1. CALL TO ORDER

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

3. PUBLIC COMMENT – agenda items only

4. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (October 1) ........................................... pp. 3-10
   b. Public Hearing and Special Board meeting (October 29) ............... pp. 11-15

5. RECOGNITIONS / REPORTS

6. PERSONNEL
   a. Coach nominations ............................................................... pp. 16-20

7. FINANCE
   a. Committee meeting report (October 3) ........................................ pp. 21-23

8. NEGOTIATIONS
   a. Committee meeting report (October 15)
   b. Committee meeting report (October 17)

9. COMMUNICATIONS & POLICY
   a. Committee meeting report (October 15) ................................... pp. 24-27
      • Policy #133 Minutes (1st reading) ......................................... pp. 28-29
      • Policy #160/412/571/631 Non-Discrimination (1st reading) .... pp. 30-31
      • Policy #247 Data Governance and Security (NEW – 1st reading) pp. 32-35
      • Policy #249 Data/Records Retention (1st reading) .................. pp. 36-37
      • Policy #413 Drug- and Alcohol-Free Workplace (1st reading) .... pp. 38-39
      • Policy #463 Employment References and Verification ............... p. 40
         (Prohibiting Aiding and Abetting of Sexual Abuse) (NEW – 1st reading)
      • Policy #753 Tobacco Use on School Premises (1st reading) ...... pp. 41-42

10. CITY AND COMMUNITY RELATIONS
   a. Committee meeting report (October 22) ................................... pp. 43-44

11. INSTRUCTION
   a. Committee meeting report (October 24) ................................... pp. 45-47

12. PROPOSED CALENDAR OF MEETINGS ........................................... pp. 50-51

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

14. ADJOURNMENT
Board members: Tom Croteau, Chuck Crush, Nathan Fennessy, Jennifer Patterson, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks

Board member absent: Clint Cogswell

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

Agenda Item 1. Call to Order

Board President Jennifer Patterson called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

Tom Croteau noted that Item #6 could be taken off the agenda.

The Board voted 8-0 to amend the agenda with the deletion of Item #6 (motioned by Mr. Croteau, seconded by Jim Richards).

The Board voted 8-0 to approve the amended agenda (motioned by Maureen Redmond-Scura, seconded by Mr. Croteau).

Agenda Item 3. Public Comment– agenda items only

Concord Education Association President Michael Macri spoke about the current contract negotiations impasse between the Concord School District and the Concord Education Association. He provided an outline and a timeline for the negotiations process, noting that from January 3, 2018 until June 7, 2018, the CEA and the District engaged in multiple bargaining sessions but were unable to reach a settlement, including one day of mediation. He said the CEA had proposed simple cost-of-living increases of 2% each year on the salary matrix that has been in effect for over 30 years. He stated the District refused this offer, even though the union’s proposals would cost the taxpayers less money than the District’s revamped salary schedule. In June 2018, the offer from the District required the CEA team to dismantle a salary matrix that has been in effect for over 30 years and accept a salary schedule that would have most teachers in the District realizing a reduction in salary when compared to the current matrix. At the end of that bargaining session, the District informed the CEA that it was unable to make...
any other counter proposals and that the union should just accept what had been offered. He said the CEA could not accept such an offer. Both parties ended the school year without reaching a settlement. The CEA received a revised proposal on September 10, and its team met to review the District’s revised salary proposal on September 11. The team was alarmed by the District’s revised schedule, which destroyed the order inherent in CEA’S current salary matrix and step multipliers. The team was also concerned that the District’s proposal would end the longstanding element of the contract that ties co-curricular compensation to the bachelor’s base salary. The team prepared two counterproposals and the teams met in a bargaining session on September 25. He said that during that bargaining session, the CEA initially proposed a 2% salary increase on the current salary matrix for each of the 3 years of a new agreement, and that co-curricular stipends continue to be tied to the bachelor’s base. The District expressed disappointment and once again rejected this offer. During a caucus recess, the union made the difficult decision to offer a more stable and orderly version of the District’s salary proposal, even though it would forever reduce and degrade the salary steps and multipliers that have been a part of the teachers’ contract for over 30 years, and agreed to allow the co-curricular stipends to remain tied to the current bachelor’s base for three years and then return to the new bachelor’s base. The District team caucused on receipt of this offer and then accepted the CEA’s salary schedule, but refused to agree to the co-curricular proposal and were unwilling to agree that the settlement be retroactive. That both parties started the current school year without an agreement is unfortunate, but now is the time to reach agreement. He stated that the CEA bargaining team made a major salary concession that should have resulted in a settlement; instead the District has chosen to punish and demoralize teachers by maintaining that any salary settlement will not be retroactive. He implored the Board to agree to the CEA’s modest retroactive salary and co-curricular proposal. He said he admired the Board for its thoughtful and vigilant balance between the needs of the District and the taxpayers.

Agenda Item 4. Approval of Board Minutes

Ms. Patterson briefly reviewed the minutes of the September 4 Board meeting.

The Board voted 8-0 to approve the minutes of the September 4 Board meeting (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Agenda Item 5. Special Presentation by ConcordTV

Josh Hardy and Justin Scarpelli spoke about the 20th Anniversary ‘Concord On Air’ annual televised production of Concord On Air, October 28 from noon to 8 pm, an 8-hour telecast celebrating the city of Concord, its citizens and creative culture, which will be dedicated to the memory of Gene Connolly, a great supporter of ConcordTV. Cable subscribers can watch on public access channel 22, government channel 17 and education channel 6. Those outside the Concord area can watch live streaming on
yourconcordtv.org. The telecast will feature more than 70 video clips on the City’s government, schools, businesses, nonprofits, neighborhoods and arts and culture, demonstrating a vibrant and active Concord. Get to know the city’s 2018 Most Fascinating Individuals as well as an all-new lineup of working artists in the region, Concord Originals. The show will highlight ConcordTV’s commitment to civic and educational communication, making school activities, meetings, sports and the arts available to all, as well as original programming and community messaging. ConcordTV is a nonprofit organization with a mission to help Concord residents and nonprofits that serve the Concord area learn how to create video content and distribute content locally. The station provides a bulletin board for local groups and nonprofits to publicize events; live coverage of Concord City Council, Planning Board, Zoning Board and School Board meetings; community events; classes in camera, editing, studio production, marketing and youth video and filmmaking camps.

Agenda Item 6. Personnel

Mr. Prince presented one teacher nomination for the 2018-2019 school year. Salary is based on the 2017-2018 CEA salary schedule. Steps reflect 2017-2018 placement unless otherwise indicated with an asterisk.

Jennifer Edwards, Speech-Language Pathologist, Rundlett Middle School and Strong Foundations Charter School, $52,531, M-11, prorated 136 days, 20% one year only.

Jennifer replaces Paula Koehler at Rundlett Middle School (50% of M-14 prorated 136 days = $29,974) resignation and contracted services at Strong Foundations Charter School. Budgeted at $57,299

The Board voted 8–0 to approve the teacher nomination as presented (moved by Nathan Fennessy, seconded by Ms. Redmond-Scura).

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

Lynn Reyes, Unified Soccer Coach, Concord High School, $832, Step 1, Group 14, 2.0%.

Lynn replaces Amanda Bacher

Angela Dater, Cross Country Supplemental, Rundlett Middle School, $832, Step 1, Group 14, 2.0%. Angela replaces Amy Sherr

The Board voted 8–0 to approve the coaching nomination as presented (moved by Ms. Redmond-Scura, seconded by Chuck Crush).

Agenda Item 7. Negotiations Committee

Mr. Fennessy provided an outline and timeline of the negotiations process, which begins with a “Request to Negotiate,” “The parties shall meet within a reasonable period of time after the written request of either party.” (CEA Master Agreement). The next stage is to establish ground rules, “During this initial period, the parties discuss the style of
bargaining to be used during this round of negotiations.” (NEA) This is followed by actual negotiations “It is the obligation of the public employer and the employee organization certified by the board as the exclusive representative of the bargaining unit to negotiate in good faith.” (RSA 273-A). The parties then, ideally, enter into a tentative agreement, “When both bargaining teams are satisfied with the changes, they sign a “tentative agreement.” (NEA) The agreement remains tentative until it is approved by both CEA members and the School Board. At this stage, the union and employer teams review and ratify the proposal with their respective constituency groups. Finally, “If the tentative agreement is ratified by both sides, then the parties have a new (or successor) agreement.” (NEA)

Current status of negotiations

Guided by NH RSA 273-A (“It is the obligation of the public employer and the employee organization certified by the board as the exclusive representative of the bargaining unit to negotiate in good faith”), there have been 17 meetings: 11/28/17, 12/6/17, 12/20/17, 1/3/18, 1/11/18, 1/24/18, 2/20/18, 2/22/18, 3/16/18, 3/28/18, 4/18/18, 5/8/18, 5/16/18, 5/29/18, 6/7/18, 6/19/18, 9/25/18.

