHS Assistant Steve Rothenberg’s email on the first day of school, in which he stated “the events of the recent past do reflect on us, but do not define us,” was accurate.

CHS junior Emma Parcells stated that CHS students and teachers are awesome, but how the administration handled the two incidents when students reported teacher misbehavior was wrong. She said Board members did not understand how much courage it took to report something to the administration, as it could impact one’s reputation and possibly lead to a suspension. She said she thought something was off with [Mr. Leung], but said nothing at the time. She thought the administration let an environment develop where concerns were brushed aside and students were scared about the repercussions. She noted that she ate lunch in his room alone with him every day because the cafeteria was too overwhelming and inaccessible. She said she felt the administration purposely left a 16-year-old girl in a wheelchair alone with this predator. She said that parents, students, the community and she herself did not trust the administration. She asked the Board to make changes so this never happens again, by teaching students what to look for and listening to them.

Concord resident and parent Allison Smith said she was excited to be part of the Concord School District. She said she heard the two forms of reporting (online and written) differ significantly from each, and asked that the language be consistent. She said when she was in school, safety education was basic, but students are now taught how to be safe in many more areas; however, the approved models of active-shooter trainings, for example, vary across this state and all states. She said the training modules should be placed online so that parents learn more and continue this at home; she noted that the District had an excellent website that was very easy to navigate. Ms. Patterson suggested that she contact her child’s building Principal and noted that the online reporting option arose from policy discussions.

Concord resident Karen Reid commented that it was her understanding that there must have been no policy years ago, since there seemed to be some people who did not know what to do in the past. She asked, as over 800 people went through the “Know and Tell” training, whether all staff now knew what to do. Ms. Patterson said that was the very reason for the training.

Concord resident Elizabeth Gerard [sic] said her son is a CHS junior, and she has not attended any previous Board meetings. She said she has worked worldwide in the field of domestic violence since 2000 and was surprised to hear that staff did not know procedures to the point of needing “Know and Tell” training. She described a recent situation of physical abuse in which she reported directly to the police. She said the “new policy” the Board developed was useless. She stated that everything the Board did should be transparent.

Concord resident Christina Philibotte noted that she is a high school English teacher in another district, and her daughter Maddie spoke earlier. She noted that it must be hard for teachers to focus on teaching and learning under these circumstances. She stated she
did not know how the community could move forward with the current leadership, especially if students or staff feel that if they speak, there could be repercussions. She noted that there are 1100 students in her school, with two School Resource Officers (SROs) at the high school and another for the whole district. In Concord, there is only one SRO for the entire district. She asked about the relationship between Concord Police Department (CPD) and the schools and asked whether, considering these officers deal with issues of sexual assault, equality, inclusion, lockdowns, etc., it would be possible to have two SROs. She also asked about training SROs receive for dealing with students or traumatic issues.

Concord resident Janet Sprague said she was disappointed with the way things have been handled relative to bullying and other issues, as none of that behavior was new. She said she spoke for her grandchildren, that it was important they attend school and not have to worry about their safety. She asked about the protocol when an incident is reported. She said she and all the members of the community do not care about the results of the investigation. She was interrupted by several members of the audience who disagreed with her on this point. She said she was speaking for a number of people that, regardless of the findings of the independent investigator, had no respect or trust in the current administration. A number of people in the audience verbally disagreed.

Concord resident Jennifer King said she was new to the district, with a son who just started at CHS this year and was excited about going to school. She said she hoped that Board members understood the enormity of the responsibility of taking care of the community’s children.

Concord resident and parent Maureen O’Brien Adams said she has two children currently at CHS. She is a pharmacist and has interviewed the SRO at CHS and interviewed CPD and noted that drug use at CHS is alarming to her. She said the CHS PTA was dissolved last year, that she was guilty of not getting involved, but that this issue has brought out enough parents to reinstate the PTA, which would be another safety net of parent involvement. Pam Wicks remarked that she is the current BGS PTO president and emphasized that it was not Concord High School that decided a parent-teacher organization was not wanted. She said that schools do need active PTAs, with the involvement of parents.

Concord resident and parent Erin Sharkey spoke about the need for Riverbend counseling services to be available at CHS, as students are dealing with drugs, mental health, cutting, etc. She pointed out that students in the District are listening to what is happening at these meetings and said the Board is telling these children that the behavior of current administrators is acceptable.

Concord resident and parent Dan Habib thanked the Board for its hard work. He said he was moved by the students who spoke earlier. He said he has continued to see people in positions of authority fail to take responsibility, and he can only think that they have been given legal advice not to take responsibility. He has not heard the Board state it will release the independent investigator’s report. He said he felt the community would not
move past this until it is understood how this happened. He stated that the report must be made public in the most transparent way possible.

Ms. Patterson noted that it was completely the Board’s decision about how the information in the report will be shared, and that there would be legal constraints about what can be shared publicly.

Concord resident and parent Lisabritt Solsky stated that no one from the administration recognized or acknowledged the content of her daughter’s comments at the last Board meeting. She said the Superintendent’s August note to staff set the community back. She said what people are hoping for is true action. She said that if the report was going to absolve people, “we don’t have to do anything anymore.” She said she admired students who came forward to speak.

Concord resident and parent Kate Frey thanked Board members for the heartfelt apology her family received from the Board president, but said she was disappointed in the Superintendent’s response. She said her family did have a meeting and did receive an apology. She said she was troubled by the Superintendent’s letter to staff from last week. She said her family’s focus now was to encourage other students to report, and she felt the letter pitted students and teachers against one another. She said she was disappointed there wasn’t more information available at this meeting.

Concord resident Tom Madison said he was a high school teacher for 31 years and on a School Board for 12 years. He shared that at some points he needed legal representation, the Board needed its legal representation, and the consortium he was involved in also needed legal representation. He asked the administration to put a deadline on the training of students in all the areas of safety. He asked that the posters being placed in each school be checked for age-appropriate language. He said he has problems with administrators interviewing children one-on-one, particularly of a younger age. He said he was upset with the Superintendent’s letter.

Concord resident Max Schultz said he is an administrator for a public safety agency in the state but was speaking as a parent. He said as much of the report as possible should be released to the public. He said he does not trust the administration and that this matter has been handled badly. He asked who failed to do the right thing regarding policies and procedures, and that this egregious behavior and lack of leadership have led to harm. He said he hopes that when the Board has all the facts, that it does the right thing.

Ms. Patterson said that she agrees with the speaker, that these problems are the Board’s responsibility.

Concord resident and parent Matthew Paul commented on the letters he felt were dismissive and showed a level of hubris. He said the apology letter was sad and that change needed to happen at the top.

