Board of Education, Concord School District
November 7, 2016
Public Hearing at 6:00 p.m.
Regular meeting at 7:00 p.m.
38 Liberty Street

Recording of holiday greeting for ConcordTV

I. CALL TO ORDER

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

III. PUBLIC COMMENT – agenda items only

IV. PRESENTATION: Abbot-Downing School

V. RECOGNITIONS ............................................................................. p. 3

VI. APPROVAL OF BOARD MINUTES
    a. Regular monthly meeting (October 3) ............................................ pp. 4-9
    b. Public Hearing (October 26) ........................................................ pp. 10-11
    c. Special Board meeting (October 26) .............................................. pp. 12-16

VII. PERSONNEL
    a. Coach nominations ...................................................................... pp. 17-19

VIII. JOINT INSTRUCTIONAL & FINANCE COMMITTEES
    a. Committee meeting report (October 5) .......................................... pp. 20-26

IX. JOINT CAPITAL FACILITIES & FINANCE COMMITTEES
    a. Committee meeting report (October 12) ....................................... pp. 27-28

X. FINANCE COMMITTEE
    a. Committee meeting report (October 17) ....................................... pp. 29-32
    b. Committee meeting report (October 26) ....................................... pp. 33-36

XI. INSTRUCTIONAL COMMITTEE
    a. Committee meeting report (October 19) ....................................... pp. 37-39
    b. Committee meeting report (November 2) ..................................... pp. 40-48
XII. COMMUNICATIONS & POLICY COMMITTEE
   a. Committee meeting report (October 24) ........................................... pp. 49-51
      • Policy #101.1 Save Harmless Legislation (first reading) ........ pp. 52-53
      • Policy #110 Code of Ethics (first reading) .................................. pp. 54-55
      • Policy #111 Philosophy of the Board of Education (first reading) ... pp. 56-58
      • Policy #112 Publicity Releases (first reading) .............................. pp. 59-60
      • Policy #115 Filling a Vacancy on School Board (first reading) .... pp. 61-62

XIII. NEGOTIATIONS
   a. Committee meeting report (October 26) ........................................... pp. 63-64
      • Ratification of CAA bargaining agreement ................................. p. 65

XIV. OTHER BUSINESS
   a. Update on steam to gas conversion

XV. PROPOSED CALENDAR OF MEETINGS ..................................................... pp. 68-69

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

XVII. ADJOURNMENT
From: Howard, Sandra  
Date: Fri, Oct 28, 2016 at 11:21 AM  
Subject: Cantate! thank you - Brin Cowette  
To: Brin Cowette

Dear Brin,

On behalf of Dr. Carberg, Prof. Cushing, Dr. Leese, ACDA and NAfME student chapters at Keene State College, I want to thank you and your students for attending the 7th annual Cantate! High School Choral Festival on Friday, October 28, 2016. Your singers are to be commended for a wonderful performance and professional demeanor! We hope you enjoyed the opportunity to listen to performances and clinic workshops and that you will be able to apply new concepts to your future singing experiences.

In the coming weeks, I will send you a complimentary audio recording of choral performances from the festival day. Please use it for your reference, critique, and listening pleasure!

Again, thank you for your participation and excellent performance. I am inspired by Keene State alumni like you who seek ways to improve the choral art form by providing singers with these types of experiences. Best wishes for a great year of music making.

Sincerely,

Sandra A. Howard, Ph.D.  
Associate Professor of Music  
Keene State College  
229 Main Street  
Keene, New Hampshire 03435-2402  
Email: showard1@keene.edu  
Office: 603-358-2344  
Cell: 603-475-4566
Board of Education, Concord School District
Regular monthly meeting
October 3, 2016

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:04 p.m.

Agenda Item 2. Approval of Agenda
The Board voted 8-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Barb Higgins).