This has been followed by mediation, at which an impartial neutral person facilitates dialogue between the parties to help create and reach a resolution. There has been one meeting: 4/11/18.

Unfortunately, the parties have reached impasse (“the failure of the 2 parties, having exhausted all their arguments, to achieve agreement in the course of good faith bargaining, resulting in a deadlock in negotiations.” NH RSA 273-A). At this point the content and details of negotiations may become public.

Mr. Fennessy read a statement from the Negotiations Committee: The Board’s Negotiations Committee is disappointed that we have been unable to reach agreement with the Concord Education Association (CEA) for a new teacher contract at this time. Both our negotiating team and the union have worked hard, but agreement has not been reached at this point. It has been a long-standing objective of the Concord School Board to hire and retain the best teachers available and provide them with wages and benefits that are among the best in the state. The offers put forth during the negotiations were consistent with this objective. The intent of sharing publicly at this point of impasse is to offer clarity to the entire Board so that all members can more effectively inform constituents. As happens in the midst of confidential conversations and processes, rumors have begun that are incorrect, and not all Board members know the history so that they can properly address the misinformation. The intent of this presentation is to share information and details so that the Board can effectively respond to the misinformation and remain assured that the Negotiations Committee has structured the proposals so as to provide District teachers with wages and benefits that are among the best in New Hampshire.

He then detailed the content and details of negotiations, and the points of disagreement.
Salaries:

Teachers – The last offer made by the District team increased teacher starting salary by $1,657 to $43,237 in year 1. The maximum salary paid under the District team’s proposal would increase to $91,836 by the end of the three-year contract.

Nurses – The last offer made by the District team increased the nurses RN starting salary by $3,171 to $41,500 in year 1. The last offer made by the District team increased the nurses BSN/MSN starting salary by $3,091 to $42,500 in year 1. The maximum salary paid under the District team’s proposal would increase to $64,662 for RN, $66,218 for BSN, and $68,058 for MSN by the end of the three-year contract.

Healthcare: the three-year contract offered by the Board maintained the current health insurance package and member contributions toward health insurance premiums. The Board’s offer ensures that the District will continue to pay 95% of teachers’ health insurance premiums for the majority of teachers and 85% for those hired after June 30, 2015.

Tentative agreements include the following: the three-year contract will cover 2018-2021; health insurance contributions; “cadillac tax” date; change of carrier to SchoolCare; no need for TB testing; Co-Curricular Committee to be established; declination payment distribution in December and June; new teachers – 20 sick days at start of year; elementary co-curricular increased from $20,000 to $30,000; change to new salary schedule multiplier

The open items include establishing the effective date of new salary increases; co-curricular stipends frozen for two-years with increase in third; starting salary for B1 in year 2 and year 3.

Regarding next steps, the District’s negotiations team has made a counter proposal on outstanding issues. CEA has not provided a response to the team’s counter proposal. The team remains hopeful that the parties can come to agreement.

Agenda Item 8. Instructional Committee

Committee Chair Maureen Redmond-Scura reported on the meeting of September 5, at which a proposal was made to add JV Ice Hockey to the extracurricular offerings. Director of Athletics and Sport Steve Mello noted that, as there is no longer a “Midget” hockey program in the area that served this age group, an increasing number of students interested in hockey cannot find a team to play on. The total cost for one season is $10,895. Over $6,930 will come from player fees; the hockey booster club will supply funds for equipment, coaching and ice time. Continuation of this program would be considered within future budgets. Mr. Fennessy asked whether the booster club would provide scholarships, and whether there is a cap on the number of players; Ms. Redmond-Scura noted that typically the booster club provides scholarships, and there would be 18 players. There was further discussion of scholarships and cost.
The Board voted 8-0 to approve the revenue-neutral addition of Junior Varsity Ice Hockey for the 2018-2019 school year (motioned by Mr. Croteau, seconded by Pam Wicks).

The Committee then discussed the two-day Crisis Prevention Institute training provided by inhouse trainer Michele Speckman. This is non-violent crisis intervention stressing care, welfare, safety and security, which helps defuse challenging and destructive behaviors before an incident escalates to a crisis.

The Committee discussed the incidents of restraint, seclusion and intentional physical contact over the last year. There were 63 incidents of restraint involving 21 students and 49 incidents of seclusion involving 9 students, for a total of 128 incidents involving 25 students. Mr. Crush asked that the committee minutes be amended to indicate that he had asked to visit seclusion spaces in the schools.

The committee discussed assessment results, including the AIMSWEB reading assessment, Fountas & Pinell benchmark and the Smarter Balanced assessment. It was noted that 36% of students in Concord are in the free and reduced-price lunch program, vs. 28% at the state level, as well as 9% of English language learners vs. 3% at the state level. Progress could be seen in all the above areas.

Board members also discussed the Behavior Task Force of 40 members, guided by the question, "What are the best practices in social-emotional learning development and how do those connect with the school community?" Anyone interested in joining this task force can contact the Superintendent, including Board members.

Agenda Item 9. Capital Facilities Committee

Committee Chair Jim Richards reported on the meeting of September 27, describing the new system that will register visitors, volunteers, contractors and substitute teachers as they enter the school buildings, requiring a photo ID and printing out a name badge. The system will perform a quick background check on contractors as well. The data will be recorded and kept on a computer drive. It will track volunteer hours and check all visitors. School administrators will be able to call up the list of those in the school and, in the case of emergency, would be able to account for everyone in the school and whether they have evacuated. Mr. Crush asked whether there is a process to track contractor work timeframes. Mr. Cashman noted that he knows when contractors are working in the schools. Mr. Richards noted that the next two meetings of this Committee will involve discussions of additional items to be acquired as part of the security grant, and the demographic study and expense of the middle school project.

Agenda Item 10. Communications & Policy Committee

The Committee did not meet in September, but a number of policies were before the Board for a second reading and vote: #132 Agenda Preparation and Dissemination;
#136 Public Participation at Board Meetings;

Ms. Patterson noted that there was quite substantial discussion about this policy in September, particularly on the 5-minute per-person speaking limit. She said she had suggested adding language encouraging written comments. There was discussion of including written public comment verbatim; Ms. Patterson noted that there had been discussion at the Board Retreat about adopting a practice for the Superintendent to summarize written comment. It is Board practice that, if any Board member receives written communication from any party, that it would be forwarded to the Superintendent for dissemination to all Board members. She said that if Policy #136 included language encouraging submission of written comment, further details would likely be covered in existing policies.

Policy #450 Teacher Performance and Evaluation; #451 Other Employees; #461 Substitutes; #480 Trust Fund; #101.1/#481 Board Member Indemnification – Save Harmless; #482 Teachers, Exploitation of; #482.1 Concord School District Self-Funding Plus Program Statement of Policy Regarding the Use and Disclosure of Protected Health Information; #483/740 Liability; #491 Cafeteria Workers (change of name and replacement of text); Policy 492 Custodians (deletion).

Ms. Redmond-Scura made a motion to adopt the policies named below, and to delete policies as indicated.

The Board voted 8-0 to adopt revisions to Policies #132 Agenda Preparation and Dissemination, #450 Teacher Performance and Evaluation System, #451 Evaluation of Non-Teaching Employees (change of name), #461 Substitutes, Policy #482 Personnel Records (change of name), Policy #483/740 Liability and Pooled Risk Management (change of name); Policy #491 Employment of Personnel (change of name); and to delete Policies #482.1 Concord School District Self-Funding Plus Program Statement of Policy Regarding the Use and Disclosure of Protected Health Information and Policy #492 Custodians (motioned by Ms. Redmond-Scura, seconded by Mr. Crush).

Mr. Fennessy made a motion to revise Policy #136 Public Participation at Board Meetings with the addition of the sentence at the end of paragraph 3, “The Board encourages the submission of written comments.” Mr. Crush noted that the submission of written comments would be according to a supporting policy. Ms. Patterson noted that the revised policy would not need to come before the Board for a new “first reading,” as this change had been discussed at the September Board meeting.

The Board voted 8-0 to adopt Policy #136 Public Participation at Board Meetings as revised (motioned by Mr. Fennessy, seconded by Ms. Redmond-Scura).
Agenda Item 11. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board calendars for October and November.

