1. CALL TO ORDER
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3. STUDENT REPRESENTATIVES' REPORT
4. UPDATE ON INVESTIGATION
5. PUBLIC COMMENT – agenda items only
6. APPROVAL OF BOARD MINUTES
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   b. Special Board meeting to vote on bond resolution (October 28) .... pp. 12-13
   c. Special Board meeting on the FY20 budget (October 28) ............. pp. 14-18
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7. RECOGNITIONS / SAFETY UPDATE
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10. COMMUNICATIONS and POLICY
    a. Committee meeting report (October 21) ................................. pp. 32-35
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11. FINANCE
    a. Committee meeting report (October 23) ................................. pp. 43-51
12. OTHER BUSINESS
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14. PUBLIC COMMENT – any subject, in accordance with Board Policy #132
15. ADJOURNMENT
Concord School District  
Board of Education  
Regular monthly meeting  
October 7, 2019

Board members present: Tom Croteau, Chuck Crush, Barb Higgins, Jim Richards, Pam Wicks, Liza Poinier, Danielle Smith, Nancy Kane, Jennifer Patterson, President  
Administration: Donna Palley, Acting Superintendent, Jack Dunn, Business Administrator, Matt Cashman, Director of Facilities, Larry Prince, Director of Human Resources

Agenda Item 1. Call to Order
Board President Jennifer Patterson opened the meeting at 7:00 p.m.

Agenda Item 2. Approval of agenda
Ms. Patterson moved to add a non-public session at the end of the meeting.

The Board voted 9-0 to approve the agenda, with the addition of a non-public session at the end of the meeting (moved by Ms. Patterson, seconded by Jim Richards).

Agenda Item 3. Recognitions and reports
The next agenda item was recognitions and reports, but Ms. Patterson explained that the high school students slated to speak would attend the next monthly meeting.

Agenda Item 4. Update on investigation/student safety actions
Ms. Patterson provided an update on the ongoing investigative process and the District's student safety actions, explaining that these ongoing actions have three primary goals: to effectively operate the District, to ensure students both feel safe and are safe, and to begin to regain the trust of the community. She explained that the Board had received the first of the two-part report from independent investigator Attorney Djuna Perkins, based on interviews conducted over the summer with approximately 60 employees, a dozen students, several parents and family members regarding what actions were taken or not taken by the District regarding Primo Leung while he was employed here. She noted that while the report was detailed and meticulous, the Board could not release it publicly in compliance with legal considerations. She added that the second part of the report would
be completed soon, and that the Board's plan was for it to be released to the public.

Ms. Patterson delineated some of the District's current and ongoing work to create and foster a culture of safety and accountability, which included updates to reporting guidelines and requirements; the installation of "tip boxes" at Concord High School (CHS) and Rundlett Middle School (RMS); the development of an online reporting portal; and ongoing work with the Concord Police Department (CPD) and the Division for Children, Youth and Families (DCYF) to improve and streamline reporting. She stated that another area of focus was District leadership, noting that the Board was in the process of seeking an interim Superintendent, as this position was critically important for effective school leadership. She said the Board understood the importance of proper credentialing and certification and assured the community that the Board would ensure all current and future staff met the certifications for their positions as set forth by the New Hampshire Department of Education (DOE).

Attorney Stephen Bennett, hired as liaison between the Board and the independent investigator, provided an update on the report:

The School Board has requested that I explain the District’s response to requests for access to the report prepared on behalf of the District examining the misconduct of Mr. Leung, a former teacher. The purpose of the report was, first, to identify what could have been done to prevent Mr. Leung’s sexual misconduct. That entailed determining what information was known by District employees, and when. The investigator also looked at which District policies and procedures should have been followed and whether the policies were, in fact, followed by school personnel. The investigator spoke with nearly 60 District employees, approximately a dozen students, parents of students, and state and local officials.

Reports detailing investigations of employee conduct and compliance with employment policies are exempt from the disclosure requirements of the state's right-to-know law as "records of internal personnel practices." The US Supreme Court has explained that personnel practices include such matters as hiring and firing, work rules and discipline, compensation and benefits. The personnel practices must be in the context of an employment relationship to be an internal personnel practice. The Supreme Court requires that an investigation into employee misconduct be undertaken by or on behalf of an employer to constitute an internal personnel practice, and has repeatedly stated that records of investigation into public employee misconduct are quintessential examples of internal personnel practices. The District's decision to maintain the confidentiality of this report is consistent with the right-to-know law and court decisions on that law.

A policy consideration supporting the exemption is the negative impact which publishing personnel investigation results may have on the willingness of employees to report future misconduct. Public disclosures of personnel reports may result in public embarrassment, humiliation and even retaliation to individuals who were merely witnesses, not wrongdoers. Stifling the reporting of misconduct in the workplace hurts the victims of misconduct, employers and the public.

Public policy considerations also protect the names and other identifying information of
students. The right-to-know law exempts student records from disclosure. The federal Family Education Rights and Privacy Act (FERPA) also prohibits school districts from disclosing identifying information of students – that means information that could be used to identify a particular student or help confirm a student’s identity.

It is the Board’s opinion that even if the names of individuals were removed from the report, other information contained in the report would allow for the identification of District employees and students who were involved in the investigation as well as their individual roles in the events being investigated. The Board believes that such a result would be inconsistent with the purposes of the right-to-know law and that such disclosures could be harmful to individuals who have done nothing wrong.

The second purpose for conducting the investigation was to identify any failures or weaknesses in current District policies and practices that may have contributed to a delay in discovering and stopping Mr. Leung's misconduct. The Board will receive a second report from the investigator which will identify policy and practice weaknesses and make recommendations to strengthen them to ensure a safer school environment. That report will be released to the public once the Board has reviewed it.

Ms. Patterson explained that while the Board understood the high public interest in this report, they were obligated to comply with the law. Chuck Crush emphasized that the highest priority through these ongoing processes was strengthening and ensuring student safety.

Agenda Item 5. Public Comment

Ms. Patterson opened the meeting to public comment, reminding those wishing to speak that this first session was intended for comment on agenda items only, adding that each speaker was limited to five minutes.

Concord resident and 58-year taxpayer Betty Hoadley strongly requested that, at the bond vote scheduled for October 28, the Board vote in favor of the elementary school bond refinancing to ensure the lowest rate and least impact on Concord taxpayers.

Concord resident and parent Max Schultz noted that he was running for a District B School Board seat. He asked that the Board consider hiring an outside agency to perform a third-party audit of administrator qualifications and performance and of the District’s hiring practices. He emphasized the importance of following policies and procedures and that all staff should be properly qualified and certified.

Concord resident Deb Harris asked about a plan for the District to hire a Chief Compliance Officer and who that person would have reported to. Ms. Patterson responded that the District does not and has not had any plans to hire a Chief Compliance Officer and that perhaps Ms. Harris was referencing the Personnel Director conducting a staff audit. Ms. Harris suggested such an audit be performed biannually in order to ensure ongoing proper staff certification.
Hopkinton resident Darlene Gildersleeve expressed concerns about student safety. She stated that the investigator’s report was taxpayer-funded and was therefore a public document that should be immediately turned over to the Concord Police and the Attorney General, with a redacted version to protect innocent individuals and students issued to the public. She expressed concern with special education issues, including due process claims against the District dating to 2011 and earlier. She requested that an investigation of the special education department be conducted to reform the system. She suggested the formation of a District and parent “special education partnership” and called for the resignation or termination of any administrators and staff without proper and current credentials.

Hooksett resident Andrea Golen noted that she sent an email to Board members and a letter to the Concord Monitor editor. She addressed Donna Palley directly and stated that taxpayers should not be paying her salary when she was not properly credentialled, and asked her to resign.

Concord resident Elizabeth Girard expressed anger at the version of comments she made in a previous meeting that were published in the minutes, adding that her name was also misspelled. She stated that an arrest was recently made on the CHS campus and that parents were not informed of this. She said that the Board should immediately terminate all uncredentialled staff and did not understand why the Director of Human Resources did not know about these credentialing issues. She insisted that the unredacted report be released publicly and that a judge had ordered its release.

Concord resident David Parker stated that he believed the Board would ultimately “do the right thing” and that Board members and District staff are public servants who do genuinely care about children’s well-being. He said he felt the Board and District administration had tended to be insular and not as transparent and communicative as they should be, and that the District and Concord community were “better than this.”

**Agenda Item 6. Approval of Board minutes**

Ms. Patterson noted that the Board needed to vote to approve the minutes from meetings on September 3, September 11 and September 30. Jim Richards proposed an amendment to the minutes from September 3 which would correct the spelling of Tom Madson’s and Elizabeth Girard’s names.

**The Board voted 9-0 to approve the minutes of the September 3, 2019 Board meeting with the spelling corrections as noted (moved by Mr. Richards, seconded by Barb Higgins).**

Mr. Richards moved to approve the minutes from the September 11 meeting.

**The Board voted 9-0 to approve the minutes of the September 11, 2019 Board meeting on the loan resolution (moved by Mr. Richards, seconded by Tom Croteau).**
Mr. Crush moved to approve the minutes from the September 30 meeting

The Board voted 9-0 to approve the minutes of the September 30, 2019 Board meeting (moved by Mr. Crush, seconded by Mr. Croteau).

Agenda Item 7. Personnel

Larry Prince presented several coach nominations; four as fall mid-season coaches and one winter coach.

Fall coaches: Michele Bartlett, Assistant Cross Country Coach, Rundlett Middle School, $1,285, Step 3, Group 14, 3.0%. Michelle replaces Jeffrey Litchfield

Katherine Ferrari, Field Hockey A Coach, Rundlett Middle School, $2,356, Step 2, Group 11, 5.0%. Katherine replaces Tonya Pursell

Kara Gilson, Field Hockey B Coach, Rundlett Middle School, $2,142, Step 1, Group 11, 5.0%. Kara replaces Katherine Ferrari

Kevin Parsons, Girls Soccer A Coach, Rundlett Middle School, $2,356, Step 2, Group 11, 5.5%. Kevin replaces Amy Sherr/Sarah Grant

Winter coach: William MacDougall, Boys Varsity Hockey Assistant Coach, Concord High School, $4,070, Step 3, Group 6, 9.5%. William replaces Philip Lacasse

In response to a question from Mr. Crush whether these candidates have appropriate certifications or credentials, Mr. Prince explained that there are no required certifications for these positions; however, background checks were performed before hire. Mr. Crush moved to approve these coach nominations.

The Board voted 9-0 to approve the coach nominations (moved by Mr. Crush, seconded by Nancy Kane).

Agenda Item 8. Communications and Policy

Ms. Patterson reported that the Communications and Policy Committee met on September 9 and September 16. She noted an issue relative to Policy #432/537 Reporting Child Abuse and Neglect with double or redundant reporting, and reviewed proposed language changes which would reduce and prevent such redundancy. This language would direct anyone reporting suspected child abuse or neglect to DCYF unless there was an emergency or imminent danger to a child, in which case law enforcement should be contacted immediately.