Concord resident David Parker apologized for his previous comment. He apologized to the Assistant Superintendent for his earlier comments about administrators not receiving professional development; that he was wrong in this. He said he has a conflict of interest,
as he works with the District. He said he did not like to be told how he could complain. He said his issue was with the Board, that it needed to demonstrate by action that it was willing to change.

Concord resident, parent, grandparent, former administrator and School Board member Clint Cogswell said he served on the Board during some of the time some of these events were happening. He apologized to the community and said, as a person who cares deeply about children and the community, he would have done anything he could to have prevented the situation. He said that, serving on the School Board for 10 years, there was not one second he did not look to his community for guidance and listened to their comments with respect. He also stated that his grandson would not have graduated high school as easily as he did had it not been for Tom Sica, who he said is a fine person.

Deerfield resident and parent Don Lary commented about feelings when his child went to school for the first time, noting that every parent of a kindergartener should be concerned about what could happen to their children. He said that, if a parent has apprehensions or fears, they are real.

Concord resident and CHS parent Penny Duffy commented on the paper and the digital reporting forms. She said that some students do not access information the same way as others; her daughter is blind, for example. She said her daughter cannot read the posters that were referenced and asked the Board to find ways to reach students who may need to access information differently. She said she hoped that the independent investigator’s report in some form would be made public. She said she was waiting to hear what happens and was grateful for the investigation.

There was no further public comment.

Ms. Patterson noted the Board would host an information session on Wednesday, September 11 for Concord residents considering running for election to the School Board.

Agenda Item 11. Other business

There was no additional business before the Board.

Agenda Item 12. Adjournment

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

The Board adjourned at 9:45 p.m.

Respectfully submitted,

Jim Richards, Secretary
Linden Jackett, Recorder
Board members present: Tom Croteau, Barb Higgins, Nancy Kane, Jennifer Patterson, Liza Poinier, Jim Richards, Danielle Smith, Pam Wicks

Board member absent: Chuck Crush

Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn, Director of Facilities Matt Cashman

Board Vice President Tom Croteau called the meeting to order at 7:00 p.m.

Business Administrator Jack Dunn reviewed the loan resolution by bond counsel and proposed that the Board set the date, time and place for a public hearing on the resolution.

In 2010, the District borrowed $55 million in “Build America” bonds to build three new elementary schools (Christa McAuliffe School, Mill Brook School and Abbot-Downing School); the District was authorized to borrow $62.5 million but only used $55 million. This was a 30-year bond. The bond is now approaching the “10-year call date,” a time when the District might realize potential savings by refunding (refinancing) these bonds for the final 20 years. The number of years left on the bonds cannot be extended, and no new money can be borrowed. Bond counsel has advised the District on the process. Once the Board has authorized refunding the bonds, the District’s financial advisor will monitor the market for the best time to act.

The Public Hearing must take place 15 days from this date but not more than 60 days from the time the resolution is introduced. Of the Board members present, two indicated they were unable to attend the Public Hearing on September 30.

Mr. Croteau opened the floor to public comment.

Concord resident Tony Schinella asked why the Board would consider refunding the elementary school bond at this time.

Mr. Dunn described the “Build America” bonds under the Obama administration where slightly higher interest was paid, but the government refunded for that interest (a subsidy). During the sequestration, the refund dropped between 6.8% and 7.2% (the District has not received between $70,000 and $80,000 per year). At the time of the initial bond, the 30-year net interest rate was 3.62%, one of the best deals the financial advisors had seen in 25 years. They have done an analysis over the last few years to determine whether it has been a good time to refinance, even with early penalties, due to historically low bond interest rates. Each time it was determined that it would cost $8 million or more to refinance. Now, however, there is the potential for $200,000 in annual savings over the final 20 years, if the bond is
refunded. Looking ahead to the replacement of the middle school, these potential savings could smooth out increases in the tax rate.

In response to a question from Mr. Croteau about the effect of returning this money to the taxpayers, Mr. Dunn replied that the typical Concord taxpayer would experience approximately $20-$30 in tax relief.

In response to a question from Jim Richards about whether the bond refunding option would expire, Mr. Dunn replied that the authorization would exist until the Board rescinded it.

Mr. Dunn noted that the rate would be established on the day the financial advisors go to market; the financial advisors are very conservative in their estimates.

Jim Richards moved to post the following resolution and to set the meeting date and time. He read the resolution aloud.

The Board voted 8-0 to post the following resolution, and set the date, time and place for the public hearing:

Loan resolution voted: 1. That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, and any other enabling authority, that the District Treasurer, with the approval of the School Board, is hereby authorized, to issue and sell, general obligation refunding bonds of the District to provide for debt service savings under N.H.R.S.A. 33:3-d, in an aggregate principal amount not to exceed forty million dollars ($40,000,000) (the “Bonds”). The proceeds of the Bonds shall be used to pay (i) all or part of the outstanding principal amount of and redemption premium and interest on any bonds of the District that are outstanding as of the date of adoption of this resolution, and (ii) all costs of issuance of the refunding bonds. 2. That the Clerk of the School Board and the signers of the Bonds are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including delivering the Bonds against payment therefor. 3. That the District adopts the Continuing Disclosure Procedures in substantially the form presented to this meeting, with such changes, not inconsistent therewith, as the District Treasurer shall approve. 4. That all things heretofore done and all action heretofore taken by the School Board and its officers and agents in its authorization of the Projects and their financing are hereby ratified, approved and confirmed. 5. This vote shall take effect upon its passage.

The meeting date and time was set on September 30, 2019 at 5:30 p.m. (prior to the Finance Committee meeting) at the Central Office Board room, 38 Liberty Street, Concord, NH 03301 (moved by Mr. Richards, seconded by Barb Higgins).

Board members signed a statement that each had received a letter with the above resolution, and also signed the DOE 25 Financial Report.
Pam Wicks moved to adjourn the meeting.

   The Board voted 8-0 to adjourn (motioned by Pam Wicks, seconded by Lisa Poinier).

The Board adjourned at 7:18 p.m.

Respectfully submitted,

Jim Richards, Secretary
Linden Jackett, Recorder
Concord School District
Board of Education
Special Board Meeting – Public Hearing on Bond Refunding
September 30, 2019

Board members present: Tom Croteau, Chair, Chuck Crush, Barb Higgins, Jim Richards, Pam Wicks, Liza Poinier, Danielle Smith

Board members absent: Jennifer Patterson, Nancy Kane

Administration: Jack Dunn, Business Administrator, Matt Cashman, Director of Facilities

Tom Croteau opened the meeting at 5:33 pm and noted that the purpose of the meeting was to hold a public hearing on the refunding loan resolution. He then turned the meeting over to Jack Dunn. Mr. Dunn began with an overview of the agenda: an overview of the bond refunding resolution, public comment on the bond refunding resolution, and a motion to set a meeting vote on the bond refunding resolution.