Agenda Item 12. Public comment
Three individuals offered public comment.
Dawn Morris is a kindergarten at MBS in her 29th year of employment in the District. She noted it was awkward and uncomfortable to address the Board about the contract impasse, and that it was interfering with her job. She commented on her dedication to teaching including supporting student teachers, and her involvement in programs to support students socially and emotionally outside school hours. She said she cannot imagine what greater effort the Board/District could expect from teachers. She said she would be bringing home approximately $120 less per paycheck under the new contract.
Michael Macri clarified, with agreement from Jack Dunn, that the remaining issues to be resolved through negotiations were retroactivity of pay increases, and the co-curricular scale.
Jason Faria is the new Uniserv Director for NEA NH, who will be advising the CEA on its negotiations going forward. He described his background in terms of job actions and education. He noted that the CEA agreed to make a fundamental concession on its 30-year salary scale, leaving co-curricular salary and retroactivity of salary increases as the remaining issues. He noted that it is in the employer’s interest not to finalize a contract when the issue of retroactive salary increases is at hand, as the longer the process takes, the more money the employer will save.
Mr. Dunn stated that he considered the most recent changes in the salary scale to be minor changes to the overall proposal presented by the District.
Sylvia Greene is a substitute teacher at BGS. She said that teachers should be paid salary increases retroactively to the date a new contract should have started.

Agenda Item 13. Adjournment
The Board voted 8-0 to adjourn (motioned by Mr. Croteau, seconded by Mr. Richards).
The meeting was adjourned at 8:42 p.m.
Respectfully submitted,

Maureen Redmond Scura, Secretary
Linden Jackett, Recorder
School Board members present: Jennifer Patterson, President, Clint Cogswell, Tom Croteau, Chuck Crush, Nathan Fennessy, Liza Poinier, Jim Richards, Maureen Redmond Scura, Pam Wicks

Administration: Terri Forsten, Superintendent, Jack Dunn, Business Administrator

Agenda:

1. History of budget finalization meetings
2. Review of FY18 Budget
   • Budget vs actual (Handout & Highlights)
   • Unreserved Fund Balance
3. Review of FY19 Budget and recommendations
   • Overview of budget (approved March 19, 2018)
   • Finance Committee recommendation (October 3, 2018) & DRA changes
   • Summary of changes
4. Upcoming meeting

Jennifer Patterson opened the meeting, explaining that it was comprised of two parts. The first was a public hearing to review the closing of the FY2018 Budget and to consider options for setting the FY2019 Budget. Following the public hearing, the Board would hold a special meeting to consider the final budget for FY2019.

Public Hearing

Jack Dunn reviewed the budget, referring to a presentation and a handout that Board members received at the meeting. (See attachment FY2017-2018 Budget Summary, June 30, 2018.)

After reviewing the projections, Mr. Dunn summarized the project tax impact, given the current numbers. Maureen Redmond Scura asked for confirmation about the ($57) noted on slide #18 as the impact on a home valued at $250,000.

Jim Richards asked about the Special Education Trust Fund and, specifically, whether the Board should consider adding funds to that account given the unpredictability and increasing needs in this area. Superintendent Forsten replied that in her three-year tenure as Superintendent, the administration had not needed to access those funds. She also said that the Board should be confident that having $250,000 to $500,000 in that account would support most significant needs that might arise from special education. Mr. Dunn agreed.
Clint Cogswell asked whether the Board should consider adding more to the Middle School Facility and Renovation Fund to support the proposed new facility. There was a conversation about the Facilities Renovation Fund and whether it was just for the middle school or whether it could support other facility needs. Mr. Dunn confirmed that these funds were available for any facility needs.

Ms. Patterson asked Mr. Dunn to explain the difference between real growth (brand new homes to market) and market growth (homes that will see a tax differential based on their market valuation).

Mr. Dunn explained the unreserved fund balance. The FY19 Budget currently requires $1.4 million from the prior fiscal year to meet its obligations. Any amount above $1.4 million without Board action of at least 2/3 of the Board, or 7 votes, would result in a decrease of the local tax rate. The tax rate is based on the best information available after receiving the valuation from the City Assessor’s office. The New Hampshire State Department of Revenue would still review all financial information to finalize the rate.

Concord resident Betty Hoadley offered public comments related to the Board’s work to create the school district budget and its responsibility to consider the tax impact. She commended its work, asking the Board to be mindful of budget trending and to maintain predictability for taxpayers. Mrs. Hoadley also asked Board members to keep the taxpayers in mind as they considered their options this evening.

**The Board voted 9-0 to close the public hearing at 6:08 p.m. (motioned by Mr. Richards, seconded by Tom Croteau).**

**Special Board meeting**

Ms. Patterson opened the Special meeting of the Board at 6:09 p.m.

Liza Poinier recommended that the Board consider maintaining the same tax rate for the coming year as it established in FY2018.

Nathan Fennessy recommended that the Board examine several options to consider the finalization of the budget for FY2019. In response to these requests, Mr. Dunn offered a couple of scenarios for the Board’s consideration, to add either five cents or ten cents (per $1,000 of valuation) to the local tax rate.

Board members expressed caution about adjusting the tax rate; however, Mr. Richards spoke to the value and importance of putting these funds in the Facilities Trust Fund. By raising the local rate by a nickel, the Board would raise approximately $202,000, and by raising the local rate by a dime, The Board would raise approximately $400,000. Mr. Croteau reinforced that for a relatively small impact on the tax locally, the Board would be able to put substantial funds to the Facility Trust Fund.

Mr. Fennessy made a motion that the Board set the local tax rate at $13.40 per $1,000; this would maintain a level tax rate for this year. Mr. Cogswell seconded this motion.

Mr. Fennessy spoke further to his motion by reinforcing the opportunity to set aside substantial funds to the Facility Trust Fund to support District facilities, with little impact
on the local tax rate. Mr. Richards also spoke in support of the motion as the additional funds would be put into the Facility Trust Fund. Mr. Croteau and Chuck Crush both spoke in favor of the motion. Ms. Patterson agreed that it was important to add funds to the Facility Trust Fund, with a caution about whether to do this at this time. Pam Wicks spoke in support of the motion, as the City is growing and there is a need and interest in the community to develop a new middle school.

Mr. Dunn offered an overview of the range of amount to be raised for the Board’s consideration.

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<th>Description</th>
<th>$.05</th>
<th>$.07</th>
<th>$.10</th>
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<td>$13.24</td>
<td>$13.27</td>
<td>$13.40</td>
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Ms. Patterson called the question.

The Board voted 9-0 to table the motion (moved by Mr. Richards, seconded by Ms. Redmond Scura).

The Board voted 9-0 to allow for public comments (motioned by Mr. Fennessy, seconded by Chuck Crush).

Mrs. Hoadley offered public comment on and reviewed several years of the local tax rate history. She reminded the Board of this valuable opportunity to decrease the tax rate, even if just slightly.

Mr. Patterson requested a recess for five minutes at 6:39 p.m., so that options for a motion could be created.

The meeting reconvened at 6:46 p.m.

Mr. Fennessy read the following motion:

"... that the School Board adopt the following changes to the FY19 budget for the purpose of appropriating unreserved fund balance funds to pay for negotiations, technology purchases, transfer to the Energy Risk Reserve, transfer to the Facilities and Renovation Trust Fund, adjustments to the Food Service Fund, and a new tractor. This will bring the total budget to $89,000,306 with a general fund of $83,435,683, and to amend the budget for fiscal year 2018–2019 as approved on March 19, 2018, 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 $151,568
Facilities and Renovation Trust Fund for an amount up to $1,983,055
Food Service Fund for an amount up to $82,000
Renovation and Maintenance Trust Fund for an amount up to $80,000
Energy Risk Reserve for an amount up to $77,000
and also inclusive of the following withdrawals from expendable trust funds to
fund appropriations:
  Vocational Capital Reserve for an amount up to $110,000;
  Risk Management Reserve for an amount up to $100,000;
  Instructional Trust for an amount up to $25,000.

Mr. Cogswell seconded the motion.

In response to a question from Mr. Crush for clarification between the Facilities and
Renovation Fund and the Renovation and Maintenance Fund, Mr. Dunn explained the
difference between the two funds.

Mr. Richards called for a roll call vote

  The Board voted by roll call to approve the above motion (motioned by Mr.
   Fennessy, seconded by Mr. Cogswell).

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

The meeting adjourned at 6:54 pm.