Mr. Crush asked that it be noted that he had expressed to the Committee his concern and disappointment that [proposed] Policy #437 Employee – Student Relations had not yet been clarified or updated. [This draft policy had been proposed but not brought before the full Board for a first reading.] Ms. Patterson noted that the Board would seek more input from both employees and students before this policy would be brought to the full
Board for a first reading, to ensure the language was as comprehensive as possible.

Mr. Croteau noted that, after the District-wide training on mandatory reporting, a significant influx in reporting was to be expected. He stated that DCYF had been getting many more calls, but that there were many redundancies and issues with double reporting. The updated language in Policy #432/537 was suggested by DCYF and CPD, removing the requirement that a Principal be notified before school staff file a report.

Ms. Patterson moved to approve the proposed language changes to Policy #432/537. Ms. Higgins asked if there was a way someone wanting to file a report could know whether a Principal or person in authority had already made a report. Ms. Patterson explained that the goal was to make this policy language as clear as possible while remaining consistent with the law.

The Board voted 9-0 to approve Policy #432/537 with revised language as presented (moved by Ms. Patterson, seconded by Mr. Crush).

Ms. Patterson noted that all District employees had been trained in large groups on mandatory reporting, including District volunteers. She noted that the training would be offered to all employees and volunteers on a regular basis throughout each year. She described a lengthy meeting with DCYF and CPD Chief Osgood to solicit feedback, noting that administrators will have a follow-up meeting with Chief Osgood and two Police Officers to discuss safety issues and collaborative processes on best practices for student safety and reporting. She described the “See Something, Say Something” online reporting mechanism and physical “tip boxes” recently installed at CHS and RMS. She added that curriculum had been developed to help inform and empower CHS students, and that CHS faculty have participated in trainings and meetings, and brainstormed ways students could have a greater voice. The CHS administrative team coined the term “Your CHS Voice” to help focus and activate students regarding safety, harassment, bullying and teacher-student relations. She said that information about the tip boxes, located in Commons A, B and D and at CRTC, would be shared in an online video for students, about reporting. She added that RMS would feature information stations at their tip boxes and that guidance counselors were developing lesson plans for safety and reporting. Information about student curriculum and resources would also be shared with parents, so they could continue these important discussions at home.

Mr. Crush commented that a great deal of work had been done in a short period of time. He asked if the District had records of who had attended training; Mr. Prince noted that attendance had been tracked.

Mr. Crush asked if there was a way to ensure students had received information/training on access to resources so that they did not “fall through the cracks.” Ms. Palley explained that school attendance records would show which students were present. Mr. Richards remarked that this sounded like good year-round programming; he thanked the Crisis Center and other community resources which were so active and participatory through the summer, and expressed appreciation to the community for its feedback and participation.
Agenda Item 9. Finance

Mr. Croteau reviewed the minutes from the Finance Committee meeting on September 30. He explained that the agenda was to finalize the FY 2020 budget and review the FY 2019 budget. Mr. Croteau reviewed Jack Dunn’s FY 2020 overview from the meeting and a motion recommending approval to the full Board. He added that the Board would not actually vote on the budget until the local tax rates were announced near the end of the month. Mr. Dunn recommended that the Board add a meeting on October 23 to review the state tax rates and best options, before the vote on October 28.

Agenda Item 10. Instructional

Committee chair Pam Wicks reviewed the meeting on October 2, noting that presentations were made by staff from the Family Center, developmental preschool and kindergarten programs and demonstrated exciting and encouraging data, particularly in test results after the transition from half-day to full-day kindergarten. Ms. Higgins shared her own children’s positive experience in both the developmental preschool and regular education program, stating that it was important for the community to notice what was going right in the District. Mr. Croteau acknowledged there was no question that the District had ongoing work to do but encouraged members of the public to attend future Instructional Committee meetings as these were informational and uplifting, and highlight the great things the District is doing.

Agenda Item 12. Calendar of meetings

Ms. Patterson reviewed the proposed calendar of upcoming meetings, noting the addition of an October 23 Finance meeting as suggested by Mr. Dunn, with no additional changes.

Agenda Item 12. Public comment

Ms. Patterson opened the meeting for additional public comment.

Concord resident and parent Dan Habib expressed appreciation for the Board’s hard work and acknowledgement of the work still to be done. He asked if there was a timeline for the second report from the independent investigator; Ms. Patterson replied that the Board would announce when it had a timeframe. Mr. Habib emphasized that he wanted to ensure the second report was clear and robust so the public could understand what, how and why this happened. He asked if the Board had determined if the report would first be turned over to CPD or DCYF. Ms. Patterson stated that Attorney Bennett would speak to that question, but that the Board’s understanding was that any record released to those agencies automatically became public. Mr. Habib asked if there was a timeline
for staff-related decisions; Ms. Patterson explained that those details could not be shared at that time. Mr. Habib asked whether any Board members were aware of issues or complaints related to Primo Leung back in December 2018, when he was still employed, and suggested that if so, those Board members should recuse themselves from decisions about whether to release the report. He added that the trainings and resources being made available at the high school and middle school came as news to him and that he was surprised that he had not heard anything about these resources.

Concord resident Jessica Thompson noted that she has two children in the District, and asked why the Board was discussing and approving coaches for fall sports when the fall sports season was almost over. Ms. Patterson clarified that winter sports coaches would be presented for approval at the next meeting; Mr. Prince added that the fall coaches were mid-season needs. Ms. Thompson said that the District's preschool programs were vastly underfunded and understaffed and that this should be addressed, as this particularly affects children with 1:1 support written in their IEPs.

Concord resident, taxpayer, parent and former Concord School District student Tony Schinella said he had reviewed the internal personnel provision of the right-to-know law and expressed concern that provisions like this would allow officials to hide content from the public and press. He said he felt that the report did not qualify for the internal personnel exemption, and that it should be released with the names of innocent parties and students redacted. He emphasized taking swift action with these matters because bad teachers often move on to other districts and become repeat offenders.

Hopkinton resident Darlene Gildersleeve stated that taxpayers own the investigative report and that it must be released to the Attorney General, CPD or the public, or the District would be sued. She stated that the District needed to hire a compliance officer in order to be proactive and protect students.

Hooksett resident Andrea Golen addressed Jack Dunn directly and expressed concern about the nature of his hire, calling it a "backdoor deal" and wondering why he was hired at a higher salary than the person who previously held the position for seven years. She called for his resignation or termination by the Board.

Concord resident Karen Knowle stated that the District was a major part of the Concord community and that she understood that not all answers would be available at that meeting. She stated that she felt the District's attorney was providing information that served the District best, rather than the community. She said she believed it was common to get several versions of a report rather than just one, and that some version of the report should be released to the public.

Concord resident John Cassidy stated that community was a democracy. He commended both the Board and press for all the heat it takes from the public. He said he felt the District and community would get to the bottom of the issues, and encouraged the Board to continue to seek fairness and transparency.

Concord resident and parent Brian Harlow emphasized that everything done by the
Board and District related to this issue was to ensure the safety of students. He said he felt it was much harder to "get right with kids" with special education needs or who need extra assistance, as predators often exploit these more vulnerable populations. He added that no parent wanted to hear from their adult child about abuse that had happened to them as children. He emphasized that some children could not report or did not understand inappropriate behavior, that the Board, District, and community needed to not forget these kids, and that the work to correct issues needed to be done right.

Concord resident and parent Elizabeth Young stated that parents have a right to know what happened. She added that she was concerned the community would not be satisfied until this information was released.

Ms. Patterson reminded the Board that an earlier motion was passed to add a non-public session following the adjournment of the meeting, and that the Board would break for 15 minutes before resuming this non-public session.

The Board voted 9-0 to adjourn (moved by Ms. Patterson, seconded by Mr. Croteau).

The meeting adjourned at 9:03 p.m.

Respectfully submitted,

Tom Croteau, Chair
Lauren Hynds, Recorder
Concord Board of Education  
Special Board Meeting: Bond Refinancing 
October 28, 2019

Board members present: Thomas Croteau, Vice President, Pam Wicks, Jim Richards, Liza Poinier, Chuck Crush, Nancy Kane, Barbara Higgins, Danielle Smith

Board member absent: Jennifer Patterson

Administration: Donna Palley, Acting Superintendent; Jack Dunn, Business Administrator

The meeting was called to order by Board Vice President Thomas Croteau at 5:39 p.m. The meeting was held at the SAU main office, 38 Liberty Street, Concord, New Hampshire, in the Board Room. The purpose of the meeting was to discuss and vote on the refunding of the elementary school building project bond.

Business Administrator Jack Dunn provided an overview of issues related to the elementary school bonding. In 2010, the District borrowed approximately $55 million in 30-year Build America bonds to build Mill Brook, Abbot-Downing and Christa McAuliffe Schools. Through information from outside solicitations and the District’s financial advisors, the potential for savings by refunding (refinancing) these bonds for the final 20 years now exists. This meeting was the first step toward achieving those potential savings. Bond Counsel has advised that, even though it makes more sense to be closer to the call date before considering refunding, it is appropriate for the Board to authorize the refunding of the bonds as soon as possible.

Mr. Dunn noted that this was the third meeting in fall 2019 on this issue. On September 11, 2019 the Board met to introduce the loan resolution, followed by a Public Hearing on September 30, 2019. At this meeting, there was a request for a vote.

The Board voted 8-0 to approve the bond refunding resolution, as stated below (motioned by Barb Higgins, seconded by Chuck Crush).

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.

Mr. Dunn indicated that in the next 30 days, all necessary paperwork for bond refunding would be completed. The administration would then wait for its financial advisors' advice about when to put it out to bidders in the market. He also noted that if the District received a successful bidder, the Board would ultimately need to vote to accept that.

A motion was made to adjourn.

The Board voted 8-0 to adjourn (motioned by Nancy Kane, seconded by Jim Richards).

The meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Jim Richards, Secretary
Donna Palley, Recorder
Concord Board of Education
Special Board Meeting: FY20 Budget
October 28, 2019

Board members present: Jennifer Patterson, President; Pam Wicks, Jim Richards, Liza Poinier, Chuck Crush, Nancy Kane, Thomas Croteau, Barbara Higgins, Danielle Smith
Administration: Donna Palley, Acting Superintendent; Jack Dunn, Business Administrator

The meeting was called to order by Board President Jennifer Patterson at 5:50 p.m. The purpose of the meeting was to discuss and vote to finalize the FY20 budget.

Business Administrator Jack Dunn summarized the recommended changes to the budget. Changes included a significant reduction in anticipated Medicaid revenue; an increase in Adequacy Aid (to include kindergarten students); a one-time payment from the State of New Hampshire to help mitigate the impact of the new heat and hot water systems necessitated by the closure of Concord Steam; an increase in Deerfield tuition and special education funds; and an increase in the unreserved fund balance as well as funds from the local school assessment. The total increase in revenue was $1,267,365. Off-setting appropriations of $1,267,365 were made, including additions to the Superintendent’s Contingency and several trust funds, including the Facilities and Renovation Trust Fund and the Vocational Capital Reserve Fund. A reduction was taken in healthcare costs.