Mr. Dunn provided an overview of the bond history and current status. He explained that as of October 15, 2020, these bonds will be available for refinancing, similar to refinancing a home mortgage.

OVERVIEW

• In 2010, the district borrowed approximately $55 million dollars (authorized $62.5 million) in Build American Bonds (BABs) to build the three new elementary schools Abbot-Downing, Christa McAuliffe, and Mill Brook School for 30 years.
• We are almost at the 10-year Call Date (10/15/2020) on these bonds, and thru outside solicitations and our financial advisors, we have the potential for some savings by refinancing these bonds for the final 20 years, the number of year remaining on the bonds.
• Bond Counsel has advised on this process. Tonight, is the first of many steps we are requesting the board take in order to achieve potential savings.

FINANCIAL ADVISOR COMMENTS

• “Even though at this point we think it makes more sense to get closer to the call date before considering this option, or a current refunding, it makes sense for the District to authorize refunding bonds as soon as possible…”

Mr. Dunn distributed a document from the districts financial advisor that showed if the district were to refund the bonds today, the district could yield a savings on average of
about $250,000 per year. Chuck Crush asked for an estimated timeline of action should the board approve the bond refinance, and Mr. Dunn explained that it could be anytime in the next year, but the nothing is approved without board action. Tom Croteau asked what the district might be able to do with that savings, and Mr. Dunn explained that there are a variety of options, including adding to the Facilities Renovation Trust Fund and using it as additional to pay for future debt for the middle school project. He also noted that if the district refunded the bond today and the FY20 budget was approved as-is, a $250,000 home could see an estimated $15 decrease in their local school tax bill.

Mr. Dunn reviewed the language of the bond refunding resolution, which was as follows:

VOTED:

1. That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, and any other enabling authority, that the District Treasurer, with the approval of the School Board, is hereby authorized, to issue and sell, general obligation refunding bonds of the District to provide for debt service savings under N.H.R.S.A. 33:3-d, in an aggregate principal amount not to exceed forty million dollars ($40,000,000) (the “Bonds”). The proceeds of the Bonds shall be used to pay (i) all or part of the outstanding principal amount of and redemption premium and interest on any bonds of the District that are outstanding as of the date of adoption of this resolution, and (ii) all costs of issuance of the refunding bonds.

2. That the Clerk of the School Board and the signers of the Bonds are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including delivering the Bonds against payment therefor.

3. That the District adopts the Continuing Disclosure Procedures in substantially the form presented to this meeting, with such changes, not inconsistent therewith, as the District Treasurer shall approve.

4. That all things heretofore done and all action heretofore taken by the School Board and its officers and agents in its authorization of the Projects and their financing are hereby ratified, approved and confirmed.

5. That the Treasurer is hereby authorized to take any and all actions necessary with respect to the refunded bonds, including steps required with regard any federal subsidy for the refunded bonds, as a result of the refunding.

6. This vote shall take effect upon its passage.

PROPOSED DATE, TIME AND PLACE TO VOTE ON BOND REFUNDING RESOLUTION: (meeting cannot be less than 15 days, but not more than 60 days)

Propose: October 28, 2019 @ 5:30 (prior to Special Board Meeting to Finalize FY20 Budget)
Place: Central Office, 38 Liberty Street, Concord, NH 03301 | Board Room

Mr. Croteau opened the meeting for public comment.
Elizabeth (Betty) Hoadley: Concord resident and taxpayer for 58 years. Concerned about getting information about district goings-on from local newspapers such as the Patch rather than directly from the school board or city hall. Requested a clear, easily accessible schedule and agenda for all upcoming board meetings. Feels it is essential for the board to vote in favor of the bond refinancing tonight, explaining that this is exactly the same as refinancing a home or car and that the board should take advantage of lower rates in order to maximize savings. She strongly recommended the savings not be put into the operating budget and that the board have the fiscal discipline to use it as additional debt differential. She commented that very few board matters are a no-brainer, and that this is one of those matters.

Ms. Higgins moved that the School Board hold a meeting on Monday, October 28th at 5:30 pm in the district’s Central Office, located at 38 Liberty Street, Concord, NH 03301 in the Board Room to vote on the following bond refinancing resolution:

[AS PRESENTED AND POSTED]

VOTED:

1. That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, and any other enabling authority, that the District Treasurer, with the approval of the School Board, is hereby authorized, to issue and sell, general obligation refinancing bonds of the District to provide for debt service savings under N.H.R.S.A. 33:3-d, in an aggregate principal amount not to exceed forty million dollars ($40,000,000) (the “Bonds”). The proceeds of the Bonds shall be used to pay (i) all or part of the outstanding principal amount of and redemption premium and interest on any bonds of the District that are outstanding as of the date of adoption of this resolution, and (ii) all costs of issuance of the refunding bonds.

2. That the Clerk of the School Board and the signers of the Bonds are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including delivering the Bonds against payment therefor.

3. That the District adopts the Continuing Disclosure Procedures in substantially the form presented to this meeting, with such changes, not inconsistent therewith, as the District Treasurer shall approve.

4. That all things heretofore done and all action heretofore taken by the School Board and its officers and agents in its authorization of the Projects and their financing are hereby ratified, approved and confirmed.

5. That the Treasurer is hereby authorized to take any and all actions necessary with respect to the refunded bonds, including steps required with regard any federal subsidy for the refunded bonds, as a result of the refunding.

6. This vote shall take effect upon its passage.
The committee members voted 4-0 to recommend the above action to the full Board for its consideration at the special Board meeting on Monday, October 28, 2019 (moved by Ms. Higgins, seconded by Mr. Richards).

This presentation will be done at the public hearing.

The committee voted 4-0 to adjourn (moved by Mr. Richards, seconded by Ms. Higgins).

The meeting adjourned at 5:50 pm.

Respectfully submitted,

Tom Croteau, Chair
Lauren Hynds, Recorder
TO: Members, Concord School Board

FROM: Larry Prince, Director of Human Resources

DATE: October 7, 2019

REFERENCE: Fall Coach Nominations

Michele Bartlett
Loudon, NH
Education: University of Vermont, Burlington, VT, M.Ed./90
University of Vermont, Burlington, VT, B.A./84
Profession: Rundlett Middle School
Classroom Teacher, 91-present
Experience: Rundlett Middle School
Assistant Track Coach, 4/19-present
Volunteer Track Coach, 2018
Bishop Brady High School, Concord, NH
Varsity Cross Country Coach, 11-15
Indoor Track Coach, 11-15
Shaker Road School, Concord, NH
Volunteer Cross Country Coach, 07-11
Volunteer Track Coach, 07-11
Michelle replaces Jeffrey Litchfield