Respectfully submitted,

Maureen Redmond-Scura, Secretary
Terri Forsten, Recorder
### Revenue

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<th>FY 17/18 Budget</th>
<th>Savings / (Shortfall)</th>
<th>Year End Revenue</th>
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<td>Tuition (includes local Voc Capital fee)</td>
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<td>Other</td>
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<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/Draw Facilities Purchase &amp; Renovation Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>W/Draw Elementary Construction Project</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>W/Draw Instructional Trust Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>W/Draw Buildings Renovation &amp; Maintenance</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>W/Draw Risk Management Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>W/Draw Voc Center Capital Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Indirect Cost (Grants)</td>
<td>90,000</td>
<td>(9,337)</td>
<td>80,663</td>
</tr>
<tr>
<td>Subtotal Revenue</td>
<td>22,111,463</td>
<td>280,786</td>
<td>22,392,249</td>
</tr>
<tr>
<td>Amount to be Raised in Taxes</td>
<td>56,481,351</td>
<td>-</td>
<td>56,481,351</td>
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<tr>
<td>Prior Year Unreserved Fund Balance</td>
<td>1,411,560</td>
<td>-</td>
<td>1,411,560</td>
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<tr>
<td>Total General Fund Revenue and Credits</td>
<td>80,004,374</td>
<td>280,786</td>
<td>80,285,160</td>
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</table>

### Expenses

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY 17/18 Approved Budget</th>
<th>Savings / (Overage)</th>
<th>Year End Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>41,661,470</td>
<td>812,529</td>
<td>40,848,941</td>
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<tr>
<td>Benefits</td>
<td>19,340,132</td>
<td>507,241</td>
<td>18,832,891</td>
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<tr>
<td>Professional Services</td>
<td>2,529,038</td>
<td>(16,250)</td>
<td>2,542,288</td>
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<tr>
<td>Purchased Property (leases, plowing, repairs, etc)</td>
<td>2,435,241</td>
<td>52,592</td>
<td>2,382,649</td>
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<tr>
<td>Purchased Services (transp., ins., tuition, etc.)</td>
<td>3,063,769</td>
<td>(21,794)</td>
<td>3,042,975</td>
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<td>Supplies, Books and Utilities</td>
<td>3,221,294</td>
<td>111,915</td>
<td>3,109,379</td>
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<tr>
<td>Total General Fund</td>
<td>1,055,841</td>
<td>929</td>
<td>1,064,770</td>
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<tr>
<td>Dues, Fees &amp; Interest &amp; Contingency</td>
<td>3,113,111</td>
<td>4,311</td>
<td>3,108,800</td>
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<tr>
<td>Dues, Fees, Interest &amp; Maintenance Contingency</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Principal and Transfers:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>2,965,000</td>
<td>-</td>
<td>2,965,000</td>
</tr>
<tr>
<td>Transfer to Vocational Capital Reserve</td>
<td>145,398</td>
<td>-</td>
<td>145,398</td>
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<tr>
<td>Transfer to Reserves</td>
<td>427,080</td>
<td>-</td>
<td>427,080</td>
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<tr>
<td>Transfer to Food Service (Make Fund Whole)</td>
<td>100,000</td>
<td>-</td>
<td>100,000</td>
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<tr>
<td>Total General Fund</td>
<td>80,004,373</td>
<td>1,449,616</td>
<td>78,554,757</td>
</tr>
</tbody>
</table>

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

- Release of Prior Year Encumbrances | 379,110
- Revenue Excess / (Shortfall) | 280,786
- Expenditure Savings / (Overage) | 1,449,616
- Change in Reserve for Special Purposes (Ofr) | 2,322
- Decrease in Reserve results in Increase to UFB | -
- Release of Prior Year Prepayment Deposit | 10,000
- Total to Contribute to Unreserved Fund Balance | 2,121,833

---

**Fiscal Year 2017 - 2018 Budget Summary @ June 30, 2018**
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: November 5, 2018
REFERENCE: Fall Coach Nomination

Katherine Ferrari
Concord, NH
Education: Pennsylvania State University, University Park, PA, MPS/18
Western New England University, Springfield, MA, BS/16
Profession: New Hampshire State Police, Concord, NH
Forensic Laboratory, 2018-present
Experience: Western New England University
Field Hockey Captain, 13-15; Varsity Athlete, 12-15
Katherine replaces Jackie Cook

$2,079
Step 1, Group 11
5.0%
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: November 5, 2018  
REFERENCE: Winter Coach Nominations

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School/Company</th>
<th>Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Marceau</td>
<td>Concord High School JV Hockey Co-Coach</td>
<td>Concord, NH</td>
<td>New England College, Henniker, NH, MBA/18, New England College, Henniker, NH, BA/14</td>
</tr>
<tr>
<td>Patrick Lacasse</td>
<td>Concord High School JV Hockey Co-Coach</td>
<td>Concord, NH</td>
<td>Manchester School of Technology, Manchester NH, Student, Irish Electric, Hopkinton, NH, Electrician Apprentice, 2014-present</td>
</tr>
</tbody>
</table>

Kevin Marceau
- Concord High School JV Hockey Co-Coach
- New England College, Henniker, NH, MBA/18
- New England College, Henniker, NH, BA/14
- csONE Benefit Solutions, Concord, NH Benefit Specialist, 2018-present
- Concord Youth Hockey, Concord, NH Volunteer Coach, 4 years USA Hockey Referee, 4 years Concord High School Varsity Hockey Athlete, 4 years NH Hockey Player of the Year, 2009 & 2010 New position

Patrick Lacasse
- Concord High School JV Hockey Co-Coach
- Manchester School of Technology, Manchester NH, Student
- Irish Electric, Hopkinton, NH Electrician Apprentice, 2014-present
- Concord High School Varsity Hockey Captain, 2 years; Athlete, 4 years NH Hockey Player of the Year, 2011 Midget Split Coaching, 4 years New position

Kevin Marceau: $1,039.50 Step 1, Group 11 50% of 5.0%
Patrick Lacasse: $1,039.50 Step 1, Group 11 50% of 5.0%
Zachary Procek
Hooksett, NH
Education: Saint Anselm College, Manchester, NH, BA/17
Profession: Concord High School
            Student Teacher, 2018-present
Experience: Trinity High School, Manchester, NH
            Cross Country, Indoor and Outdoor Track Coach, 2017-2018
            Runners Alley, Manchester, NH
            Organizes group runs and events throughout Manchester with groups ranging from 10 to 60 people.
            McIntyre Ski Area, Manchester, NH
            Ski School Instructor, 2013-2017
Zachary replaces Colin Brown

Hannah Linquata
Concord, NH
Education: Southern New Hampshire University, Manchester, NH, Student Full-time Student
Profession: Rundlett Middle School
            Spirit Coach, 2017-2018
Concord High School
            Volunteer Spirit Coach, 2015-present
            Southern New Hampshire University
            Cheerleader, 2016-present
Hannah replaces Lisa Waszecia

Kelvin Duran
Concord, NH
Education: New Hampshire Technical Institute, Concord, NH, Student Full Time Student
Profession: Rundlett Middle School
            Girls B Basketball Coach, 2017
Team Providence/Rhode Island Elite, Providence, RI
            Assistant Coach, 2016
Kelvin replaces Bobby Strong