Mr. Dunn described the impact of these changes on the local and state tax rate. He noted that the original budget passed on March 27, 2019 with an anticipated increase of 1.79% increase in the local rate and a decrease of .47% in the state rate, for a combined increase of 1.48%. On October 23, city valuation information was received. As a result of an increase in Concord's valuation and the changes to the budget proposed, Mr. Dunn projected that there would be a decrease in the local tax rate of 1.04% and a decrease in the state rate of 4.21%, for a combined tax rate decrease of 1.48%.

Mr. Dunn noted that the tax rate was set by the Department of Revenue, not by the Concord School Board. The information provided at this meeting was the best information available at the time.

Board members noted that, despite the overall tax rate going down, residents could still see an increase in their tax bills due to increases in their homes' market value. Jim Richards noted that residents would see this effect in different ways based on valuations in their particular neighborhoods. He also indicated that it was not known whether increases in Adequacy Aid would extend beyond the current state biennial budget, or what would happen with Medicaid revenue, given the rule changes for the program.

Board members noted that money added to trust funds allows the community to avoid tax spikes. Mr. Dunn indicated that this was especially true in connection with capital
projects. Barb Higgins likened this process to continuing to put a car payment in the bank, even if you have already paid off your car loan. Rather than give money back to taxpayers at this time, the Board would save it to avoid large tax spikes later, to keep the tax rate as level as possible, especially for people with fixed incomes.

Mr. Dunn indicated that, if the proposed FY20 budget was approved, there would be $7.2 million in the Facilities and Renovation Trust Fund.

He then provided an overview of the changes to the Medicaid reimbursement program. The District learned on August 27, 2019 that new rules were in place. As a result of the changes, Mr. Dunn reduced the anticipated Medicaid revenue by $1,118,498, leaving $6,250 in projected revenue.

The new rules now require that a physician, rather than a school-based service provider, review and confirm, for each student, that services within the IEPs or 504 plans are medically necessary. Parent permission for this review must also be gained. Certain services are no longer deemed eligible for reimbursement. Administrators and staff were working to implement this change, with parent letters being mailed in the next few days.

The state was holding a series of meetings to provide information to stakeholders on these requirements. The next meeting was scheduled for October 29, the second of several meetings to provide guidance to school districts across the state. Robert Belmont, Director of Student Services, planned to attend.

Chuck Crush wondered how the administration would adjust the budget if the District received $500,000 in reimbursements. Mr. Dunn noted that he would come to the Board in June 2020 to discuss options if additional revenue was received. Mr. Richards noted that even if all students were signed up for the program quickly, billing was, at present, not retroactive to the start of the school year.

Board members indicated their interest in having Mr. Belmont provide input from the School Board to the state officials at the stakeholder meeting.

The Board voted 9-0 to recommend that Robert Belmont, as representative of Concord School District at the Medicaid stakeholders meetings, express the Board’s strong desire for clear guidance to support the implementation of the new rules, that the new rules be written to allow for retroactive billing back to July 1, 2019 for eligible services already provided to District students, and that a school physician be allowed to authorize medically-necessary services. (motioned by Mr. Richards, seconded by Ms. Higgins).

Mr. Dunn provided history about the addition of the Junior Varsity Hockey program (JV) at Concord High School. He noted that on September 5, 2018, members of the Instructional Committee recommended the addition of the program to the full Board, with the minutes of that meeting indicating that “a budget proposal to fund this program after the first year would need to be made through the regular District budget process.” At the full Board meeting on October 1, 2018, the Board voted 8-0 to approve the revenue-
neutral addition of JV for the 2018-2019 school year. Mr. Dunn noted that for the 2018-2019 school year, the program costs exceeded revenue by $35.65, with 18 players registered (including two who also played on the Varsity team). Funds from the Booster Club, along with student fees, offset the remainder of the costs. Registration for the 2019-2020 hockey season have begun, and a total of 43 students have signed up so far, with 18 anticipated for the JV team.

Ms. Patterson noted that, in the proposed budget, revenue from the Booster Club was not included to offset the costs of the JV program. The Board could make a change to the budget now to include this revenue. Ms. Patterson also noted that there was confusion about whether the intention had been to add JV as a financially neutral program for one year, such that it would have to come into the budget going forward. Board members did not recall discussing this during the budget work sessions in spring 2019.

Pam Wicks recalled that the initial presentation described many students being cut from the boys’ Varsity team, with no other local options for these students. There had been fewer girls playing, so the need for a JV program for girls was not seen.

Mr. Croteau noted that he had anticipated that a more formal proposal would come before the Board before the program was adopted beyond the budget-neutral first year plan. He said he was concerned that a precedent was being set for other sports programs that might want to expand.

Mr. Richards indicated that he had been approached by other sports programs that want to expand, including middle school baseball and softball. He suggested that there be a discussion about the JV program in January, before the next budget was discussed.

Mr. Dunn noted that the athletic department’s overall budget expenses for line items 630000-680000 was reduced between 2018-2019 to 2019-2020 by $2,546.

Ms. Patterson noted the importance of balancing what was available for sports through the schools versus the City Parks and Recreation Department. She noted that there had been previous discussions about hockey fees, which were higher than other sports because of the cost of ice time.

Liza Poinier suggested that the Board receive a list of sports teams, costs and fees. She also noted the lack of a 6th grade soccer team. She suggested that the Board review the issue in a holistic way, analyzing numbers of students and the funds involved.

Mr. Croteau stated that, if the group that presented at the Instructional Committee was given the impression that this was going to be in the budget going forward, he did not want to renege at this point. He said, however, that care should be taken about setting a precedent for other sports. Ms. Wicks agreed, noting that there may have been confusion, and that the change should not be made now, if students were already signing up. Mr. Richards agreed that the program should be allowed to run. He said that the Board could see how the numbers play out this year, and, as the next budget was discussed, take a hard look at it going forward. Ms. Higgins noted that Concord’s was a strong hockey
program, and among Division 1 schools, not having a JV program was a concern. She commented that the Booster Clubs could be very helpful.

Ms. Patterson noted that there could be room to increase the hockey fee going forward. She suggested a presentation on the District’s entire athletic program at an Instructional Committee meeting in January, before the Board’s budget process would begin. Fees could be discussed at that time, as well as a review of expectations for Booster Clubs.

Ms. Wicks asked whether, if a significant purchase of technology devices was predicted, additional funds would be useful in the Technology Innovation Trust Fund.

Ms. Patterson noted that almost $2 million was being added to the Facilities and Renovation Trust Fund.

Board members agreed that, given significant market growth in property valuation that would impact taxpayers, there was a need for some relief at this time. The Board could revisit this again in May and June 2020, when there might be an option to put more money into trust funds.

The Board voted 9-0 by roll call to approve the FY20 budget, as amended, below (motioned by Ms. Higgins, seconded by Mr. Croteau).

Move that – the School Board adopt the following changes to the FY20 budget for the purposes of appropriating the additional unreserved fund balance funds, one-time state revenue for the steam-to-gas conversion, and transfer to Trust Funds. This would bring the total budget to $91,583,448 with a general fund of $86,135,367 with an amount to be raised in local taxes of $52,390,627 and $7,730,534 in state taxes 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 $172,804
Facilities and Renovation Trust Fund for an amount up to $1,911,609
Food Service Fund for an amount up to $50,000
Renovation and Maintenance Trust Fund for an amount up to $358,406
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
Ms. Poinier asked about the process and timeline for considering additions to the budget before it was developed. Mr. Dunn noted that there would be a Finance Committee meeting in January for this purpose, and that items could also be brought to the Instructional or other committees in December and January. The administration would begin to present the budget to the Board in February.

Ms. Patterson briefly reviewed the proposed calendar of meetings. Student Board representatives and Beaver Meadow School staff with their proposed therapy dog would be in attendance at the November 4 meeting. A motion was made to adjourn.

The Board voted 9-0 to adjourn (motion by Mr. Crush, seconded by Mr. Croteau).

The meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Jim Richards, Secretary
Donna Palley, Recorder
Concord Board of Education
Special Board Meeting
October 30, 2019

Board members present: Thomas Croteau, Vice President, Pam Wicks, Jim Richards, Liza Poinier, Chuck Crush, Nancy Kane, Barbara Higgins

Board members absent: Jennifer Patterson, Danielle Smith

The meeting was called to order by Board Vice President Thomas Croteau at 7:04 p.m. Board member Chuck Crush made a motion that the report prepared by Attorney Djuna Perkins, “Recommendations Following Investigation of Sexual Misconduct of Howie Leung,” be released to the public on October 31, 2019.

The Board voted 7-0 by roll call to release the report prepared by Attorney Djuna Perkins, “Recommendations Following Investigation of Sexual Misconduct of Howie Leung,” on October 31, 2019 (motioned by Mr. Crush, seconded by Barb Higgins).

Mr. Croteau recessed the meeting to allow the Board to consult with legal counsel.

Pam Wicks left at 7:13 p.m.

The Board came out of recess at 8:34 p.m.

A motion was made to adjourn.

The Board voted 6-0 to adjourn (motioned by Ms. Higgins, seconded by Nancy Kane).

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Jim Richards, Secretary
Concord Board of Education
Special Board Meeting
November 1, 2019

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

Administration: Larry Prince, Human Resources Director

The meeting was called to order by Board President Jennifer Patterson at 6:02 p.m. She stated that the agenda was to consider the resignation and severance agreement with Superintendent Terri Forsten.

Ms. Patterson asked for a motion to unseal those portion of the minutes of the September 25, 2019 non-public session with respect to motions and votes taken regarding Superintendent Forsten’s employment with the District.

The Board voted 9-0 by roll call to unseal those portion of the minutes of the September 25, 2019 non-public session with respect to motions and votes taken regarding Superintendent Forsten’s employment with the District (motioned by Jim Richards, seconded by Barb Higgins).

Ms. Patterson read the portion of those minutes relative to those motions and votes:

"The Board voted unanimously on a roll call vote (9-0) to terminate the employment of Ms. Forsten, moved by Ms. Higgins and seconded by Mr. Crush.

"The Board also voted unanimously on a roll call vote (9-0) to non-renew Ms. Forsten’s contract, moved by Ms. Higgins and seconded by Mr. Crush.

"The Board voted unanimously on a roll call vote (9-0) to authorize the Board President to work with counsel to draft and deliver a termination notice to Ms. Forsten consistent with the findings of investigator Djuna Perkins with respect to Ms. Forsten, moved by Mr. Crush and seconded by Nancy Kane.