Katherine Ferrari
Concord, NH
Education: Pennsylvania State University, University Park, PA, M.P.S./18
Western New England University, Springfield, MA, B.S./16
Profession: New Hampshire State Police, Concord, NH
Forensic Laboratory, 2018-present
Experience: Rundlett Middle School
Field Hockey A Coach, 2018
Western New England University, Springfield, MA
Field Hockey Captain, 13-15; Varsity Athlete, 12-15
Katherine replaces Tonya Pursell

Dana E. Palley
Assistant Superintendent

Robert Belmont
Director, Student Services

Jack Dunn
Business Administrator

Larry Prince
Director, Human Resources

Matt Cashman
Director, Facilities & Planning
<table>
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<tr>
<th>Name</th>
<th>Current Position</th>
<th>School/Location</th>
<th>Salary</th>
<th>Step/Group</th>
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<tr>
<td>Kara Gilson</td>
<td>Field Hockey B Coach</td>
<td>Rundlett Middle School</td>
<td>$2,142</td>
<td>Step 1, Group 11</td>
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<td>Education</td>
<td>Keene State College, Keene, NH, B.A./16</td>
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<td>Profession</td>
<td>Rundlett Middle School</td>
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<tr>
<td>Experience</td>
<td>Classroom Teacher, 19-present</td>
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<td>Kevin Parsons</td>
<td>Girls Soccer A Coach</td>
<td>Beaver Meadow School</td>
<td>$2,356</td>
<td>Step 2, Group 11</td>
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<tr>
<td>Experience</td>
<td>Physical Education Teacher, 18-present</td>
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<td></td>
<td>Rundlett Middle School</td>
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<td></td>
<td>Girls B Basketball Coach, 18-present</td>
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<td>Boys Head Soccer Coach, 15-18</td>
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<td>Friends in Action, Durham, NH</td>
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<tr>
<td></td>
<td>Program Coordinator,</td>
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<tr>
<td></td>
<td>Kevin replaces Amy Sherr/Sarah Grant</td>
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<tr>
<td>Kara replaces Katherine Ferrari</td>
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TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: October 7, 2019
REFERENCE: Winter Coach Nominations

William MacDougall Concord High School
Concord, NH Boys Varsity Hockey Assistant Coach
Education: Plymouth State University, Plymouth, NH, B.A./10
Profession: Lincoln Financial Network, Concord, NH
Senior Advisory Consultant, 14-present
Experience: Concord High School
Volunteer Assistant Hockey Coach, 14-present
Concord Youth Hockey Association, Concord, NH
Co-Head Coach U16/U18, 17-present
Plymouth State University, Plymouth, NH
Student Assistant Hockey Coach, 09-10
William replaces Philip Lacasse

$4,070
Step 3, Group 6
9.5%
Date: September 16, 2019
Committee members present: Jennifer Patterson, Chair; Tom Croteau, Nancy Kane, Chuck Crush
Other Board members present: Liza Poinier, Jim Richards, Pam Wicks
Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent

Jennifer Patterson called the meeting to order at 5:30 pm. The agenda was to further review several policies that had been under consideration at the August 5 and September 3 Board meetings.

Policy #432/537 Reporting Child Abuse and Neglect (NHsBA policy JLF)
Superintendent Forsten noted that revisions to this policy were adopted at the August 5 Board meeting. In the filing of several reports since then, DCYF has questioned the need for an additional report from the building Principal, which is currently included in the policy, under B.1: "... Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal." She suggested striking this sentence, noting that there is still an obligation on the Principal to "... immediately assure that DCYF/law enforcement ... has been notified ...".

Mr. Crush asked how the Principal could assure that a report has been filed, and whether the Superintendent was notified every time DCYF was called. Superintendent Forsten noted that the administration was modifying the initial reporting form, which will include the DCYF case number; whether a given report is screened in/screened out; detail of the suspected abuse or neglect; potentially the reporter’s name. The reporter then gives this form to the Principal, who in turn must send it to the Superintendent within 24 hours. If additional information is learned about the child, the person who learns it then reports it to DCYF, then to the Principal, etc.

Ms. Patterson noted that this would avoid the filing of new reports with identical information. Her concern was to ensure that DCYF due process was followed.

There was additional discussion about specific steps in the reporting process. Donna Palley noted that Principals were required to call law enforcement if DCYF was called.

Mr. Crush said written notice from DCYF should be received before changing the policy.
Mr. Croteau asked if language was in the policy that makes it easy for students to report. Ms. Palley noted that Principals gave a series of age-appropriate messages to students in the first week of school, and an online “tip line” was in the final stages of beta testing. The online “tip line” was expected to be operational later this week or early next week. There are plans to install physical “tip” boxes.

In response to a question from Mr. Crush about how these reporting messages would be reinforced, Ms. Palley noted that the Administrative Council would be meeting the next day to plan all the student training pieces going forward, and that this has been a continuing conversation since the start of school.

Ms. Patterson suggested that the committee recommend this one change to the full Board with the hope that a written memo from DCYF could be received by the next meeting.

**Policy #414/521 Sexual Harassment** (NHSBA policy JBAA, GBAA)

Mr. Crush said he did not vote to adopt this policy, as he was offended that sexual violence (including rape, sexual assault, sexual battery, sexual abuse and sexual coercion) was defined as a form of sexual harassment. He said a new policy on sexual assault was needed.

Ms. Patterson noted that the current policy covered a wide range of behaviors; that sexual harassment is the overarching definition; that sexual assault is a crime, but this does not mean it is not also sexual harassment. She said that having a lesser standard is beneficial, but that does not mean it is not an assault under the criminal code.

Nancy Kane suggested adding “and Sexual Violence” to the title, and Mr. Crush said that would be satisfactory.

Superintendent Forsten noted that language defining sexual harassment (second paragraph under I.) was modified to read “... behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances.”

She then suggested new language in Section I, paragraph 7: “Any allegation of such contact will lead to the adult being placed on administrative leave ... within 24 hours (within one school day) of the determination that an investigation is required. Any complaint that involves a staff member will be investigated by an independent investigator.”

After some discussion, the second sentence in Section I, paragraph 7, was replaced with “Inappropriate physical contact between an adult and a student, whether the behavior is welcome or unwelcome, is grounds for exclusion from school property and/or disciplinary action up to and including dismissal of the adult.”

A new sentence was added to III., to become no. 3.: “Any report of sexual violence of a student will also be reported under Policy 432/537 Reporting Child Abuse and Neglect.”

Several phrases were added to III reporting procedures/no. 7 and no. 8 [as noted in the redlined version of the policy included in the Board packet for October 7 Board meeting].
Mr. Crush asked whether a particular person could be assigned to determine the accommodations, per III. No. 8.

In section IX., first paragraph, the phrase “in written form” was removed from the first sentence. The sentence “Curriculum development on this topic will also be mandatory as part of the education process.” was added at the end of that paragraph.

Superintendent Forsten noted that this policy was included in all student handbooks.