Kevin Parsons
Concord, NH
Education: University of New Hampshire, Durham, NH, BS/18
Profession: Beaver Meadow School
            Physical Education Teacher, 2018-present
Sunapee Middle School
            Boys Head Soccer Coach, 2015-2018
Friends in Action, Durham, NH
            Program Coordinator
Kevin replaces Kelvin Duran
Diego Hebra  
Dunbarton, NH  
Education:  
University of Massachusetts, Dartmouth, MA, BA/18  
Profession:  
Wrestling Supplemental Coach  
Mill Brook School  
Permanent Substitute, 2018-present  
Experience:  
Concord High School  
Volunteer Freshman Football Coach, 2018  
Varsity Football Athlete  
Diego replaces Paul Hrycuna
<table>
<thead>
<tr>
<th>POSITION</th>
<th>SALARY</th>
<th>NAME</th>
<th>Group</th>
<th>Nominated</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONCORD HS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BOYS SPORTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball (Head)</td>
<td>7,069</td>
<td>David Chase</td>
<td>2</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Basketball (JV)</td>
<td>3,950</td>
<td>Adam Tuttle</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Basketball (Fr)</td>
<td>3,534</td>
<td>Cameron Owen</td>
<td>6</td>
<td>X</td>
<td>Step 2</td>
</tr>
<tr>
<td>Boys Ice Hockey (Head)</td>
<td>7,069</td>
<td>Duncan Walsh</td>
<td>2</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Boys Ice Hockey (Asst)</td>
<td>3,950</td>
<td>Phillip LaCasse</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Boys JV Ice Hockey (Co-Head)</td>
<td>1,039.00</td>
<td>Kevin Marceau</td>
<td>11</td>
<td>x</td>
<td>Step 1</td>
</tr>
<tr>
<td>Boys JV Ice Hockey (Co-Head)</td>
<td>1,039.50</td>
<td>Patrick Lacasse</td>
<td>11</td>
<td>x</td>
<td>Step 1</td>
</tr>
<tr>
<td>Intramural Strength Training</td>
<td>1,247</td>
<td>Eric Brown</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Wrestling (Head)</td>
<td>7,069</td>
<td>Hamilton Munnell</td>
<td>2</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Wrestling (JV)</td>
<td>3,950</td>
<td>Nicholas Zeras</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Wrestling (Asst) Supp.</td>
<td>1,663</td>
<td>Daniel Breen</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td><strong>GIRLS SPORTS:</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball (Head)</td>
<td>7,069</td>
<td>Tim LaTorra</td>
<td>2</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Basketball (JV)</td>
<td>3,950</td>
<td>Sarah Fuhrmeister</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Basketball (Fr)</td>
<td>3,534</td>
<td>Tanner Favreau</td>
<td>6</td>
<td>X</td>
<td>Step 2</td>
</tr>
<tr>
<td>Ice Hockey (Head)</td>
<td>7,069</td>
<td>Patrick McDonough</td>
<td>2</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Ice Hockey (Asst)</td>
<td>3,534</td>
<td>Kate Kellar</td>
<td>6</td>
<td>X</td>
<td>Step 2</td>
</tr>
<tr>
<td>Indoor Track (Head)</td>
<td></td>
<td>N/A</td>
<td>6</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Spirit (Head)</td>
<td>3,950</td>
<td>Laura Norwalt-Owen</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Spirit (JV)</td>
<td>1,663</td>
<td>Hannah Linquata</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td><strong>BOYS/GIRLS SPORTS:</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor Track (Boys)</td>
<td>3,950</td>
<td>Colin Brown</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Indoor Track (Girls) 50%</td>
<td>1,975</td>
<td>Hayden Daly</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>Indoor Track (Girls) 50%</td>
<td>1,975</td>
<td>Tristan Black-Ingersoll</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - Alpine</td>
<td>5,405</td>
<td>George Golden</td>
<td>3</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - Alpine (Asst) Supp.</td>
<td>1,663</td>
<td>Peter Ellinwood</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - Jumping</td>
<td>3,950</td>
<td>Richard Bragg</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - X-C (Head)</td>
<td>3,950</td>
<td>Samuel Evans-Brown</td>
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<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - X-C (Asst)</td>
<td>2,703</td>
<td>Abraham Meyerhofer</td>
<td>9</td>
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</tr>
<tr>
<td>Skiing - X-C (Asst) Supp.</td>
<td>1,663</td>
<td>James Townsend</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>Swimming</td>
<td>3,950</td>
<td>William Quinn</td>
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<td>X</td>
<td>Step 3</td>
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<tr>
<td><strong>COED - Unified Basketball</strong></td>
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<td>TBA</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td><strong>RUNDLETT MS:</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BOYS SPORTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 &amp; 8 Basketball (A)</td>
<td>2,287</td>
<td>Darius Vanegas</td>
<td>11</td>
<td>X</td>
<td>Step 2</td>
</tr>
<tr>
<td>7 &amp; 8 Basketball (B)</td>
<td>2,495</td>
<td>Joshua Jarnot</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>RMS Wrestling Head</td>
<td>2,495</td>
<td>Shawn Mosley</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>RMS Wrestling Asst</td>
<td>1,247</td>
<td>Mark Feigl</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>RMS Wrestling (supp)</td>
<td>832</td>
<td>Diego Manual Hebra</td>
<td>14</td>
<td>X</td>
<td>Step 1</td>
</tr>
<tr>
<td><strong>GIRLS SPORTS:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7 &amp; 8 Basketball (A)</td>
<td>2,287</td>
<td>Kelvin Duran</td>
<td>11</td>
<td>X</td>
<td>Step 2</td>
</tr>
<tr>
<td>7 &amp; 8 Basketball (B)</td>
<td>2,079</td>
<td>Kevin Parsons</td>
<td>11</td>
<td>X</td>
<td>Step 1</td>
</tr>
<tr>
<td>7 &amp; 8 Spirit (A)</td>
<td>1,663</td>
<td>Hannah Linquata</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td><strong>BOYS/GIRLS SPORTS:</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Skiing - XC (Head)</td>
<td>2,495</td>
<td>Richard Bragg</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Skiing - XC (Asst.)</td>
<td>1,247</td>
<td>Michael Bouffard</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
</tr>
<tr>
<td>Intramural Floor Hockey</td>
<td>1,247</td>
<td>Eric Penniman</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
</tr>
</tbody>
</table>
Concord School District  
Board of Education  
Finance Committee

Date: October 3, 2018  
Committee members present: Tom Croteau, Jim Richards, Chuck Crush, Pam Wicks  
Other Board members present: Jennifer Patterson, Maureen Redmond-Scura, Nathan Fennessy  
Administration: Terri Forsten, Superintendent; Jack Dunn, Business Administrator

Tom Croteau opened the meeting at 5:35 pm with an overview of the agenda: a review of the FY2018 budget (last year’s budget), considering recommendations for the FY2019 budget (the current budget) and preparing for the special Board meeting later this month. In the meeting presentation, the agenda was listed as “budget finalization history meetings, review FY18 budget, review FY19 budget & recommendations, FY19 considerations, upcoming important meeting.”

Jack Dunn offered an overview of the budget summary for June 30, 2018 as last year was closed out. Nathan Fennessy asked when the city valuations were anticipated; Mr. Dunn explained that this often comes at the last minute, late in October, and likely by the October 29 meeting. Mr. Dunn outlined that “real growth” is used in the final process of setting the budget. Below is an overview of the projected city valuation, local and state tax rates.

| Projected City Valuation (real growth) | 0.60% |
| Tax Rate (local) | $13.63 per thousand or 2.95% |
| Tax Rate (state) Fixed Amount | $2.22 per thousand or -3.48% |
| Tax Rate (local and state combined) | $15.85 per thousand or 1.99% |

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

| School Building maintenance | 574,436 |
| Instructional | 118,728 |
| Health Risk | 925,552 |
| Energy | 91,492 |
| Facilities Renovation | 4,123,924 |
| Special Education | 404,022 |
| Tech Innovation | 50,588 |
| TOTAL RESERVES | 6,288,742 |

Mr. Dunn provided an overview of recommendation for the Board to consider, in adjusting accounts for the current fiscal year.
Negotiations  275,000  Needed to satisfy contracts
Technology     110,000  Payoff 18-19 equipment purchases instead of lease
                   Sets up for Technology Stabilization Fund in FY20
Energy Risk Reserve  77,000  Excess funds from natural gas usage projections
Tractor            22,000  Lawn cutting, snow plowing
TOTAL              484,000  *Funding would be appropriated from unreserved balances

Mr. Dunn noted that $183,464 comes from a one-time State reimbursement connected to
an energy efficiency and in support of a middle school facility renovation project from
several years ago.

From the Food Service Fund, the administration recommended a transfer of $155,478 to
support an increase in the salaries and benefits line due to full-day kindergarten students’
meals, an increase in food supplies, an increase in equipment and an increase for the
Fresh Fruits and Vegetables Program (FFVP). The administration projected an increase in
revenue to offset some of the increases related to a greater number of students in the
elementary meal programs. Committee members discussed reimbursable meals, and
moving away from supplemental food sales so that students are buying full meals. Jim
Richards asked for an update on encouraging families to sign up for free and reduced-
price meals this fall. Mr. Dunn reviewed the process that began with families last June
and has continued with support and prompts to families regarding the free and reduced-
price meal program applications. The food service program has explored innovative ideas
to grow this program in response to students’ interests (pizza, salads, smoothies) and
their buying history.

The FY19 budget currently requires $1.4 million from the prior fiscal year to meet all
obligations. Any amount above $1.4 million without Board action of at least 2/3 of the
Board, or seven votes, will result in a decrease of the local tax rate.

Two options were offered for consideration for the revisions to the FY2019 budget. The
first option included all the recommendations reviewed with the committee, for a total
change of $823,262. The second option included funding for negotiations, accepting the
State reimbursement, and the food service program, for a total of $614,262. The committee
was also given an opportunity to consider creating an option of its own.

Mr. Dunn showed the tax impact for each of the options. The variance of the impact
ranged from a total tax rate between $15.73 – $15.85, or 1.22% – 1.99%.

Nathan Fennessy recommended adding funds to the Facility Renovation Trust Fund. Mr.
Croteau and others concurred that was is important to set aside funding in this trust, in
consideration of known needs at several schools. Jennifer Patterson clarified that the
committee is considering adding $200,000 to the Facility Renovation Trust Fund.

Mr. Croteau asked about the NH Retirement System’s projected impact on next year’s
budget. Mr. Dunn explained that the projected increase to teachers’ retirement is $17.80;
non-teachers’ retirement will see a slight reduction. The projected increase attributed to teachers is approximately $300,000 to next year’s budget.

Mr. Richards asked about the purchase of doors as part of the high school infrastructure safety grant. Mr. Dunn reminded the committee that there would be an in-depth conversation on this topic at a future meeting.

Committee members discussed which option to recommend to the full Board.

Mr. Richards moved that the Finance Committee recommend that the Board adopt the following changes to the FY19 budget for the purposes of appropriating unreserved fund balance funds to pay for negotiations, technology purchases, transfer to the energy risk reserve, transfer to the facilities and renovation trust fund, adjustments to the food service fund, and a new tractor. This will bring the total budget to $88,042,037 with a general fund of $82,459,414. He further moved to amend the budget for fiscal year 2018–2019 as approved on March 19, 2018, 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 $151,568
Facilities and Renovation Trust Fund for an amount up to $988,786
Food Service Fund for an amount up to $100,000
Renovation and Maintenance Trust Fund for an amount up to $80,000
Energy Risk Reserve for an amount up to $77,000

and also inclusive of the following WITHDRAWALS from expendable trust funds to fund appropriations:
Vocational Capital Reserve for an amount up to $110,000;
Risk Management Reserve for an amount up to $100,000;
Instructional Trust for an amount up to $25,000;

The committee members voted 4-0 to recommend the above action to the full Board for its consideration at the special Board meeting on Monday, October 29, 2018 (moved by Mr. Richards, seconded by Mr. Croteau).