Mr. Richards made a motion to approve the agreement releasing the Concord School District from its obligations pursuant to the employment contract with Superintendent Forsten and to accept the resignation of Superintendent Terri L. Forsten effective November 1, 2019. Chuck Crush seconded the motion.
The Board voted 9-0 by roll call to approve the agreement releasing the Concord School District from its obligations pursuant to the employment contract with Superintendent Forsten and to accept the resignation of Superintendent Terri L. Forsten effective November 1, 2019 (motioned by Mr. Richards, seconded by Mr. Crush).

Ms. Patterson noted that a public statement regarding Ms. Forsten’s resignation would be released shortly.

Ms. Patterson stated that the Board would consider the conditional nomination of a candidate for interim Superintendent. Mr. Crush read a prepared statement.

"The School Board has been seeking to hire an Interim Superintendent to oversee the School District until a full time Superintendent can be found to fill that position. The School Board is pleased to extend an offer of employment as Interim Superintendent to Dr. Franklyn Bass.

Dr. Bass has served as a school administrator in New Hampshire for over 25 years. He has been a high school principal, Assistant Superintendent and School District Superintendent. He was the Superintendent of Schools for the Hanover, New Hampshire/Norwich, Vermont School District from 2011 until his retirement in 2017. Prior to that, he had served as a Superintendent for the Pelham/Windham School District. Since his retirement, he has been an Adjunct Professor at Southern New Hampshire University’s School of Education with a focus on Instructional Leadership courses.

Dr. Bass will assume the position of interim superintendent on a part-time basis. He brings with him a wealth of experience and a history of positive leadership. The School Board believes that Dr. Bass can step in as Superintendent and immediately begin the process of rebuilding the School District’s relationship with its students, staff and the community. The School Board will formally introduce Dr. Bass at its regular meeting on November 4, 2019 and schedule, in the near future, an event at which the community can meet and hear from Dr. Bass.

The Board will begin the search for a new, permanent Superintendent shortly. It is anticipated that the School Board will be able to fill the Superintendent’s position on a permanent basis beginning on July 1, 2020.”

He noted that Dr. Bass would be paid $750 per diem for 95 days (Monday, Thursday, Friday) for one school year only.

Mr. Crush noted that he had personally checked this candidate’s references. He stressed that he would be acting as an interim superintendent.

Mr. Crush made a motion to make a conditional offer of employment to Dr. Franklyn G. Bass: “I move to make a conditional offer of part-time employment as Interim Superintendent for the Concord School District to Dr. Franklyn G. Bass of Manchester, New Hampshire. The conditions of this offer are Dr. Bass’ satisfactory compliance with all State laws and regulations applicable to superintendents and the execution of an employment contract.”
Ms. Patterson thanked Mr. Crush and Mr. Croteau for taking the lead in these discussions.

Pam Wicks noted that Board members had an opportunity to meet with Dr. Bass, who has a breadth of experience, and stated that he would be a great asset while the Board continued to navigate the difficult healing process with the community.

Ms. Higgins noted that Dr. Bass' focus would be on taking care of staff, students and the community.

Mr. Richards noted that Dr. Bass had impressed him as a person who would be out in the schools, looking at classrooms, looking at teachers, interacting with students and being very involved.

Mr. Croteau noted that Dr. Bass' responsibilities would be delineated in the first days of his undertaking the position.

The Board voted 9-0 by roll call to make a conditional offer of part-time employment as Interim Superintendent for the Concord School District to Dr. Franklyn G. Bass of Manchester, New Hampshire. The conditions of this offer were Dr. Bass' satisfactory compliance with all State laws and regulations applicable to superintendents and the execution of an employment contract. (motioned by Mr. Crush, seconded by Tom Croteau).

Ms. Patterson noted that the Board would have more information at its November 4 regular monthly meeting about the independent investigator's report and recommendations.

Public Comment

Concord resident Betty Hoadley complimented the Board for its confidential work, requiring coordination with multiple people and agencies. She asked for clarification of the exact term of Dr. Bass' tenure, and whether there would be coordination with the part-time Superintendent leaving and a new Superintendent taking on the position. She requested that the language of the contract be very precise.

Concord resident and parent Kate Frey commented that she assumed that Board had checked that Dr Bass is credentialed. She asked whether he would access to the full report from the independent investigator, to which Ms. Patterson replied that to the degree he would be involved in any action, he certainly would.

Ms. Frey noted that the report contained critical information that, in her opinion, indicated there was substantial malfeasance; she asked whether that would be suppressed (personnel working when they weren't supposed to be working, etc.).

Ms. Patterson noted that the was the Board's firm intention to ensure that all potential personnel issues that might be raised in the report to the Board would be addressed.

Ms. Frey asked whether Dr. Bass, as a part-time interim Superintendent, would share the role with Donna Palley, and whether Ms. Palley would continue to be employed.
Mr. Crush noted that Dr. Bass would work on Monday, Thursday and Friday and would be available via telephone at other times (this was included in the per diem fee). He stated that the Board wanted to ensure that Dr. Bass would be able to closely coordinate with the current administrative team in the Central Office, ensuring the day-to-day functionality of the District functional for the good of the students and the operation of the schools.

Mr. Croteau noted that the Board did not have the jurisdiction nor did it want to oversee every detail of the day-to-day operations of the District; that it had been thrust into the role recently because there was no Superintendent or high school Principal in place.

Ms. Frey stated a concern that the Board was relying on an administration that had not been honest with the Board or with the public.

Mr. Richards said he wanted to answer that concern directly, stating that there would be a transition as Dr. Bass was brought up to speed – he will be the only interim Superintendent and will perform all Superintendent duties.

In response to a question from Ms. Frey whether Ms. Forsten or Tom Sica or any other administrator involved in the hiring of this interim Superintendent, Mr. Crush answered that this was not the case, and that he had personally check Dr. Bass’ credentials.

In response to a question from Ms. Frey about Mr. Sica’s status, Ms. Patterson noted that he was still on paid administrative leave and was not performing any work on behalf of the District. She stated that the Board would share more information when it has it.

Concord resident and Board candidate Max Schultz thanked the Board for taking the important step toward transparency in releasing information about the termination of the Superintendent. He said that an interim would be in charge of all hiring and firing. As Dr. Bass is experienced as a Superintendent, the Board need not handcuff him coming into this tremendously tumultuous situation. Even if he’s interim and working on a part-time basis, he could potentially be in the District until next summer. Mr. Schultz suggested that the Board should give him full authority, see the report immediately and read it because he would be walking right into the middle of the issue. He suggested that needed to know everything, even if he had to sign a confidentiality agreement when leaving.

Mr. Crush noted that events were happening very quickly, and the first step was to vet the candidate.

Mr. Schultz commented that this was a great step forward, but that the public was still concerned that the high school principal was on leave and still being paid.

Ms. Patterson commented that the Board intended to give Dr. Bass an opportunity to meet with the Central Office administrators, and its second step was to get a high school Principal in place.

Concord resident Dellie Champagne asked whether it was possible to get a list of the new Superintendent’s duties at the Monday meeting.

Mr. Crush and Mr. Croteau said that they would want to include Dr. Bass on the development of his duties, and that he was not yet employed in the District.
Mr. Crush stated that he understood community members were frustrated that this process had not been moving as quickly as they would like, and emphasized that the Board was in a process that it must follow. He explained that to have a productive discussion under NH law, the Board needed to actually meet; they could not send each other emails.

Ms. Higgins noted that there had been at least one week totaling 16 hours of meetings. She said the Board members meticulously wanted to do its job correctly so mistakes would not mess it up.

Ms. Patterson thanked Board members, who she said had been working unbelievably hard, with every member bringing a tremendous value to the work of the Board. She stated that these discussions had been in non-public session because they have had to be.

Mr. Richards also thanked the community for its participation, as he sees it as a vital part of this community being able to heal.

Concord resident Tony Schinella asked Ms. Patterson to “walk people from Sept. 25 to Nov. 1 – in a generic way, explaining why it would 5 weeks to reach an agreement.”

Ms. Patterson noted that she could not do this on the spot but would work to come up with this information for Monday evening. We worked as fast as possible.

Mr. Croteau noted that the Board had been developing a list of questions it thinks the community would like to have answers to, and given the list to its legal counsel to determine what could be said.

Mr. Schinella stated that he was concerned about the safety of children and protection of victims, and that none of the media want to hurt the victims in any way at all, respecting that, at the same time, the media needs to share information.

Ms. Frey noted that many people have never been to a Board meeting and had not understood why someone would be paid for what the public may feel is malfeasance, had not understood the process, and was tired of not having any answers. That said, she said she understood the position the Board has been in, commenting that, with answers, the public could begin to heal. She suggested that it would be helpful for the Board and the public to have a dialogue.

Ms. Patterson stated that it was helpful to have this feedback and suggested members of the public email the Board questions they would like to have answered.

Mr. Croteau noted that, typically, the Board does not respond directly to public comment.

Ms. Patterson noted that recommendations from Attorney Perkins would help the Board focus on precise areas to improve policies. She said that she had been on the Board for 12 years, and nothing remotely like this had ever happened. She said she hoped the process going forward could be more transparent.

Mr. Richards noted that the goal of the work this past summer was to get changes to policies in place and be in the best position possible before the start of school. He said that policy work would be an iterative process, and would involve the community.
Concord resident David Parker said he appreciated the work the Board had done. He advised the Board to include input from stakeholders and staff in the development of its processes and policies.

Concord resident and parent Quentin Goble said he felt he had been lied to either by omission or directly. He said that at the heart of this issue was a 13-year-old girl who was sexually assaulted by a teacher, and a 12-year-old girl who was suspended by RMS Principal Tom Sica for expressing her discomfort with this teacher's behavior after speaking with a peer. He said he heard only two years later about another girl and parent who had brought forward similar concerns.

Mr. Richards strongly stated that not a single member of the Board had ever forgotten about the young girls who were involved in this horrific situation.

Ms. Patterson reiterated that the Board had not been made aware of the previous concern, and that it was the Board's intent to include staff, students and community members in its student safety work.

A motion was made to adjourn.

The Board voted 6-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Croteau).