**Policy #540 Code of Student Conduct (NHSBA policy JICD)**

Superintendent Forsten noted that Policy #540 provides an overall view of expectations, while NHSBA policy JICD clearly expresses consequences.

After discussion, the committee decided to remove section III. Procedures from Policy #540 and insert it in a new Policy 540.2 Student Discipline and Due Process (from NHSBA policy JICD). This new text would form letter “B” and all other sections would be re-lettered.

The committee will review related Policy #540.1 School Wide Behavioral Interventions and Supports in the future, which was created in 2014 to reflect a philosophy of proactive, positive skill-building for students.

**Proposed Policy #437 Employee-Student Relations (NHSBA policy GBEBB)**

Superintendent Forsten said there were concerns about prohibiting the exchange of gifts on holidays or other occasions. She suggested that several references in the DOE Code of Ethics (“... consider the potential implications and possible perception of accepting a gift from a student and considers the potential implications and possible perception of giving a gift to a student ...”) might serve the function of the current item no. 2.

Ms. Patterson suggested this might suffice, since Policy #437 already includes adherence to Code of Ethics and Code of Conduct. It was pointed out that the DOE Code of Ethics and Code of Conduct apply to those staff who hold education credentials.

Pam Wicks described several scenarios of teachers wanting to help students in need, including goodies, things needed for classrooms, staff buying books for their students at a school book fair. She said she was not in favor of including the current item no. 2. Mr. Croteau also stated he was not in favor of ending the culture of education kindness, noting that students have for years been able to attend proms and levies properly clothed when they might otherwise not be able to go. He said that if someone was going to act nefariously by encouraging a student with gifts, they would do it with or without this policy.

There was further discussion of monetary levels of gifts, expectations, personal use or gain realized as a result of a gift.
Regarding items nos. 5 and 14, Ms. Wicks noted that a teacher is her son’s baseball coach, and they have family and community connections with a number of staff. The provisions as written are not realistic and not in line with the community.

Superintendent Forsten noted that, regarding item no. 13, teachers work with students in a variety of locations and in a variety of situations, including small work areas in schools and working with a student one-on-one. These can be for discreet instruction, counseling, individual assessment or other legitimate purposes. She suggested adding the phrase “unless professionally qualified” so the sentence reads “Staff members, unless professionally qualified, should not attempt to counsel ...”.

Ms. Patterson opened the meeting to public comment.

Concord resident and parent Dan Habib commented on proposed Policy #437 Employee-Student Relations and said he was disappointed that students had not been involved. Regarding this policy, he suggested moving the first sentence of the second paragraph, “Unless necessary to serve an educational or health-related purpose” to the end of item no. 13. He suggested the language of item no. 5 personal social media should be refined. He suggested repeating how staff must report and to whom in item no. 10. In response to a question from Mr. Habib about how the District would follow up with DCYF or CPD after a report has been made, Superintendent Forsten noted that there are times when DCYF has screened out a report but CPD has said they would look into it and there might be further contact with District staff. She said that neither DCYF nor CPD would necessarily supply follow-up information. Mr. Habib suggested that age-appropriate signage for students needs to be a priority, as does communication to the community about proactive reporting throughout the District. This would convey the message that students could talk with anyone they trust in the school, and was critical for community trust going forward. Mr. Habib suggested that the language in Policy 414/521 could be easily misinterpreted to mean that sexual violence, which is a crime, could be encompassed under sexual harassment, which is bad but not violent, and that this could be offensive to some people. He suggested adding explicit language to call the police if criminal activity is suspected or occurs. He also said he did not feel students reading this policy would have a strong sense that their privacy would be protected as far as possible. He suggested that the contradictions between items no. 5 and no. 14 be resolved. In response to Mr. Habib’s suggestion that the person conducting any investigation be trained in trauma-informed investigation interview techniques, Mr. Croteau asked what qualifies someone to be considered “trauma-informed.” Ms. Palley noted that there was very specific training available for this. Mr. Habib also suggested that the Board consider providing “universal access” for communicating policies to students, which might include non-readers, ELL learners and others. He said even kindergarteners should know right and wrong and how to report. Mr. Habib suggested that the Code of Conduct, is primarily punitive, and the Board should consider restorative justice.

Concord resident and parent Kate Frey said she would also like student involvement in policy discussions. She said that, at the CHS back to school night she talked to students
about a group called CHS Voices, which the administration assembled before the start of school to solicit input about student safety. She said there was nothing on the school website about the group, which she said should be open to all who want to participate. She suggested an anonymous survey be sent to every student to elicit their opinions. She asked how students could report suspicious behavior and suggested many avenues should be available, and parents also be told how to report. Regarding Policy 540 Code of Student conduct, she said she agreed with Mr. Richards that there should be a process to appeal short-term suspensions. Regarding the proposed Employee – Student Relations policy, derogatory comments about other students should be addressed. She said she would like to see language referring victims to crisis centers in the Sexual Harassment policy, and under no. VI Retaliation, language prohibiting ostracizing the reporter.

Concord resident and parent Max Schultz suggested changing Policy #414/#521, I., seventh paragraph, second line, which reads “Inappropriate physical contact between an adult and a student, whether the behavior is welcome or unwelcome, is grounds for exclusion from school property and/or disciplinary action up to and including dismissal of the adult.” to “… prohibited from District property,” including buses. He also said the District should issue no-trespassing order under RSA 635:2 Criminal Trespass, unless administrator requests a meeting on school district property. [Note: the District does issue no-trespass orders in these and other cases.]

Concord resident and parent Kimberly Wood thanked the Board for its continued work. She said that “tip boxes” in the schools are very important, as not all students may have a computer in their home. She asked when boxes would be in place, how frequently they would be checked, who would be checking them, and how students would hear back about the tips they submitted. She also commented that not all students are at the same academic level, and should be taught about the policies and procedures in more than one way. She said there should be appeals on short-term suspensions.

Concord resident and parent Gina Cannon suggested setting up a phone number where tips could be sent via text. She remarked that, regarding Policy #437 item no. 5, to say that teachers or administrators could not send students a birthday “card” on Facebook, for example, would lose an opportunity for students to connect with adults. She stated that Concord is a very small community involving many social connections, and she would not want a staff member to be punished because they happened to be friends (outside of school). She disliked item no. 2, regarding gifts, and suggested her daughter would have been crushed not to have been allowed to put together a small gift for a teacher or staff member. She also commented on the issue of sexual harassment vs. sexual violence. She suggested there should be language in the policy requiring a referral to support services for victims. She also said that reports should not be limited to alleged student victims, suggesting a circumstance in which someone learned that a little sister or brother might be harmed. She suggested changing the word “student” to “child,” or “student regardless of age.” She suggested a curriculum for issues like these: “Ask Miss Kendra.”
Concord resident Paula Czech-Lesmerises suggested that in the case of a child reporting the event, the staff member should comfort the child, tell them “I believe you,” and promise to keep them safe. She suggested the person rooting out the details should be the advocate at the Child Advocacy Center. She said that student-on-student sexual assault within the school needed to be addressed. She noted that typical reactions after assaults include fight, flight, freeze. If a victim freezes, he or she literally cannot say no. She suggested making use of the Crisis Center for the child who comes forward.