This presentation will be done at the public hearing.

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

The meeting adjourned at 6:57 pm.

Respectfully submitted,

Tom Croteau, Chair
Terri Forsten, Recorder
Nathan Fennessy opened the meeting at 6:25 p.m. The agenda was to consider several personnel-related policies, following 2018 Legislative changes. The Committee also set the date for a non-public hearing on a personnel matter for November 7, with October 29 as a backup date. [Update: as of October 24, 2018, neither date worked.]

Policy #133 – Minutes

Superintendent Forsten recommended an update in response to the requirement imposed by the 2018 passage of House Bill 1347, Laws of 2018, Chapter 244, that the first and seconds of all motions be recorded. Committee members decided to replace the first paragraph of the policy with the first two paragraphs of the NHSBA sample policy (including items 1 through 7).

Policy #136 – Public Participation at Board Meetings

The Committee decided to make no changes to this policy other than adding the sentence “Submission of written comments is also encouraged.” to the end of the third paragraph, which had been proposed by Jennifer Patterson and voted by the Board on October 1.

Policy #160 – Non-Discrimination

NHSBA revised policy AC to include a provision prohibiting discrimination in employment practices based on gender identity as required by the 2018 passage of HB1319 (codified at RSA 354-A:6, and 354-A:7). The phrase “gender identity” was added to the opening sentence of the policy.

(Pam Wicks left the meeting.)

Policy #247 – Data Governance and Security – new

This new policy reflects, in part, the requirements of RSA 189:66, V (NH Laws 2018 Chapter 252 (HB 1612)), which requires NHDOE to establish minimum standards for privacy and security. As of September 18, 2018, those standards have yet to be finalized. Technically, a
Board-approved Data Governance Plan is required no later than June 30, 2019. The finalized standards likely will require modifications to this policy, as well as companion administrative procedures. There was discussion about the scope and details of this policy. Mr. Fennessy asked whether other data retention/security policies would need to be referenced. Ms. Palley will research the special education manual for applicable references. Mr. Fennessy noted that annual training on data security/breaches is a good idea.

The committee recommended this policy, with annotations, to the full Board.

(Jim Richards and Liza Poinier left the meeting.)

Policy #249 – Data/Records Retention

Superintendent Forsten noted that the sample NHSBA policy has been amended to reflect the 2018 passage of HB 1551. That bill, which amended 186-C by adding new section 186-C:10-a, requires LEAs to destroy special education records within a reasonable time after a student's 26th birthday, but no later than the student's 30th birthday. The new policy recommended by NHSBA includes specific processes for special education records, litigation hold and right to know request hold.

The committee recommended replacing the current policy with the NHSBA text.

Policy #249-R – Local Records Retention Schedule

Superintendent Forsten noted that NHSBA has reorganized its sample schedule, which was also amended to reflect new RSA 186-C:10-a. The committee asked Superintendent Forsten to review the layout of the schedule and bring it back to a later meeting.

Policy #413 – Drug-Free Workplace & Drug-Free Schools

Superintendent Forsten proposed an update of this policy to 1. more accurately reflect the requirements of federal law, including a provision that organizations covered by the act establish a “drug-free awareness program” and 2. clarify the Superintendent’s obligations under the New Hampshire Drug-Free Schools Zone law.

Tom Croteau suggested a change of syntax the first two paragraphs.

With several syntactical changes, the first sentence of Item C. in the NHSBA sample policy ADB was added to no. 6 in the current policy (Alert local law enforcement of suspected violations of RSA Chapter 193-B, New Hampshire’s “Drug-Free School Zone” law, which makes it unlawful for any person to manufacture, sell, prescribe, administer, dispense or possess with intent to sell, dispense or compound any controlled drug or its analog, within a “drug-free school zone”); the second sentence of Item C. was used as a new no. 8 in the current policy (The Superintendent is directed to ensure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school); and the first sentence of Item C.b. in the sample policy was used as a new no. 9 in the current policy (In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy).
Policy #463 Employment References and Verification (prohibiting aiding and abetting of sexual abuse) - new.

This sample policy fulfills the requirements of §8546(a) Every Student Succeeds Act (“ESSA”), which re-authorized and amended the Elementary and Secondary Education Act (“ESEA”). It is intended to decrease the risk that persons who have engaged in sexual misconduct while employed at one school could obtain employment at another school, without the second school ever learning of the prior misconduct. The law does not prohibit transmission of administrative or personnel files, but school employees, agents, etc. are prohibited from taking any other act which assists the employee in obtaining new employment. The prohibition in the statute and the policy is not limited to future employment in schools. This would be a new Board policy.

Mr. Fennessy said that, while the intent of the policy is good, it will be problematic and controversial to implement, in that what constitutes misconduct, and allegations vs. findings, etc. are legal areas in which administration has no training.

Ms. Patterson discovered an online “dear colleague” letter from US DOJ on this specific policy, noting that the Board could adopt a less specific policy and still be in compliance.

The committee agreed with Mr. Fennessy’s recommendation to adopt the policy and plan a larger conversation about how the Board will implement this policy.

Policy #753 Tobacco Use on School Premises

Superintendent Forsten proposed revising this policy to include definitions and prohibitions relative to e-cigarettes and liquid nicotine, and to improve readability. She noted that it may be prudent to include the proviso that these products are banned on school properties. Mr. Croteau and Ms. Patterson both felt that the NHSBA sample policy language should be adopted. The Committee agreed to recommend to the full Board the revision to the current policy with the text of the NHSBA sample policy, without Section E. Implementation and Notice.

The Committee voted 4-0 to recommend to the full Board a first reading of the policies which were revised: Policy #133 Minutes, Policy #160 Non-Discrimination, Policy #247 Data Governance and Security, Policy #249 Data/Records Retention, Policy #413 Drug-Free Workplace & Drug-Free Schools, Policy #463 Employment References and Verification (prohibiting aiding and abetting of sexual abuse), Policy #753 Tobacco Use on School Premises, (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

The following policies will be discussed at the next committee meeting: 517 Manifest Educational Hardship, 517.5 Change of School or Assignment – best interests, 480 Trust Fund; 641 Class Size Guidelines; 511 Non-Resident Student Admission; 511.1 Elementary Enrollment Areas; 512 Entrance Age; 513.3 Tuition Students; 513.4 Vocational Educational Programs; 514 Attendance, Absenteeism and Truancy; 514.1 Dismissal, Student Request; 515 Post-Graduate Students; 516 Guidelines for Foreign Exchange; 518 Access to Public
School Programs by Nonpublic, Charter School and Home-Educated Pupils; 520 Safe School Zone.

Committee members voted 4-0 to adjourn (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Nathan Fennessy, Chair

Linden Jackett, Recorder
Under RSA 91-A, the School Board, and each of the Board’s committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every “meeting” as defined under 91-A:2, 1. As used below, “Board” shall mean and include the School Board, and each such Board committee.

The Board will keep a record of the actions taken at meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

1. the names of members participating;
2. persons appearing before the Board (any persons other than Board members who address the Board or speak at the meeting);
3. a brief description of each subject matter discussed;
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded roll call vote on a motion is required by law or called for by the President (or other presiding officer), a record of how each Board member voted on the motion; and
7. in the event that a Board member objects to the subject matter discussed by the Board, if the Board continues the discussion above the member’s objection, and upon the request of the objecting member, then – and irrespective whether the objection/discussion occurred in public or non-public session – the public minutes shall also reflect i. the objecting member’s name, ii. a statement that the member objected, and iii. a “reference to the provision of RSA 91-A:3, II that was the basis for the discussion.”

The Board will keep a record of the actions taken at Board meetings in the form of minutes. Minutes shall include the names of members participating, persons appearing before the Board, a brief description of each subject matter discussed, and a record of all final decisions. When a recorded roll call vote on a motion is required by law or called for by the president, the minutes will record how each Board member voted on the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3
of the Board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District’s website in a reasonably accessible location, or the website shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District’s administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board’s attention minutes which have been sealed because disclosure would render the proposed action ineffective, where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because disclosure of the information would likely affect adversely the reputation of a person other than a member of the Board, will remain sealed.