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Jim Richards, Secretary
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: November 4, 2019
REFERENCE: Central Office Administration Nomination 2019-2020 School Year

Franklyn Bass, Ph.D. Concord School District
Manchester, NH Interim Superintendent

Education: $750 per diem
Boston College, Boston, MA, Ph.D./91
Middlebury College, Middlebury, VT, M.A./82
University of New Hampshire, Durham, NH, B.A./74

Certification: 95 days, M/Th/F
Experienced Educator Certificate, Superintendent, expires 06/30/22
one year only

Experience: Southern New Hampshire University, Manchester, NH
Adjunct Professor, Graduate School of Education, 17–present

Dresden School District, SAU 70, Hanover, NH/Norwich, VT
Superintendent of Schools, 11–17

Pelham School District, SAU 28, Pelham, NH
Superintendent of Schools, 07–11

Manchester School District, SAU 37, Manchester, NH
Assistant Superintendent, Middle and Secondary Schools, 02–07

Hollis Brookline High School, Hollis, NH
Principal, 96–02

Westford Academy, Westford, MA
Dean, Academic Affairs, 93–96

Timberlane Regional High School, Plaistow, NH
Schoolwide Enrichment Coordinator, 87–93

College for Lifelong Learning, Manchester, NH
Adjunct Professor, 86–95

University of New Hampshire, Durham, NH
Director, SEARCH, Seminars for Advanced High School Students, 86–87

Merrimack High School/ Middle School, Merrimack, NH
Coordinator, Gifted and Talented Programs, 85–86

Memorial High School, Manchester, NH
English Teacher, 77–84

Frank replaces Terri Forsten – resignation
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: November 4, 2019  
REFERENCE: Teacher Nominations 2019-2020 School Year  

Donna Hillyer  
Deerfield, NH  
Education:  
Certification:  
Concord High School  
Special Education Teacher  
Delaware Valley College, Doylestown, DE, B.S./86  
Educational Intern License – Alternative 4, exp. 06/30/22  
Donna replaces Meagan Comstock (M-6 = $61,125) – LOA  
Budgeted at $61,125  

Dianna Matzo  
Amherst, NH  
Education:  
Certification:  
Concord High School  
Science Teacher  
University of Michigan, Ann Arbor, MI, M.B.A./92  
Kettering University, Flint, MI, B.S./88  
Educational Intern License – Alternative 4, exp. 06/30/22  
Dianna replaces Tyler Radel (B-9 = $64,301) – resignation  
Budgeted at $64,301  

$44,102  
B-1  
one year only  

$48,512  
M-1
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: November 4, 2019
REFERENCE: Winter Coach Nominations

Ryan Daniels
Concord, NH
Girls Indoor Track Co-Coach
Education: Castleton University, Castleton, VT, B.S./18
Profession: Capital Appraisal Associates, Inc., Concord, NH
Apprentice Real Estate Appraiser, 2018-present
Experience: Concord High School
Volunteer Assistant Football Coach, 2018-present
Boys and Girls Club of Central New Hampshire, Concord, NH
Group Leader, 2014-2016
Ryan will be co-coaching with Hayden Daly

Pia Shea
Concord, NH
Assistant Alpine Ski Coach
Education: Smith College, Northampton, MA, B.A./91
Profession: S&W Sports, Concord, NH
Sales and Receiving, 2015-present
Experience: Pats Peak Ski Team, Henniker, NH
Alpine Ski Coach, 2011-present
Black & Blue Trail Smashers, Waterville Valley, NH
Alpine Ski Coach, 1992-1997
Mt. Bachelor Sports Education Foundation, Bend, OR
Alpine Ski Coach, 1991-1992
Pia replaces Peter Ellinwood
William Chavanelle  
Tilton, NH  
Education: Granit State College, 2017-present  
New Hampshire Technical Institute, Concord, NH, 2016  
Profession: Rundlett Middle School  
Instructional Assistant, 2017-present  
Experience: Rundlett Middle School  
Assistant Wrestling Coach, 2017-present  
Rundlett Middle School  
Assistant Spring Track Coach, 2018  
Concord High School  
Volunteer Assistant Defensive Coordinator, 2017-present  
Winnisquam High School, Winnisquam, NH  
Volunteer Assistant Wrestling Coach, 2015-2017  
Winnisquam Middle School, Winnisquam, NH  
Football Coach Offensive Coordinator, 2015-2016  
William replaces Shawn Moseley

Robert Darrell  
Bow, NH  
Profession: Peace of Mind College Solutions, Concord, NH  
Insurance Advisor and College Funding Advisor, 1995-present  
Experience: Boys and Girls Club of Central New Hampshire, Concord, NH  
Basketball Travel Teams Coach, 1998-2019  
Bow Middle School, Bow, NH  
Girls Basketball A Team Head Coach, 2009-2014  
Bow High School, Bow, NH  
Girls Varsity Basketball Assistant Coach, 2010-2014  
Londonderry High School, Londonderry, NH  
Varsity Assistant Lacrosse Coach, 2017-2018  
Girls JV Assistant Lacrosse Coach, 2016  
Bow Youth Lacrosse, Bow, NH  
Head Lacrosse Coach, 2007-2014  
Robert replaces Kelvin Duran

Cassidy Emerson  
Concord, NH  
Education: Plymouth State University, Plymouth, NH, B.A./19  
Profession: Spaulding Youth Center, Northfield, NH  
Paraprofessional, 2019-present  
Experience: Plymouth State University Basketball Captain, 2017-2019  
Cassidy replaces Kevin Parsons
Melissa Pfefferle  Rundlett Middle School  $1,285  
Concord, NH  Boys Basketball A Co-Coach  Step 3, Group 11  
Education:  University of New Hampshire, Durham, NH, B.S./88  
Profession:  City of Concord, Concord, NH  
Experience:  Capital City Basketball, Concord, NH  
            Basketball Coach, 2017-present  
            City of Concord Recreation, Concord, NH  
            Youth Basketball Coach, 2010-present  
            Pembroke Academy, Pembroke, NH  
            Assistant Girls Varsity Basketball Coach, 2008  
            Saint Anselm College, Manchester, NH  
            Head Softball Coach, 1996-2005  
            Assistant Basketball Coach, 1996-2005  
Melissa replaces Darius Vanegas/co-coaching with Adam Tuttle

Adam Tuttle  Rundlett Middle School  $1,285  
Concord, NH  Boys Basketball A Co-Coach  Step 3, Group 11  
Education:  Colby Sawyer College, New London, NH, B.S./02  
Profession:  Concord High School  
            Special Education Teacher, 2005-present  
Experience:  Concord High School  
            Boys Varsity Assistant Basketball Coach, 2006-2008  
            Trinity High School, Manchester, NH  
            Freshman Basketball Coach, 1998-1999  
Adam replaces Darius Vanegas/co-coaching with Melissa Pfefferle
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<th>SALARY</th>
<th>NAME</th>
<th>Group</th>
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<tr>
<td>Skiing - Alpine (Asst) Supp.</td>
<td>4,070</td>
<td>Richard Bragg</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - Jumping</td>
<td>4,070</td>
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<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - X-C (Head)</td>
<td>4,070</td>
<td>Samuel Evans-Brown</td>
<td>6</td>
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<td>Step 3</td>
</tr>
<tr>
<td>Skiing - X-C (Asst)</td>
<td>2,999</td>
<td>TBA</td>
<td>9</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - X-C (Asst) Supp.</td>
<td>1,713</td>
<td>James Townsend</td>
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<td>Step 3</td>
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<tr>
<td>Swimming</td>
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<td>William Quinn</td>
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<tr>
<td>COED - Unified Basketball</td>
<td>1,285</td>
<td>Amanda Bacher</td>
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<td>Step 3</td>
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<td>RUNDLETT MS:</td>
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</tr>
<tr>
<td>BOYS SPORTS:</td>
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</tr>
<tr>
<td>7 &amp; 8 Basketball (A) (co-coach)</td>
<td>1,285</td>
<td>Melissa Pfefferle</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>7 &amp; Basketball (A) (co-coach)</td>
<td>1,285</td>
<td>Adam Tuttle</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>7 &amp; 8 Basketball (B)</td>
<td>2,570</td>
<td>Joshua Jarnot</td>
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<td>Step 3</td>
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<tr>
<td>RMS Wrestling Head</td>
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<td>William Chavanelle</td>
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<td>Step 3</td>
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<tr>
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<td>1,285</td>
<td>Mark Feigl</td>
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<tr>
<td>RMS Wrestling (supp)</td>
<td>1,071</td>
<td>Diego Manual Hebra</td>
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<td>7 &amp; 8 Basketball (A)</td>
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<td>7 &amp; 8 Basketball (B)</td>
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<td>Cassidy Emerson</td>
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<td>Hannah Linquata</td>
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<td>Step 3</td>
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<tr>
<td>BOYS/GIRLS SPORTS:</td>
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<td></td>
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</tr>
<tr>
<td>Skiing - XC (Head)</td>
<td>2,570</td>
<td>Richard Bragg</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - XC (Asst.)</td>
<td>1,285</td>
<td>Michael Bouffard</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Intramural Floor Hockey</td>
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<td>Eric Penniman</td>
<td>14</td>
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<td>Step 3</td>
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Jennifer Patterson called the meeting to order at 5:30 p.m. The agenda was to review Policy #531 Health Procedures Manual and the manual itself, to consider proposed Policy #576 Service Animals in Schools, and to consider proposed Policy #790 Therapy Dogs.

She appointed Pam Wicks as a member of the committee in Chuck Crush’s absence.

**Policy #531 Health Procedures Manual (NHSBA policy EBBC, and others)**

Acting Superintendent Donna Palley described Policy #531, Health Procedures Manual, as well as the suggested updates and revisions to the manual. These revisions have been suggested by the District’s school physician Dr. Todd Poret in collaboration with the District nurses. Under the policy, the Board periodically reviews and approves changes to the manual. The committee reviewed the suggested changes to the manual page by page.

Committee members discussed whether the school physician would be able to provide the physical exam needed to play sports (and not just for students entering kindergarten and grade 6 who were unable to obtain a physical from their primary care provider); whether each school nurse had a refrigerator for medications requiring refrigeration; whether annual training on universal precautions is provided; what constitutes an “appropriate disinfectant cleaner;” whether all staff were required to have basic first aid and CPR training; changes to the protocols for “Choking, Conscious” and “Choking, Unconscious;” and where naloxone would be kept, if stocked.

While it was stated that having naloxone (Narcan) could be helpful, committee members asked where it would be kept, as having it out in the open in a school, especially after school hours when it would be unattended by medical staff, would be a problem. It was...
noted that, although the danger of overdosing might be heightened during after school hours events, this drug would be available only during school hours. EMS (911) would need to be called if someone needed naloxone on the campus after hours.

Ms. Palley noted that the current Narcan supply has expired and the District would have to look into sourcing free or low-cost supplies, perhaps through the state.

Liza Poinier asked whether the prohibition on cough drops could be modified, noting that a middle schooler or high schooler could manage this over-the-counter item, rather than having to go to the school nurse every couple of hours. This will be checked with the school nurses and/or school physician.

It was suggested that the draft manual, with suggested changes, be posted on the District website.

Ms. Patterson made a motion that the changes to the health procedures manual be brought to the full Board.

**Committee members voted 4-0 to recommend that the full Board concur with recommended changes to the health procedures manual referenced in Policy #531 Health Procedures Manual (motioned by Ms. Patterson, seconded by Nancy Kane).**

**Proposed Policy #576 Service Animals in Schools (NHSBA policy IMGA)**

Ms. Palley noted that a Board policy on service animals is required by law. She described the NHSBA policy, noting that service animals (dogs or miniature horses only) under the Americans with Disabilities Act have a very specific distinction in that they perform a service for an individual with a disability. The work or task of the service animal must be directly related to the individual’s disability. Under this definition, there is no responsibility for the animal on the part of the school or its staff, although a staff member may provide support, to help a child take the animal outside to relieve itself, for example. Students’ parents hold all liability for damage or injuries caused by the animal.