Ms. Patterson noted that each new or revised policy is typically given a first reading and a second reading by all Board members prior to a Board vote.

Regarding Policy 414/521 Sexual Harassment, she suggested the full Board might consider adding and underscoring the concept that investigations are private and confidential; that sexual violence is often a crime and not “just” sexual harassment; that formal trespassing orders be noted; that regarding notification of parent/guardian, the policy should reflect the need for confidentiality and the privacy of reporter; that “trauma-informed” might be added to clarify the investigator credentials; that referrals of victims to a crisis center might be considered; that the language in the retaliation section be reworded to make it stronger and clearer. She suggested the committee move forward with the changes made at this meeting and provide a list of additional changes to discuss with the full Board.

Committee members voted 4-0 to recommend to the full Board Policy 414/521 with changes made in writing, with additional recommendations made in public comment to be discussed by the Board (motioned by Ms. Patterson, seconded by Mr. Croteau).

Mr. Crush again suggested that the Board may need two separate policies.

Regarding Policy 432/537 Reporting Child Abuse and Neglect, Ms. Patterson noted that this policy is currently in effect, under which the District is obligated to report duplications. The committee decided that if DCYF does not want these duplicate reports, they would need to communicate this to the District in writing and the Board would consider a revision to the policy.

In response to a question from Ms. Kane about how the District can be assured that DCYF has taken action, Ms. Palley noted that DCYF has no obligation to report to the District.

Regarding Policy 540 Code of Student Conduct, Ms. Patterson suggested putting the revisions in place for the Board’s first reading. Ms. Kane suggested that current Policy 540.1 should be included in the next Board packet for reference. Ms. Palley suggested the committee at some time consider combining Policies 540 and 540.1, as this would send a strong message that the Board wishes to include positive encouragement to students.

Committee members voted 4-0 to recommend to the full Board revisions to Policy 540 Code of Student Conduct and new Policy 540.2 Student Discipline and Due Process for first readings, and to include Policy 540.1 in the October Board packet for reference (motioned by Ms. Patterson, seconded by Mr. Crush).
Regarding Policy 437 Employee – Student Relations, Ms. Patterson suggested that the committee would prefer to hear from students and staff members before bringing it to the full Board.

In response to a question from Ms. Frey about Policy #812 Communication of Complaints about School Personnel, Superintendent Forsten noted that this policy was pulled from the agenda for this meeting due to time constraints. She noted that Policy 430/536.1 Restraint and Seclusion would be discussed at the next Committee meeting in October.

Ms. Kane noted that the two student Board representatives could suggest ways to engage the student population and suggested giving them a heads-up about the discussion.

A motion was made to adjourn.

Committee members voted 4-0 to adjourn (motioned by Mr. Croteau, seconded by Mr. Crush).

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Linden Jackett, Recorder
Concord School District Policy #432 *
Reporting Child Abuse and Neglect

A. Statutorily mandated reporting – all persons.

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to Division of Children Youth and Families (DCYF) of the New Hampshire Department of Health and Human Services or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent on whether the information suggests the abuse or neglect is continuing or happened in the past. The obligation arises regardless of the location where the abuse occurred, including school, home or another location. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder,” as defined in New Hampshire Department of Education (NHDOE) Rule 501.02(h), who fails to report suspected abuse or neglect, risks having action taken by the NHDOE against his/her credential. See NH Code of Conduct for Educators, Ed. 510.05(e).

The report should contain:

a. The name and address of the child suspected of being abused or neglected;
b. The person responsible for the child’s welfare;
c. The specific information indicating neglect/abuse or the nature and extent of the child’s injuries (including any evidence of previous injuries);
d. The identity of the person or persons suspected of being responsible for such neglect or abuse; and;
e. Any other information that might be helpful in establishing neglect or abuse.

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562.

In cases of current emergency or imminent danger, call 911, immediately. Law enforcement should be contacted if there is an immediate or imminent concern for safety. Law enforcement should be called when there is an observance of criminal behavior and/or in accordance with the MOU between the District and the Police Department.

B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may
be made orally but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for assistance in making initial report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF, but only if:

(a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF, and

(b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall they attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

2. Principal’s action upon receiving report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent.

3. Requirements for reporting of other acts.

Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, l (a), incidents of “bullying” per Board Policy #539 and “hazing” per Board Policy #692 under RSA 671:7. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C. Signage and notification.

The Superintendent is directed to ensure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by DCYF, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division’s website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district’s website.
D. **Training required.**

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

**Legal References:**

NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report
RSA 169-C, Child Protection Act
RSA 169-C:29-39, Reporting Law
RSA 189:72, Child Abuse or Neglect Information
RSA 193-D:4, Safe School Zones, Written Report Required

Adopted June 1984. Revised May 5, 2003; March 5, 2018, August 5, 2019

* Also, CSD Policy #537

Corresponds to NHSBA Policy JLF
Concord School District  
Board of Education  
Finance Committee

Date: September 30, 2019
Committee members present: Tom Croteau, Chair, Chuck Crush, Barb Higgins, Jim Richards
Other Board members present: Pam Wicks, Liza Poinier, Danielle Smith
Board members absent: Jennifer Patterson, Nancy Kane
Administration: Jack Dunn, Business Administrator, Matt Cashman, Director of Facilities

Tom Croteau opened the meeting at 5:57 pm and noted that the purpose of the meeting was to review and finalize FY2020 budgets. He then turned the meeting over to Jack Dunn. Mr. Dunn began with an overview of the agenda: a review of the FY2019 budget (last year’s budget), a review of the FY2020 budget (this year’s budget), considerations for the FY2020 budget, and preparing for the special Board meeting later this month. In the meeting presentation, the agenda was listed as “budget finalization history meetings, review FY19 budget, review FY20 budget & recommendations, FY20 considerations, proposed motion (if required), upcoming important meeting.”

Mr. Dunn provided a history of budget finalization meeting dates from FY12 to the current year and a summary of the FY19 budget unreserved fund balance, noting that it was $252,365 above the expected figure. Chuck Crush asked for clarification about the $305,077 listed as “prior year encumbrances”, and Mr. Dunn explained that this came from things like purchase orders that were opened but not actually spent.