Legal References:
RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public
RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions
RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Adopted 1971. Revised May 7, 2001; January 3, 2017; December 4, 2017; __________________
Corresponds to NHSBA policies BEDG, BEDG-R
Concord School District Policy #160 *

Non-Discrimination

It is the policy of Concord School District not to discriminate on the basis of age, gender, gender identity, economic status, sexual orientation, race, color, marital status, disability, religious creed or national origin in its educational programs, activities and services or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA), and New Hampshire RSA 354-A:7. This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The Americans with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Inquiries or complaints regarding compliance with Title IX, Section 504, ADA and RSA 354-A:7 are to be directed to the person designated by the Superintendent.

Grievances shall be processed as follows:

1. Any complaint from or on behalf of any person employed or served by the District shall be submitted in writing within one year of the alleged discrimination to the appropriate person (designated by the Superintendent) hereinafter referred to as the “designated employee.” The designated employee shall, without delay, forward it to the person immediately responsible (i.e., an administrator).

2. The immediately responsible person shall investigate the complaint and report his/her findings and recommended remediation in writing to the grievant within ten (10) school days. A copy of the report shall be sent to the designated employee who shall maintain a file on all grievances.

3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given (each party shall have the time indicated in which to investigate and report their findings and recommended remediation):
   a. Building Supervisor, five (5) school days
   b. Superintendent, ten (10) school days
   c. Communications and Policy Committee of the Board, twenty (20) school days

4. Internal grievance procedures do not have to be exhausted before going to the Office for Civil Rights. Generally, a complaint must be filed with the Office for Civil Rights within 180 calendar days of the last act of alleged discrimination. To file a complaint or make inquiry, contact the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.
Legal References
Title IX of the Educational Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990 (ADA)
New Hampshire RSA 354-A:7
Title VI or VII of The Civil Rights Act of 1964

Adopted July 5, 1983. Revised November 4, 2002; June 5, 2017
* Also Policies #412, #571, and #631
Corresponds to NHSBA Policy AC
Concord School District Policy #247
Data Governance and Security

To accomplish the District’s mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District’s stakeholders. All persons who have access to District data are required to follow state and federal law, Board policies and procedures and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information – information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes but is not limited to personally identifiable information about students and employees. Critical Data/Information – information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Information Security Officer

The Director of Technology is designated as the District’s Information Security Officer (ISO) and reports directly to the Superintendent. The ISO is responsible for implementing and enforcing the Board’s security policies, and administrative procedures applicable to digital and other electronic data, and suggesting changes to the Data and Privacy Governance Plan (DGP, see C. below), and procedures to better protect the confidentiality and security of District data.

The System Administrator is the District’s alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

C. Data privacy governance and administrative procedures

1. Data Governance Plan. The Superintendent, in consultation with the ISO, shall create a Data and Privacy Governance Plan to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the DGP for presentation to the Board no later than June 30 each year. The DGP shall include:

   a. An inventory of all software applications, digital tools and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement and terms of use;
   
   b. A review of all software applications, digital tools and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
c. Procedures for access to data and protection of privacy for students and staff, including acceptable use for applications, digital tools and extensions used on District hardware, server(s) or through the District network(s);
d. A response plan for any breach of information; and
e. A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Administrative procedures. The Superintendent, in consultation with the ISO, will review, modify and recommend administrative procedures relative to collecting, securing and correctly disposing of District data (including but not limited to confidential and critical data/information, and as otherwise necessary to implement this policy and the DGP). Such procedures will be included in the annual DGP.

D. Responsibility and data stewardship

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, confidential and/or critical data/information.

E. Data managers

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District’s data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District, and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing Board policies and procedures regarding data management.

F. Confidential and critical information

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent or ISO is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.
Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information and disposing of information no longer needed in a confidential and secure manner.

G. Using online services and applications

Staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software or any online system/website that stores, collects or shares confidential or critical data/information until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO shall verify that it meets the requirements of the law, Board policy, and the DGP, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data retention and deletion

The Superintendent shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with and be incorporated into the data/record retention schedule established under Policy #249 Data/Records Retention, including but not limited to provisions relating to Litigation and Right to Know holds.

J. Consequences

Employees who fail to follow the law or Board policies or procedures regarding data governance and security (including failing to report) may be disciplined up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, Board policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves
the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of Board policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:
15 U.S.C. §§ 6501-6506 Children's Online Privacy Protection Act (COPPA)
20 U.S.C. § 1232g Family Educational Rights and Privacy Act (FERPA)
20 U.S.C. § 1232h Protection of Pupil Rights Amendment (PPRA)
20 U.S.C. § 1400-1417 Individuals with Disabilities Education Act (IDEA)
20 U.S.C. § 7926 Elementary and Secondary Education Act (ESSA)
RSA 189:65 Definitions
RSA 189:66 Student Information Protection and Privacy
RSA 189:67 Limits on Disclosure of Information
RSA 189:68 Student Privacy
RSA 189:68-a Student Online Personal Information
RSA 359-C: 19-21 Right to Privacy/Notice of Security Breach
Policy #249 Data Records and Retention

Adopted on , 2018
Corresponds to NHSBA Policy EHAB
Concord School District Policy #249
Data/Records Retention

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and New Hampshire Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all District records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, "Cloud," etc.

A. Special Education Records

1. Upon a student’s graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student’s special education records, including any final individualized education program.

2. The parent(s)/guardian(s) may, at any time prior to the student’s twenty-sixth birthday, request in writing that the records be retained until the student’s thirtieth birthday.

3. Absent any request by a student’s parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student’s thirtieth birthday, the District shall destroy a student’s records and final individualized education program within a reasonable time after the student’s twenty-sixth birthday, provided that all such records be destroyed by the student’s thirtieth birthday.

4. A permanent record of a student’s name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation, 34 CFR 300.624.

5. The District shall provide parents/guardians or, where applicable, the adult student, with a written notice of the District’s document destruction policies upon the student’s graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

6. The District shall provide public notice of its document destruction policy at least annually.

B. Litigation hold
On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold, shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and associated procedures.

C. Right-to-know request hold

On receipt of a right-to-know request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive authorizing destruction of the records from legal counsel representing the District has been received.

Legal References:
RSA 91A, Right to Know Law
RSA 189:29-a, Records Retention and Disposition
NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention
NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention
NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements
20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

Appendix:
#249 Records Retention Schedule

Corresponds to NHSBA Policy EHB
Concord School District Policy #413

Drug-Free Workplace/Drug-Free Schools

Drug- and Alcohol-Free Workplace

In accordance with the Drug Free Schools and Communities Act of 1989, the School District will provide employees with a working environment that is free of the problems associated with the use and abuse of illegal drugs* and alcohol. The use of alcohol and illegal drugs and alcohol in the workplace is inconsistent with the behavior expected of employees and subjects the District to unacceptable risks of workplace accidents or other failures that would limit the District’s ability to effectively and efficiently carry out the responsibility of educating its students. To comply with the intent of this law, the District will:

1. Notify all employees in writing that the unlawful manufacture, distribution, possession, or use of alcohol and illegal drugs and alcohol is prohibited on school premises or at District-directed activities. The term illegal drugs does not include controlled substances used pursuant to and in accordance with a valid prescription.

2. Establish a drug- and alcohol-free awareness program to inform employees about the dangers of substance abuse in the workplace; the District’s policy of maintaining a drug- and alcohol-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the sanctions that may be imposed on employees for substance abuse violations occurring in the workplace.

3. Initiate appropriate disciplinary action up to and including termination from his or her job for an employee determined to be in violation of the law and this policy.

4. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.

5. Establish the following as grounds for disciplinary action:
   a. working under the influence of alcohol or illegal drugs, no matter where consumed.

6. Alert local law enforcement of suspected violations of the policy. RSA Chapter 193-B, New Hampshire’s “Drug-Free School Zone” law, which makes it unlawful for any person to manufacture, sell, prescribe, administer, dispense or possess with intent to sell, dispense or compound any controlled drug or its analog, within a “drug-free school zone.”

7. Distribute copies of this policy and other relevant information used in the implementation of this policy to all District employees.

8. The Superintendent is directed to ensure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school.

9. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy.
Illegal drugs refers to the controlled substances in Schedules I and II of 21 USC, 802(6) and includes, but is not limited to, marijuana, cocaine (including crack and other cocaine derivatives), morphine, and heroin. The term does not include controlled substances used pursuant to and in accordance with a valid prescription.

Legal References
Schedules I and II of 21 USC, 802(6)

Adopted October 1, 1990. Revised January 2, 2018; Corresponds to NHSBA Policy ADB
Concord School District Policy #463
Employment References and Verification
(Prohibiting Aiding and Abetting of Sexual Abuse)

The School District shall act in good faith when providing employment references and verification of employment for current and former employees.