If a dog or miniature horse is not specifically defined as a service animal, parents could request that their child’s special education team determine if the work of the animal is necessary for a free and appropriate public education (FAPE), which would thereafter define that particular animal as a service animal.

Ms. Wicks said it would be important to have a discussion about possible staff or student allergies related to a service animal. It was agreed that owners need to be aware of proper grooming.

Ms. Kane made a motion to recommend this policy to the full Board.

**Committee members voted 4-0 to recommend to the full Board proposed Policy #576 Service Animals in Schools for a first reading (motioned by Ms. Kane, seconded by Mr. Croteau).**
Ms. Palley presented information on proposed Policy #790 Therapy Dogs, for which no sample policy from NHSBA exists, noting that this was an emerging area of interest. Beaver Meadow School would like to have the school guidance counselor’s certified therapy dog on site. Ms. Palley had researched a few model policies from other school districts. She indicated that therapy dogs have been shown to have a positive impact on reading and language skills, social/emotional gains and improved gross motor skills.

She noted that in each model policy an approval process is outlined that includes: a request to the superintendent, expectations about training and certification, vaccination, control, identification, prohibition on disruption to the educational environment, health and safety issues, supervision and care, areas in which the therapy animal is authorized to be, insurance, exclusion or removal from school, allergic reactions, damages to school property and injuries.

Ms. Patterson said she appreciated the distinction between a service animal and a therapy dog, noting that she would see a therapy dog as being in the school for the benefit of all students. She commented that, although not required by law, it would be better to have a policy, as therapy dogs were already present in the District.

Tom Croteau said that he would not want school Principals to be overburdened by requests of this sort, and that a policy would be helpful.

Ms. Wicks noted that a previous MBS therapy dog project arose from a special education program to help struggling readers. She said the current proposal would establish “the BMS therapy dog” as almost a school mascot. She said that students were excited to read to a dog, and was in favor of a policy allowing this.

Ms. Palley provided a very brief overview of the therapy dog presentation that BMS planned to make at the November Board meeting.

Ms. Patterson made a motion to recommend to the full Board that it vote to adopt Policy #790 Therapy Dogs modeled on Milford school district’s policy 5061, with the addition of an application form.

Ms. Poinier suggested adding text from another model policy to the training/certification section, and adding a certain number of hours or experience.

The Committee voted 4-0 to recommend to the full Board that it vote to adopt Policy #790 Therapy Dogs based on Milford school district’s sample Policy 5061 with the addition of an application form and adding additional text as suggested (motioned by Ms. Patterson, seconded by Ms. Kane).

Ms. Patterson noted that at its next meeting, the committee would take another look at policies on Sexual Harassment; Staff – Student Relations; and Restraint/Seclusion; and review the special education manual. She also stated that work on the memorandum of agreement with the Concord Police Department (CPD) is ongoing.
In response to a question from Ms. Patterson about feedback on changes made at the October Board meeting to Policies #432/#537 Reporting Child Abuse and Neglect, Ms. Palley said both CPD and staff had commented favorably.

A motion was made to adjourn.

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

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Linden Jackett, Recorder
Concord School District Policy #576
Service Animals in Schools

I. General conditions

A. Use of a service animal by a person with a disability will be allowed in or upon District property when the animal is required to perform work or tasks directly related to the individual's disability.

Qualified individuals with disabilities and service animal trainers are eligible to use service animals in the school.

B. "Service animals":

1. "Service animal" for the purposes of this policy shall mean and include any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animal shall be construed to include a "hearing ear dog," "guide dog," or "service dog," as those terms are currently defined in NH RSA 167-D:1. "Emotional support," "therapy," or "comfort dogs" are generally not service animals for the purposes of this policy, except as may be provided under paragraph II.B. Miniature horses do not specifically fall within the state or federal statutory definitions for "service animal." However, miniature horses which have been individually trained to perform specific work or tasks may be permitted in the schools in certain circumstances as a reasonable accommodation for a qualified individual with a disability. Any such requests should be directed to the Superintendent or designee who, in addition to the above, will take into consideration the provisions of paragraph II.B and section III. If a miniature horse is approved, all the conditions in this policy shall apply.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.

2. The work or tasks performed by a service animal must be directly related to the individual's disability. Under state and federal law, work and tasks may include, but are not limited to: (1) assisting individuals who are blind or have low vision with navigation and other tasks; (2) alerting individuals who are deaf or hard of hearing to the presence of people or sounds; (3) providing nonviolent protection or rescue work; (4) pulling a wheelchair; (5) assisting an individual during a seizure; (6) alerting individuals to the presence of allergens; (7) retrieving items such as medicine or a telephone; (8) providing physical support and assistance with balance and stability to individuals with mobility disabilities; and (9) helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime determent effect of an animal's presence and the provision of emotional support, well-being, comfort or companionship does not constitute work or tasks for the purposes of the law.

C. "Comfort" animals/pets: animals which do not meet the definition of service animal
as provided above are not entitled to protection under this policy and are subject to applicable policies or administrative regulations of the District or school.

D. The District will have no responsibility for the training, feeding, grooming or care of any service animal permitted to attend school under this policy (except in the limited circumstances described in Section II.C.1. It shall be the responsibility of the individual with a disability, or designated handler, to ensure the proper care and supervision of the service animal.

E. All service animals must be kept on a harness, leash or tether (unless this prevents the animal from performing his/her specific work or tasks with the individual) or must otherwise be under the control of the individual with a disability or designated handler at all times.

F. The individual (in the case of a student, the student’s parent/guardian(s)) is liable for any damage to District property or other personal property, and for any injuries to individuals caused by the service animal, consistent with any applicable laws.

G. Individuals with service animals may access the same areas that individuals without disabilities are authorized to access.

H. As used in this policy, “service animal trainer” shall have the same definition as that provided under RSA 167-D:1 as the same may be amended or replaced from time to time. As of February 1, 2017, that statute defines “service animal trainer” as (i) any person who is employed to train dogs for or is volunteering to raise dogs for a provider of service animals for persons with disabilities; (ii) or an individual trainer who helps a person with disabilities to train his or her own service animal; (iii) or an individual trainer who tests an animal to verify its eligibility for the New Hampshire service animal tag.

II. Administrative review of service animals

A. Whenever a service animal is in the school or on District property (and it is not obvious that the animal qualifies as a service animal, e.g., guide dog for a blind person), a building administrator or other authorized District personnel may ask:

1. Whether the service animal is required because of a disability;
2. What work or task(s) the animal has been trained to perform;
3. In the case of a service animal trainer, documentation of the individual’s affiliation with a recognized organization as described in RSA 167, and section I.H. above.

B. If a student with an educational disability or a Section 504 plan seeks to bring an animal on a school campus that is not a service animal as defined above, the request shall be referred to the IEP or Section 504 team to determine whether the animal is necessary for the student to receive a free and appropriate education (FAPE). After such review, if the animal is deemed necessary for the student to receive FAPE, then the animal shall be a service animal for the purposes of this policy.

C. When it is anticipated that a service animal will be in school on a regular basis with a third party (e.g., employee, volunteer, service animal trainer or other frequent visitor to the school), the individual using the service animal (or in the case of a student, the
student’s parent/guardian(s)) are strongly encouraged to notify the Superintendent or building Principal in advance.

1. The school will not provide any staff support to care for or control a service animal, but may provide support to a student using a service animal as needed in a particular instance (i.e., accompanying a young student who takes a service animal outside to relieve itself).

2. Any handler (service animal trainer, parent/guardian or other person) accompanying the service animal must have approval to work in the school from the New Hampshire Department of Education and undergo the State criminal background check.

D. Service animals must be properly licensed and vaccinated in accordance with New Hampshire law (see RSA Chapter 466).

III. Additional considerations relative to service miniature horses

In making a determination whether to allow a specific miniature horse as a service animal, the Superintendent/designee will consider pertinent factors, including, without limitation:

1. The type, size and weight of the miniature horse and whether the facility can accommodate these features;

2. Whether the handler has sufficient control of the miniature horse;

3. Whether the miniature horse is housebroken; and

4. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements necessary for the safety of students or others.

IV. Removal or exclusion of service animals from school

A. The Superintendent, building Principal or administrator may require that the service animal be removed from the school or other District property under any of the following circumstances:

1. The service animal poses a direct threat to the safety of individuals, causes a significant disruption of school activities or programs, fundamentally alters the nature of any school program, or otherwise jeopardizes the safe operation of the school in a manner that cannot be eliminated by modifications;

2. The service animal demonstrates that he/she is unable to perform reliably the work or tasks which he/she was represented as being able to perform (which is required to be defined as a service animal);

3. The service animal is not under the full control of the person with a disability, or the authorized handler/trainer, and the individual does not take effective action to control the animal;

4. The service animal is sick (i.e., vomiting, etc.), infested with parasites, has an infection of the skin, mouth or eyes, or otherwise presents a threat to the public health (applying the standard that would be applied to any other animal allowed on school premises); and/or

5. The service animal is not housebroken (i.e., demonstrates that it is not sufficiently
trained to relieve itself outside in appropriate locations).

B. If a service animal is removed or excluded, the individual shall still be provided access to school facilities, programs and/or services.

Legal References:
Section 504 of the Rehabilitation Act - 29 U.S.C. 794;
Americans with Disabilities Act - 42 U.S.C. 12101 et seq.;
Nondiscrimination on the Basis of Disability, Title 28 CFR Part 35-36;
NH RSA 167-D and 466

Adopted ________ 2019
Corresponds to NHSBA Policy IMGA, IMG
Concord School District Policy #790

Therapy Dogs

A "therapy dog" is a dog that has been individually trained and certified to work with its (employee) owner or handler to provide emotional support, well-being, comfort or companionship to District students. Research has shown that therapy dogs support psychological and academic growth while increasing social skills and self-esteem in children and adolescents. Therapy dogs have been trained to provide emotional support which positively impacts reading skills, emotional functioning and communication skills. In addition, the use of therapy dogs may decrease anxiety, improve self-esteem and increase overall academic achievement in students.

Therapy dogs are not "service animals" as that term is used in the American with Disabilities Act (ADA). The therapy dog must be well-behaved and have a temperament suitable for interaction with students and others in a public school. Therapy dogs are the personal property of the employee or handler and are not owned by the District.