Mr. Dunn offered a summary of the approved budget from March 27, 2019 along with a projected tax impact of the approved budget. He noted that the city valuations come in from the city in October and this gives the board the opportunity to revisit the budget. Mr. Dunn noted that when projecting the valuation, he estimates using “real growth”.

Below is an overview of the projected city valuation, local and state tax rates.

<table>
<thead>
<tr>
<th>Projected City Valuation (real growth)</th>
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<tr>
<td>Tax Rate (local)</td>
<td>$13.64 per thousand or</td>
</tr>
<tr>
<td>Tax Rate (state) Fixed Amount</td>
<td>$2.13 per thousand or</td>
</tr>
<tr>
<td>Tax Rate (local and state combined)</td>
<td>$15.77 per thousand or</td>
</tr>
</tbody>
</table>

An overview of the District’s reserve accounts was presented.

| School Building maintenance | 528,380 |
| Instructional               | 44,520  |
| Health Risk                 | 1,031,197 |
| Energy                      | 169,147 |
| Facilities Renovation       | 6,053,639 |
| Special Education           | 392,768 |
| Tech Innovation             | 300,866 |
| TOTAL RESERVES              | 6,445,327 |

page 1 of 3
Mr. Dunn provided an overview of recommendation for the Board to consider, in adjusting accounts for the current fiscal year.

<table>
<thead>
<tr>
<th>Contingency</th>
<th>252,365</th>
<th>Unanticipated expenses/revenue changes (Medicaid, state budget)</th>
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<tbody>
<tr>
<td>Unreserved fund balance</td>
<td>(252,365)</td>
<td>Leftover FY2019 funds</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>*Note there is no increase or decrease to the tax rate under this proposal</td>
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</tbody>
</table>

Mr. Crush asked if there are any restrictions on what the $252,365 could be spent on. Mr. Dunn explained that he would brief board members on the options for those funds, but that this would be put into contingency. Liza Poinier clarified that if the need arises for additional staff members, those funds could be used for new hires.

The FY20 budget currently requires $1.7 million from the prior fiscal year to meet all obligations. Any amount above $1.7 million without Board action of at least 2/3 of the Board, or seven votes, will result in a decrease of the local tax rate.

Mr. Dunn then showed the budget before and after the recommendation noting no additional tax impact, as the money has already been raised and accounted for.

Mr. Dunn reviewed items of concern to consider for both expenses and revenue over the course of FY20. These are noted below:

**EXPENSES**

- Utilities – Electrical and Natural Gas (67,000)
- Snow Removal ($52k extra in FY19 over budget)
- Out of District Tuition and Transportation – Special Educations Costs
- Homeless Transportation
- Transfer to the Facilities and Renovation Trust Fund
- Equipment Failures
  - Dishwashers: BGS, CMS
  - Fridges: RMS, BGS
  - Other

**REVENUE**

- Medicaid – Changes to Aid Reimbursement ($1,000,000)
- Kindergarten Aid – TBD
- Waiting for State Budget Final Numbers
Ms. Higgins moved that the Finance Committee recommend that the Board adopt the following changes to the FY20 budget for the purposes of appropriating unreserved fund balance funds. This will bring the total budget to $90,568,448 with a general fund of $85,120,367 and to amend the budget for fiscal year 2019–2020 as approved on March 27, 2019, inclusive of the following program(s), deposits, and withdrawals to existing funds or expendable trust funds:

Deposits:
- Vocational Capital Reserve fund for an amount up to $157,804
- Facilities and Renovation Trust Fund for an amount up to $729,170
- Food Service Fund for an amount up to $50,000
- Renovation and Maintenance Trust Fund for an amount up to $85,000
- Technology Innovation Trust Fund for an amount up to $250,000
- Special Education Trust Fund for an amount up to $362,801

and also inclusive of the following WITHDRAWALS from expendable trust funds to fund appropriations:

- Vocational Capital Reserve for an amount up to $110,000;
- Instructional Trust for an amount up to $100,000;
- Special Education Trust Fund for an amount up to $383,065;

The committee members voted 4-0 to recommend the above action to the full Board for its consideration at the special Board meeting on Monday, October 28, 2019 (moved by Ms. Higgins, seconded by Mr. Richards).

This presentation will be done at the public hearing.

The committee voted 4-0 to adjourn (moved by Ms. Higgins, seconded by Mr. Crush).

The meeting adjourned at 6:26 pm.

Respectfully submitted,

Tom Croteau, Chair
Lauren Hynds, Recorder
Concord School District  
Instructional Committee

Date: October 2, 2019

Committee members present: Pam Wicks, Danielle Smith, Liza Poinier

Committee members absent: Nancy Kane

Other Board members present: Barb Higgins, Jennifer Patterson, Tom Croteau

District staff present: Donna Palley, Acting Superintendent, Jack Dunn, Business Administrator

Committee Chair Pam Wicks called the meeting to order at 5:33 p.m. The agenda included a presentation on the district’s Family Center, Developmental Preschool, and Full-Day Kindergarten program. Acting Superintendent Donna Palley reviewed the agenda specifics, which consisted of presentations from Katie Scarpati, Laurie Hart, Sue Carignan, Marlee Cutler, Erin Robichaud, Sarah Williams, and Cristin Kaufman.

Mill Brook Principal Katie Scarpati and Ms. Palley began by emphasizing the importance of early childhood education and how the family center, preschool, and full-day kindergarten programs in Concord fulfill this role. Ms. Palley shared a graph showing the correlation between early childhood education and success throughout life.

Laurie Hart provided the history of the family center and described its goals of supporting families and the community’s youngest learners. Ms. Hart shared some of the guiding principles of this work, which include a developmentally appropriate center environment, integrated services and supports that are accessible to families, community involvement and shared responsibility, and family integrity and functioning. She noted the five sites in the community, which are Tuesday mornings at the Mill Brook School, Wednesday mornings at the Abbot-Downing and Christa McAuliffe Schools, Thursday mornings at the Heights City Wide Community Center, and Friday mornings at the Beaver Meadow Family Center. Ms. Hart then reviewed a typical day at the family center, which includes developmentally appropriate free play, music, snacks, stories, outdoor play, and school-readiness routines, such as cleaning up and sharing. She described other resources available to families, which include the Ages and Stages Questionnaire, Positive Solutions for Families, the VROOM app, referrals to outside resources and services such as home visits, behavioral health services, WIC, food stamps, early supports and services, Early Head Start, and Head Start, and invitations for feedback. Tom Croteau asked about referrals and if there is a list of area food pantries available to these families. Ms. Hart explained that this is one of the many resources made available at the family center and that staff work to build relationships with families so they feel supported and confident enough to ask about available resources. Ms. Hart reviewed various strong community partnerships, family field trips, and a snapshot of last year’s participation numbers, noting a steady increase across all areas. Barb Higgins asked for a definition of the ASQ-SE questionnaire. Ms. Hart
explained that this is also known as the Ages and Stages Questionnaire and that it is
designed to help families measure a young child’s developmental milestones and give
them a snapshot of their child’s level of development relative to their age. Ms. Higgins
asked how community members may donate to the developmental preschool, and Ms.
Hart noted that anyone wishing to do so can make donations payable to the Concord
School District Family Center. She then reviewed promising practices, which include
home visits, community resources, parent education, and family leadership. Mr. Croteau
asked what Ms. Hart feels is the family center’s biggest challenge, and Ms. Hart
expressed concern with getting the word out more broadly to the community about
these excellent resources, particularly in most at-risk populations.