The District and its employees, contractors and agents are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor or agent in obtaining a new position or other employment if he/she or the District has knowledge or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;

2. The information giving rise to probable cause has been reported to any other authority as required by local, state or federal law (for instance, New Hampshire Division of Children, Youth and Families "DCYF"), and

3. At least one of the following conditions applies:
   a. The matter has been officially closed;
   b. District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
   c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
   d. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Legal References:
20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act I

Adopted on
Corresponds to NHSBA Policy GADA
Concord School District Policy #753

Tobacco Products Ban on Use and Possession in and on School Facilities and Grounds

Tobacco Use on School Premises

State law prohibits the use of any tobacco product, e-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time to time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time to time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time to time.

"Facility" is any place maintained by the District which is supported by public funds and is used for the instruction of students enrolled in preschool programs and in all grades. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including but not limited to lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, e-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building Principals or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees
No employee shall use any tobacco product, e-cigarette or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building Principals or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, e-cigarette or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

The building Principal(s) and, where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s) shall have initial responsibility to enforce this section, by requesting that any person violating this policy immediately cease the use of tobacco products, e-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the Principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

Legal References

RSA 155:64 - 77, Indoor Smoking Act
RSA 126-K:2, Definitions
RSA 126-K:6, Possession and Use of Tobacco Products by Minors
RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

In accordance with NH Chapter 338 of the New Hampshire Revised Statutes, no person shall use any tobacco product in any public school facility or on school grounds of any public school facility in the Concord School District. The date for this policy to take effect is January 1, 1998.

School facilities and school grounds are defined as property owned by the School District or under control of the School District. This policy will be enforced by school officials wherever and whenever practicable under the law.

Adopted December 17, 1990. Revised January 5, 1998;
Corresponds to NHSBA Policy ADC
Committee members present: Clint Cogswell, Chair, Liza Poinier, Maureen Redmond Scura

Committee member absent: Chuck Crush

Other School Board members present: Pam Wicks, Tom Croteau, Jennifer Patterson

Administration: Terri Forsten, Superintendent

Committee chair Clint Cogswell calling the meeting to order at 5:30 p.m.

The agenda included review of the new draft of the District’s brochure and agenda development for a meeting with the City Manager, Mayor and others.

Superintendent Forsten presented another draft of the District’s brochure. The focus for this draft was on school pages. Draft pages for each of the elementary schools, the middle school and the Technical Center were provided. The high school team continues to be developing their page. Committee members agreed that the high school should have several pages in the brochure, as this is often where people looking at a school district are most interested in gaining information. Ideas were shared about what to include for these pages – list of colleges alumni have attended, student body diversity, breadth of student clubs and activities, athletics, academic options and associated rigor in District programs.

Committee members also recommended that information on school demographics be included, with a highlight on diversity. The capacity for students attending CRTC to gain licensure and career credentials as part of their studies, as well as information on partnerships and before/after school programs will also be added. Committee members suggested that District graphic design students review the brochure as it nears completion.

The Committee also asked that their appreciation and praise for the work on the brochure be offered to Principals, other Administrators and Central Office staff who have contributed to the development of this draft.

The Committee then discussed agenda items for the meeting with the City team. Several topics were suggested – District brochure, demographic study, facilities updates (middle school, former Eastman School building), construction projects, building permits, DES building timeline, continuing education program, behavior task force, communications and the new recreation center.

Liza Poinier asked whether the committee could develop a way to communicate the District’s work and the work of the School Board to the community. Jennifer Patterson reinforced this concept. This will be considered at the next committee meeting, at the end of November.
The Committee voted 3-0 to adjourn (motioned by Maureen Redmond Scura, seconded by Liza Poinier).

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Clint Cogswell, Chair
Terri Forsten, Recorder
Concord School District
Board of Education
Instructional Committee Meeting

Date: October 24, 2018

Committee members present: Maureen Redmond-Scura, Chair; Clint Cogswell, Liza Poinier, Pam Wicks

Other Board members present: Jim Richards, Jennifer Patterson, Tom Croteau

District staff present: Superintendent Terri Forsten; Assistant Superintendent Donna Palley;

Committee Chair Maureen Redmond-Scura called the meeting to order at 5:32 p.m. The agenda included the presentation of calendar proposals for the 2019-2020 school year, and class size updates, review and consideration.

2019-2020 School District Calendar

Superintendent Forsten reviewed several factors that are considered when constructing the school-year calendar, including 177 school days for students, and 6 additional work days for teachers. In addition, there is an attempt to provide for uninterrupted stretches of days and weeks for continuity of teaching, and consistent opening days for students. The administration is also mindful of the potential need to make up snow days in mid-to late June. It is typical for 4-7 snow days to occur.

The Committee reviewed two potential calendars. Option A included August 26 as the start date for teachers and August 27 as the first student day. This reflects what has become a traditional start of the year for the District. In this option, the last day of school would be June 11, assuming no snow days. Graduation day would be Saturday, June 13.

Calendar Option B would begin after Labor Day, with teachers starting on September 3 and students beginning on September 4. School would end on June 17.

Neither option would provide for two work days for teachers before school starts up and also provide at least two days of school for students in the first week. It was noted that kindergarten had a two-day start-up, with half the class starting on the first day and the other half on the second. All students attend the third day. Freshmen at Concord High had the first day to themselves, with upper classmen starting on the second day. Rundlett offered the morning of the first day for six graders alone, with the seventh and eighth graders attending in the afternoon.

The six teacher work days beyond student days are used as follows: one day before school starts, one day each in October, November, January and March, and one day split between several evenings for parent-teacher conferences.

Superintendent Forsten had a preliminary meeting with the CEA President to present the two options. He will seek input from teachers and provide her with feedback next week.
Pam Wicks suggested that the District consider a survey of families to gain input about calendar preferences. Others agreed this would be a good idea, perhaps at the end of the school year, given the current constraints. Several members indicated a preference for Option A. It was noted that beginning after Labor Day might result in a school year that went much later into June, causing students to miss opportunities for summer programs, especially those in other parts of the country. It can also be hot in buildings in late June. In addition, Committee members liked having two to three student days of school in the first week, rather than one or two.

Once input has been received from the CEA, the calendar will go forward to the full Board at the November meeting.

The Committee voted 4-0 to recommend Option A of the school calendar to the full Board, with input from the CEA (motioned by Ms. Wicks, seconded by Liza Poinier).

Class Size Information

Superintendent Forsten provided information about class size. The Board’s average class size objectives (Policy 641) outline the following:

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<th>Primary (grades 1-3)</th>
<th>Intermediate (grades 4-6)</th>
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Superintendent Forsten shared national class size data.

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Superintendent Forsten discussed current class sizes in Concord. With a total enrollment of 1801 elementary students, class sizes range from 15-25, with an average of 19.8. At the middle school, with 961 students, sizes range from 17-37, with an average of 23. The high school’s current enrollment is 1,596, with class sizes ranging from 11-47, with an average of 21.35.

Superintendent Forsten described research on class size from the Center for Public Education, which reviewed 19 studies connecting class size to academic achievement. The research suggested that smaller class sizes in the primary grades boost academic achievement, especially for minority and low-income students. Class sizes of no more than 18 were recommended in those grade levels. It was also noted that teacher quality is a critical factor in the success or failure of class size reductions. In addition, professional development for teachers and a rigorous curriculum were found to enhance the effect of reduced class size on academic achievement. The most influential evidence that smaller classes lead to improved achievement come from Tennessee’s Project STAR.

Superintendent Forsten will provide the research she referenced in the presentation to the Committee members.
Several members noted that smaller class sizes seem to be a good consideration when students who experience behavior challenges and others who benefit from differentiation of instruction are considered. Having three or four students with high behavioral needs in a class of 19 is different from a class without significant behavioral needs.

Jim Richards asked about the fourth/fifth grade multi-age classes at Beaver Meadow, an initiative that was sparked by the possibility of higher class sizes in a traditional grade configuration. Superintendent Forsten indicated that the Principal and several parents have spoken positively about this so far. Mr. Richards noted that he also had positive feedback from one of the teachers involved. Ms. Poinier suggested that the processes used at BMS this year be documented and shared with other schools where there might be a need for this approach.

Clint Cogswell noted that he has been asked why taxes have gone up when enrollment has decreased. He indicated that he always responds with information that the Board has held class sizes steady despite the decline.

There was no public comment. Ms. Wicks noted that she received an email from a parent about the school calendar, who would like to see the school year begin after Labor Day. Ms. Wicks said that the Board is happy to receive emailed comments from the public.

The next meeting of the Instructional Committee will be on December 5. At that time, members will hear about proposed high school courses for 2019-2020, and will receive an update regarding new courses implemented during this school year. Other topics for upcoming Committee meetings include competency grading at CHS, and Project KEY for kindergarten.

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

The meeting was adjourned at 6:27 p.m.

Respectfully submitted,

Donna Palley, Recorder
### Enrollment Report November 2018

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District Total: 4367

(not including preschool numbers)
# Monthly Enrollment Report Summary
## 2018-2019 School Year

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### November 2018 Board Meetings

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# December 2018 Board Meetings

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