I. Therapy dog standards and procedures. The following requirements must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

a. Request: At the request of the Principal or Principal's designee, an employee or handler who wishes to bring a therapy dog to District property shall submit a completed written request form to the Superintendent or Superintendent's designee, for approval. Request shall be submitted for approval each school year and/or whenever the employee or handler wishes to use a different therapy dog. Such approval may be rescinded at any time at the sole discretion of the Superintendent. Once the Superintendent or designee approves the request, a plan for dog visits shall be developed with the Principal or Principal's designee.

b. Training and certification. The employee or handler shall submit proof of registration as a therapy dog handler with each therapy dog he or she plans to bring to the District. Such registration shall be from an organization that requires an evaluation of the therapy dog and employee or handler prior to registration and on-going evaluation as required for registration. The certification must remain current at all times.

c. Health and vaccination. The therapy dog must be clean, well-groomed, in good health, housebroken, and immunized against diseases common to dogs. The employee or handler must submit proof of current licensure from the local licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian.

d. Control. A therapy dog must be under the control of the employee or handler through the use of a leash or other tether unless the use of such item would interfere with the therapy dog's safe, effective performance of its work or tasks. However, the therapy dog must be under the employee's or handler's control at all times.
e. **Identification.** The therapy dog must have appropriate identification as a therapy dog. If not an employee, handlers shall wear a visitor’s pass while in the school, and any other appropriate identification provided by the registering organization.

f. **No disruption.** The therapy dog must not disrupt the educational process by barking, seeking attention or any other behavior.

g. **Health and safety.** The therapy dog must not pose a health and safety risk to any student, employee or other person at school.

h. **Supervision and care of therapy dogs.** The employee or handler is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising and cleanup while the animal is in a school building or on school property. The District is not responsible for providing any care, supervision or assistance for a therapy dog.

i. **Authorized area(s).** The employee or handler shall only allow the therapy dog to be in areas in school buildings or on school property that are authorized by District administrators.

j. **Insurance.** The employee or handler must submit a copy of an insurance policy that provides liability coverage for the therapy dog while on school property, naming Concord School District as an additional insured on the policy.

k. **Exclusion or removal from school.** A therapy dog may be excluded from school property and buildings if a school administrator determines that:

   i. The employee or handler does not have control of the therapy dog;

   ii. The therapy dog is not housebroken;

   iii. The therapy dog presents a direct and immediate threat to others in the school; or

   iv. The animal’s presence otherwise interferes with the educational process.

The employee or handler shall be required to remove the therapy dog from school premises immediately upon such a determination.

l. **Allergic reactions.** If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the employee or handler of the animal will be required to remove the animal to a different location designated by an administrator. If a student has an aversion to or a fear of dogs, the employee or handler will remove the therapy dog to a designated area assigned by the building Principal or designee.

m. **Damages to school property and injuries.** The employee or handler of a therapy dog is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog.

n. **Therapy dog in training.** This policy shall also be applicable to therapy dogs in training that are accompanied by a bona fide trainer.

Adopted _____, 2019
Concord School District
Request to use Therapy Dog in School

This policy governs the use of therapy dogs in schools. The request shall be submitted to the Superintendent or designee for approval each school year and/or whenever the handler wishes to use a different therapy dog. ("Handler" indicates the dog's owner, whether employee or non-employee.)

Name of handler ___________________________ Date _______________________
Handler address ___________________________ Handler phone number __________
Handler email _____________________________ Name and breed of dog __________
School where the dog will be used ____________________________________________
Please describe, in detail, what the dog will do at the school ______________________

____________________________________________________

Attach the following to this form:
• Proof of registration as a therapy dog handler with the individual therapy dog to be used (Note: Such registration shall be from an organization that requires an evaluation of the therapy dog and employee or handler prior to registration and on-going evaluation as required for registration. It must remain current at all times.)
• Proof from a licensed veterinarian that the therapy dog is in good health and has been immunized against diseases common to dogs. Such vaccinations shall be kept current and up to date all times.
• Proof of licensure from the local dog licensing authority.
• Copy of an insurance policy that provides liability coverage for the therapy dog while on school property, naming Concord School District as an additional insured on the policy.

Handler’s signature ___________________________ Date _______________________
Principal’s signature _________________________ Date _______________________
Superintendent’s (or designee’s) signature __________ Date ______________________
Concord School District
Board of Education
Finance Committee Meeting

Date: October 23, 2019

Committee members present: Tom Croteau, Chair, Chuck Crush, Jim Richards

Other Board members present: Jennifer Patterson, Liza Poinier, Pam Wicks

Board members absent: Barb Higgins, Nancy Kane, Danielle Smith

Administration: Donna Palley, Acting Superintendent, Jack Dunn, Business Administrator, Bob Belmont, Director of Student Services

Tom Croteau called the meeting to order at 5:30 p.m. The agenda was to provide additional information regarding reviewing and finalizing the FY19 and FY20 budgets in advance of the full Board’s vote on October 28. He noted the items for review: the history of budget finalization meetings, a review of the FY19 budget, a review of the FY20 budget and recommendations, FY20 considerations, a proposed motion, and a list of upcoming meetings. Mr. Croteau noted Ms. Higgins’ absence and appointed Pam Wicks to fill her seat on the committee.

Business Administrator Jack Dunn noted that pursuant to Board Policy #124 (revised March 5, 2018), Finance is a standing committee of the Board, which convenes to direct the preparation of the District budgets for full Board review; to conduct long-range fiscal planning; to review the annual audit; and to recommend bonding for capital improvements as needed. The members of the Finance Committee are Tom Croteau, Chuck Crush, Jim Richards, and Pam Wicks (appointed in place of Barb Higgins at this meeting). He reviewed the dates of past budget finalization meetings.

FY19 (ending) and FY20 (finalize)*
• October 23, 2019 – Finance supplemental meeting
• September 30, 2019 – Finance meeting
• October 28, 2019 – Special Board meeting (Public Hearing; finalizing the FY20 budget)

FY18 (ending) and FY19 (finalize)
• October 3, 2018 – Finance meeting
• October 29, 2018 – Special Board meeting (Public Hearing; finalizing the FY19 budget)

FY17 (ending) and FY18 (finalize)
• September 20, 2017 – Finance meeting
• October 25, 2017 – Special Board meeting (Public Hearing; finalizing the FY18 budget)

FY16 (ending) and FY17 (finalize)
• October 17, 2016 – Finance meeting
• October 26th – Special Board meeting (Public Hearing; finalizing the FY17 budget)
Director of Student Services Bob Belmont reviewed the emergency rule Medicaid billing requirements that took effect on August 27, 2019. He explained that Concord had a long history of being able to bill Medicaid for students with IEPs for services that deemed medically necessary and that these new guidelines create additional requirements in order to bill for these services. The six major areas of impact are parent approval, authorization, licensure, who can and can’t bill, revenue, and the adjustment year. Mr. Belmont emphasized that regardless of these requirements, all IEP services are being provided to student and that this is a billing issue, not an educational issue. He delineated the billing requirement changes, as shown below:

**August 26, 2019**

**Parent Approval (Consent Form) – Good for Life**
- Signed Permission to Perform Services

**Authorization (ORRF Form & IEP)**
- SLP
- OT
- PT
- Guidance Counselors
- School Psychologists
- Teacher of the Vision Impaired
- Teacher of the Deaf

**Licensure**
- DOE Certified
  - Ex. Guidance Counselor, School Psychologist
- Board Certified (NH or other)
  - Ex. ASHA (assoc of speech of hearing)

**Billing – Who Can**
- SLP
- OT
- PT
- Guidance Counselors
- School Psychologists
- Teacher of the Vision Impaired
- Teacher of the Deaf
- Rehabilitative Assistants (supervised by above)

**BUDGET: $1,125,000**

**August 27, 2019**

**Parent Approval (New Consent Form) – Each Time IEP Changes**
- Signed Permission from Parent to have School Physician/PA/APRN authorize medically necessary services in the child's IEP

**Authorization (Physician and ORRF Form & IEP)**
- NH Board ONLY

**Licensure**
- SLP – NH Board of SLP
- OT – NH Board of OT
- PT – NH Board of PT
- Rehabilitate Assistants

**Billing – Who Can**
- SLP
- OT
- PT
- Guidance Counselors
- School Psychologists
- Teacher of the Vision Impaired
- Teacher of the Deaf
- Rehabilitative Assistants

**BUDGET $6,250**
Mr. Croteau asked for clarification on the changes in the parental approval process. Mr. Belmont explained that the updated process allows the District physician or Physician Assistant (PA) to review a child’s IEP and determine whether the required services are medically necessary. He emphasized that these billing requirements do not have any impact on the services provided to children and that they strictly affect the District’s ability to bill Medicaid for these services. He added that the physician approval process is to help determine which services can be billed to Medicaid, not which services will be provided to a child, as the latter are determined by special education staff when the IEP is developed. Mr. Belmont explained that one of the major changes to the billing guidelines is that, due to changes in credentialing requirements, the District can no longer bill Medicaid for guidance counselors, school psychologists, teachers of the vision impaired and teachers of the deaf. Chuck Crush asked if any of the school psychologists have dual licensure that might qualify them to bill for Medicaid. Mr. Belmont replied that they do not—all District school psychologists are certified and licensed a school psychologists, but not with the dual licensure that might allow their services to be billed to Medicaid.

Mr. Dunn and Mr. Belmont explained that, due to these new billing requirements, the anticipated Medicaid billing revenue amount of $1,125,000 is now $6,250. Mr. Belmont explained that other states that have implemented similar changes had been given a period of transition in which to adapt to the changes, while New Hampshire had no such time and had to implement the changes overnight. Liza Poinier asked what the anticipated revenue might be if the District somehow had instant, 100% compliance with the new guidelines. Mr. Belmont and Mr. Dunn explained that it would be impossible to estimate these numbers and that they are working with a third-party billing agency to assist with that work. Jim Richards asked whether this would create an additional burden on taxpayers without the previously-anticipated Medicaid revenue. He added that the District is obligated by law to provide these special education services and that this was not something that could be adjusted within the budget to offset the costs of approximately $1 million. Mr. Crush clarified that the $1 million was not an additional bill; it would represent a loss of that amount in revenue. He suggested that hiring a District PA or clerical staff person to help with paperwork and hasten the billing process might help bring in the expected revenue.

Mr. Belmont explained that the emergency ruling would end on February 24, and that more detailed rulemaking was currently underway, which would provide additional guidance. Mr. Croteau asked how long it might be before a plan could be put in action with the goal of hiring a PA or obtaining additional licensure for special education staff. Mr. Belmont gave a date of December 15, noting that he would be reaching out to parents of special education students to alert them to the updated billing requirements, including physician review of their child’s IEP to determine what services were medically required and therefore billable to Medicaid. Pam Wicks asked if a family’s own physician would be able to perform the IEP review and make this determination; Mr. Belmont explained that this would be allowed. Mr. Crush suggested that this should be put plainly in writing so families were aware that a non-personal physician was authorized to sign off on this paperwork. Mr. Croteau asked who controlled what is constituted as medically necessary.
Donna Palley explained that the contents of a child's IEP were decided by an IEP team when it was first put in place, and that the review and sign-off of what services were deemed medically necessary and therefore billable to Medicaid would be done by a physician. Mr. Dunn added that DHHS had thus far provided only one page of guidelines. Ms. Poinier asked why the emergency rule was passed in the first place. Mr. Crush stated that it seemed like the government was trying to apply healthcare regulations to education. Jennifer Patterson added that there must be a federal agency rule in place that was predicated before any actions were taken by the state, and that since Medicaid is operated jointly by the federal and state governments, states must comply with federal rules in order to continue receiving federal funds. This would mean that additional hoops to jump through might be put in place in order to receive reimbursement. Mr. Richards expressed concern over how much more cumbersome it had become to bill Medicaid and asked if there were other options to help offset costs, such as the District billing students' health insurance companies. Mr. Belmont explained that the District was legally obligated to provide free and appropriate special education services and that (since insurance-covered services are not free) this was different from Medicaid, which is a special exception to that requirement. Ms. Poinier noted that retroactivity would make a significant financial difference to the District's bottom line and wondered if the Board might take a vote to officially support Mr. Belmont's plea for retroactive reimbursement from the state government. Several Board members vocalized support for this.