Sue Carignan, Marley Cutler, and Erin Robichaud reviewed the Developmental
Preschool program, giving an overview of services, referral sources, age eligibility, and
collaboration with family center for resources.

- Special education services to preschool children (ages 3-5) in a variety of settings
  through the Concord Developmental Preschool Program.

- Referrals received from a variety of sources: community-based preschools,
care centers, parents, physicians and Early Supports and Services (ESS)
throughout school year.

- Children identified from ESS, the program servicing children from birth to their
third birthday, by law must begin school on their third birthday if they meet
eligibility criteria.

- Close partnership between Family Center and Early Support Coordinator Laurie
Hart to support incoming families with services and resources.
  - iSocial Grant
  - Life is Good Playmakers Conference
  - Family Nights

Ms. Carignan explained how grant money has been used to support staff workshops
and provide classroom resources to needy children. She then reviewed developmental
preschool placement options, which consist of center-based programs,
language/playgroups, and outreach placements around the community. She then
reviewed student enrollment numbers, noting a significant increase in all areas,
including the number of referrals. She then reviewed staffing numbers, including
teachers, occupational therapists, special education providers, physical therapists,
educational assistants, and contracted specialized service providers.

Erin Robichaud described a typical day in the Mill Brook School preschool program,
noting a focus on establishing routines and play-based learning to build skills and make
choices. Marley Cutler reviewed her own classroom practices, including an emphasis on
social-emotional development and helping young children learn to self-regulate. She
described the use of the Dinosaur School program and its play-based curriculum that
helps teach routines, emotion management, friendship skills, and problem solving. She
noted the use of puppets and calming spaces. Barb Higgins shared her daughter’s
positive experience with the Concord preschool program and her success as an older student. Ms. Wicks shared similar experiences with her children in both the family center and developmental preschool. Jim Richards asked if Ms. Carignan feels the Developmental Preschool program has enough space and if additional space is a consideration or need in the near future, based on enrollment trends and current space restrictions. Ms. Carignan responded that additional classrooms have been needed and that the Mill Brook School program is at full capacity, necessitating the transfer of some students to the Beaver Meadow School program. She noted a particular need to support more of the community’s New American students, explaining that space quotas and the program’s popularity have led to a long waiting list and having to turn down non-identified students. Tom Croteau praised the preschool program and emphasized the invaluable nature of its services. He added that the board should keep this programming in mind during next year’s budget process to see what can be done to support these services given the importance of early childhood education.

Katie Scarpati, Sarah Williams, and Cristin Kaufman presented about the district’s full-day kindergarten program, which is in its second year. Ms. Williams reviewed a typical half-day kindergarten schedule versus a full-day schedule, noting the creativity needed to fit in all necessary skills in such a short window of time and emphasizing the valuable additional time for direct instruction and practice time in the full-day schedule. She added that this additional choice/station time goes along well with current play-based curriculum standards. Ms. Williams also noted that smaller numbers of students allow teachers and school staff to get to know children and families more closely and learn how best to support these children at home. Ms. Kaufman thanked the district for adopting a play-based curriculum and discussed the summer’s incoming kindergarten summer camp family event, which helped incoming children get used to school environment and activities. Ms. Wicks shared an interaction with a parent already excited about next summer’s kindergarten camp.

Ms. Palley and Ms. Scarpati reviewed kindergarten literacy results from 2015-2019, noting significant increases in AIMSweb letter sound fluency and Fountas & Pinnell test results and corresponding increases in above-expected test level results from 2018-2019, while below-level test results decreased significantly. Several board members expressed enthusiasm for these results, and Ms. Higgins commented that this data emphasizes the importance of having the additional learning time offered with a full-day kindergarten program. Ms. Palley added that the district will be tracking this data for years to monitor the ongoing positive impact of robust early childhood education programs and services. Ms. Scarpati noted that these test results were particularly impressive at the Mill Brook School, given that school’s comparatively higher number of at-risk student populations. Ms. Palley also noted anecdotal comments from first grade teachers who have observed that students who have been through full-day kindergarten have more stamina and are better acquainted with school and social expectations compared with half-day kindergarten students.

Mr. Richards remarked that he has heard many positive things from children and families about the kindergarten summer camp and that this program is generating good buzz in the community. He emphasized the importance of engaging with children and
families and complimented the meeting presenters for all their hard work.

Mr. Croteau and Ms. Wicks echoed their support of these programs and thanked the presenters for their positive work and presentation. Several board members expressed interest in participating in the classroom when possible to experience these programs firsthand.

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

The meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Lauren Hynds, Recorder
### Enrollment Report October 2019

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#### Beaver Meadow School

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(grades 4/5 combined)

#### Broken Ground School

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#### Mill Brook School

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#### Totals

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#### Middle

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#### Preschool Number of children

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#### District Total

(not including preschool numbers)

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# Monthly Enrollment Report Summary
## 2019-2020 School Year

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| RMS            | 949       |           |           |           |           |           |           |           |            |
| **Total RMS**  | **949**   | 0         | 0         | 0         | 0         | 0         | 0         | 0         |

| CHS            | 1362      |           |           |           |           |           |           |           |            |
| Deerfield      | 168       |           |           |           |           |           |           |           |            |
| **Total CHS**  | **1530**  | 0         | 0         |           |           |           |           |           |            |

| **Total K - 12** | **4237** | 0         |           |           |           |           |           |           |            |

| Preschool      |           |           |           |           |           |           |           |           |            |
| Beaver Meadow  | 55        |           |           |           |           |           |           |           |            |
| Mill Brook     | 54        |           |           |           |           |           |           |           |            |
| Community Placement | 24     |           |           |           |           |           |           |           |            |
| **Total Preschool** | **133**  | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
# October 2019 Board Meetings

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<td><strong>Columbus Day</strong></td>
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- **October 2**: 5:30 p.m.
- **November 1**: Columbus Day, No School
- **November 20**: 5:30 p.m.
  - Communications & Policy
- **November 27**: 5:00 p.m.
  - Executive
  - 5:30 p.m.
    - Vote on Bond Resolution
  - 5:45 p.m.
    - Special Board meeting on FY20 Budget
### November 2019 Board Meetings

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