Mr. Belmont reviewed Medicaid revenue history since FY09.

<table>
<thead>
<tr>
<th>FY</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>FY09</td>
<td>534,250</td>
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<td>FY10</td>
<td>757,149</td>
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<td>FY11</td>
<td>569,567</td>
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<td>804,484</td>
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<td>1,336,979</td>
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<td>1,136,367</td>
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<td>FY15</td>
<td>1,249,809</td>
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<td>1,132,438</td>
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<td>FY17</td>
<td>1,030,172</td>
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<td>FY18</td>
<td>1,033,862</td>
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<td>FY19</td>
<td>894,794</td>
</tr>
<tr>
<td>FY20*</td>
<td>6,502</td>
</tr>
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</table>

* -

Mr. Dunn reviewed the FY20 budget adjustment proposal, explaining that the FY20 budget currently needed $1.7 million from the prior fiscal year to meet its obligations. Any amount above $1.7 million without Board action of at least 2/3 of the Board or seven (7)
votes would result in a decrease of the local tax rate. He reviewed proposed FY20 appropriation changes and provided a summary of the tax impact. Mr. Richards clarified that the District would receive $1 million from the state to help offset the $9 million loan taken out in 2017 to cover the steam-to-gas conversion project.

Mr. Dunn reviewed FY20 trust fund balances and transfers, which included a total net deposit of $2,882,816.
TRUST FUND BALANCES FOR FY20*

<table>
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<tr>
<th>FUND DESCRIPTION</th>
<th>BALANCE (as of 8/31/19 rounded)</th>
<th>FY20 - WITHDRAWALS* (up to)</th>
<th>FY20 - DEPOSITS (up to)</th>
<th>PROJECTED AVAILABLE</th>
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<td>School Building Maintenance*</td>
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<td>358,406*</td>
<td>801,786</td>
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<td>Instructional</td>
<td>144,520</td>
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<td>Health Risk</td>
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<td>Energy</td>
<td>169,147</td>
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<td>Facilities Renovation**</td>
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<td>1,911,609**</td>
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<td>7,236,078</td>
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<td>Special Education</td>
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<td>(383,065)</td>
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<td>392,768</td>
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<tr>
<td>Tech Innovation</td>
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<td>250,000</td>
<td>300,866</td>
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<tr>
<td>TOTAL RESERVES</td>
<td>7,576,611</td>
<td>(483,065)</td>
<td>2,882,816</td>
<td>9,976,362</td>
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</table>

* - School Building Maintenance - $273,406 - to be used in FY21 to offset steam to gas bond payment

** - Facilities Renovation - $726,594 - amount appropriated for the steam to gas bond payment

* Transfers to be completed as needed.

Mr. Dunn reviewed the FY20 General Fund budget adjustment and revenue adjustment proposals:

FY20 BUDGET ADJUSTMENT PROPOSAL – GENERAL FUND – 9/30/19

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<tr>
<th>DESCRIPTION</th>
<th>EXPENSE</th>
<th>REVENUE</th>
<th>RATIONALE</th>
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<td>Unanticipated Expenses/Revenues Changes (Medicaid, State Budget)</td>
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<td>Unreserved Fund Balance</td>
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<td>Leftover FY19 Funds</td>
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<td>TOTAL</td>
<td>252,365</td>
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Note: There is no increase or decrease to the tax rate under this proposal.
### Total Revenue Proposal 2019-2020 (General Fund Only)

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<tr>
<th>Fund</th>
<th>Approved Mar 27th</th>
<th>Proposed Sep 30th</th>
<th>Proposed Oct 23</th>
<th>Change</th>
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<td><strong>Local Sources Other Than Taxes</strong></td>
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<td>Tuition</td>
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<td>1,985,559</td>
<td>2,005,559</td>
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<td>Vocational Center Capital Fee</td>
<td>40,000</td>
<td>40,000</td>
<td>55,000</td>
<td>15,000*</td>
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<td>Misc Revenue</td>
<td>43,500</td>
<td>43,500</td>
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<td><strong>Total Local Sources</strong></td>
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<td>4,875,722</td>
<td>4,777,222</td>
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<td><strong>State Sources</strong></td>
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<td>Adequacy Aid*</td>
<td>13,231,619</td>
<td>13,231,619</td>
<td>14,414,558</td>
<td>1,182,939</td>
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<td>Kindergarten Aid (source)</td>
<td>321,200</td>
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<td>Special Education Aid (per CAT Act)</td>
<td>165,258</td>
<td>165,258</td>
<td>191,258</td>
<td>26,000</td>
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<td>Steam to Gas** (one-time money)</td>
<td>0</td>
<td>0</td>
<td>1,000,000</td>
<td>1,000,000</td>
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<tr>
<td>Steam to Gas 19-20* (726,594)</td>
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<tr>
<td>Steam to Gas 20-21* (273,406)</td>
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<td><strong>Total State Sources</strong></td>
<td>16,021,243</td>
<td>16,021,243</td>
<td>17,988,982</td>
<td>1,887,739</td>
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<td><strong>Federal Sources</strong></td>
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<tr>
<td>Medicaid</td>
<td>1,125,000</td>
<td>1,125,000</td>
<td>6,502</td>
<td>(1,118,498)</td>
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<tr>
<td><strong>Total Federal Sources</strong></td>
<td>1,943,347</td>
<td>1,943,347</td>
<td>824,849</td>
<td>(1,118,438)</td>
</tr>
</tbody>
</table>

Mr. Dunn briefly reviewed FY20 expenses, which included the following:

**Expenses**
- Utilities – electrical and natural gas ($67,000)
- Snow removal ($52,000 extra in FY19 over budget)
- Out-of-District tuition and transportation – special education costs
- Homeless transportation
- Transfer to the Facilities and Renovation Trust Fund
- Equipment failures
- Dishwashers: BGS, CMS
- Refrigerators: RMS, BGS
- Other

**Revenue**
- Medicaid – changes to aid reimbursement ($1,000,000)
- Kindergarten aid – TBD
- Waiting for state budget final numbers

Ms. Poinier asked about the likelihood that the Technology Stability Fund would be enough to cover new student devices when they need to be updated, and asked if the Board should consider adding more than $250,000 knowing there would likely be technology purchases before the fall. Mr. Dunn explained that he had a plan for this, and confirmed to Mr. Crush that there was no restriction on how the Board chooses to use the Contingency Fund.

Mr. Richards noted that the JV hockey program was supposed to be revenue-neutral and
asked if that was still the case. Mr. Dunn explained that it was, and that sign-ups for that program are occurring at that time, adding that booster groups have provided a significant contribution to the program. He noted that funding for the program would be reviewed during the spring budget season.

Mr. Dunn noted that the Board does not set the tax rate; the Department of Revenue sets the tax rate. The information provided at this meeting was the best information available at the time. He noted that the New Hampshire School Boards Association (NHSBA) suggested that the Board be mindful that this funding is not permanent. It would only be good for this biennium (this fiscal year and the following FY). School boards should be extra cautious and mindful as they enter their budget development process this fall.

Mr. Croteau opened the meeting for public comment.

Betty Hoadley, a longtime Concord resident, stated that it was difficult to plan budgets when state budgets take as long as they do to be finalized. She added that the District lucked out with full kindergarten adequacy aid and the one-time emergency payment. She noted that the JV hockey program was supposed to be a one-year trial run; the Instructional Committee should check to see if it was still viable as this kind of funding may unintentionally set a precedent for other groups. She explained that it was difficult to keep track of what goes on in the State House and the Department of Education, and complimented the hard work of the Board, Business Administrator, and previous Boards.

The Committee voted 4-0 to recommend that the full Board adopt the following changes to the FY20 budget for the purposes of appropriating the additional unreserved fund balance funds, one-time state revenue for steam-to-gas conversion, and transfer to Trust Funds. This would bring the total budget to $91,583,448 with a general fund of $86,135,367; 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 or expendable trust funds:

**Deposits**
- Vocational Capital Reserve Fund for an amount up to $172,804
- Facilities and Renovation Trust Fund for an amount up to $1,911,609
- Food Service Fund for an amount up to $50,000
- Renovation and Maintenance Trust Fund for an amount up to $358,406
- 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 (moved by Mr. Richards, seconded by Mr. Crush)
Mr. Dunn provided a preliminary FY21 outlook, noting early predicted increases in property and liability, workers' compensation, healthcare, life insurance, and disability insurance.

**VERY PRELIMINARY FY21 OUTLOOK**

<table>
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<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>CHANGE ($)</th>
<th>CHANGE (%)</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>Property &amp; Liability NTE</td>
<td>266,831</td>
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<tr>
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<tr>
<td>Workers Compensation NTE</td>
<td>387,580</td>
<td>43,370</td>
<td>12.6%</td>
<td>Not-To-Exceed</td>
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<tr>
<td>Healthcare*</td>
<td>11,808,967</td>
<td>826,627-1,653,255</td>
<td>7% – 14%</td>
<td>Very Preliminary</td>
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<td>Life Insurance</td>
<td>75,625</td>
<td>15,125</td>
<td>25%</td>
<td>Very Preliminary</td>
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<tr>
<td>Disability Insurance</td>
<td>91,250</td>
<td>18,250</td>
<td>25%</td>
<td>Very Preliminary</td>
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</table>

Mr. Dunn reviewed the upcoming meetings on October 28 at 5:30 p.m. and 5:45 p.m., at which the Board will vote on the bond refunding resolution to authorize the refunding of the elementary school bond, and to finalize the FY20 budget for tax rate setting.

The Committee voted 4-0 to recommend that the full Board support Mr. Belmont clarifying and presenting the new emergency Medicaid billing guidelines, with the goal of pursuing retroactive reimbursement payments (moved by Mr. Crush, seconded by Tom Croteau).

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

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Tom Croteau, Chair
Lauren Hynds, Recorder
## Enrollment Report November 2019

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District Total (not including preschool numbers): 4205
### Monthly Enrollment Report Summary
#### 2019-2020 School Year

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# November 2019 Board Meetings

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### Holiday Recess

**NO SCHOOL**

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**NO SCHOOL**