Agenda Item 3. Public Comment– agenda items only
Concord resident Betty Hoadley spoke about issues that were discussed at the Joint Instructional and Finance Committee on September 12. She noted that the Board will need to make serious decisions about early childhood education in Concord and also to develop a district budget already overwrought with demands. She noted that she has heard several options will be considered by the Board. Mrs. Hoadley commented that too many Board members have not visited the present preschool programs nor the extended day programs in the community. She noted that the report of the Steering Committee is like an executive summary – useful but incomplete – and suggested that Board members investigate an excellent source document by Jim Hull of the Center for Public Policy, which is sponsored by the National School Boards Association. She noted that, while the local report is accurate, the Hull report is nuanced and lays out extensive research about different early childhood education models.

Mrs. Hoadley noted that Board members have two constituent groups: the children of Concord, and the citizens of Concord. She commented that district employees are also an essential part of the overall picture, as they are the ones who give the children their education. She noted that, if a kindergarten teacher has 25 students in class, this presents a significant burden; if a classroom aide is assigned to a single child, the aide cannot assist in the classroom; if one student has significant needs (such as not being
able to tie their own shoes, this too is a significant burden. She noted that it is possible the District will do a bit more for kindergarten teachers. She discussed in some detail the need to involve parents of preschool and kindergarten students in activities that stress social development, including simple games and simple songs.

She asked Board members if they were familiar with the Family Centers. She asked when the administration would lay out the options for the kindergarten programming, and commented that she would disagree with any suggestion to take an early, binding vote on this issue. She noted that if the Board will tentatively approve a program or two within the context of the entire budget, that would be fine, and that it would be better to do this now, and not in the heat of budget preparation.

Mrs. Hoadley reminded the Board of its direction to the Superintendent last year about what could be cut in a tiered budget plan, and suggested that that exercise was valuable in coming to a better understanding of what a million dollars really means. She stated that there is no “million dollars” hiding in the budget. She reiterated that the Board’s constituents are children, and taxpayers – but that parents who want early childhood programs, or businesses, are “not in the equation.” She suggested the Board should listen to early childhood and preschool programs in Concord (such as the before-school program that partners with the YMCA), as a number of public/private partnerships are currently working well. She noted that, with the rush to a full-day kindergarten program, she fears for the Concord taxpayers. Mrs. Hoadley noted that the Concord School Board has managed through many tense times, including horrendous financial times in the early 1990s; the loss of Bow students and gain of Deerfield students; the reinvigoration of the CRTA; adjusting to many years of declining enrollments; and the consolidation of 8 elementary schools to 5, with the construction of 3 new elementary schools. Mrs. Hoadley noted that Clint Cogswell and Jennifer Patterson are the only Board members with any connection to these times/projects. She urged the Board to study more than ever, discuss all points on the compass and reason like they haven’t reasoned before. She said an abrupt, wide and untested change would be ill-advised, and that making incremental changes would result in better outcomes. She closed by stating that the Board must fulfill its philosophical and fiscal responsibilities.

Agenda Item 4. Presentation on STEM topics by Christa McAuliffe School students

Technology Integrator Heather Drolet introduced 7 students (with iPads) who described what STEM is (“solving problems with math”): Oscar Lax, Ava Philbrook, Maria Ruthu, Nick Reynolds, Soren Puc, Grace Murray and Bella Schirling. They described how STEM encourages collaboration; how women and minorities are underrepresented in STEM; how over a million new STEM jobs will be created by 2020; how the US ranks 12th in the world in STEM majors; how art and business majors are increasing in number but STEM majors are decreasing in number. These students led Board members through a “STEM” lesson, including criteria and constraints; design features; modeling; evaluation; and explanation. Board members commented on their
design processes and discussed the students’ classroom experience with this and other STEM projects. Students answered a question from Mr. Dunn about how the iPads are used for research. Several students described what surprised them the most in doing these kinds of projects, including how different the designs are; how one’s own ideas are not necessarily the best; how the modeling can match the ideas in one’s head; how the criteria can be more or less than you thought.

Agenda Item 5. Recognitions
Superintendent Forsten referred Board members to several recognitions in their monthly Board book, among them: BGS was named state winner in the Scholastic Reading challenge over the summer, and ADS students met an Olympic rower on a trip to the State House in September.

Superintendent Forsten introduced new student representative Esther Elonga, who was born in Congo, spent many years in Uganda, and has aspirations to become an anesthesiologist. Rebecca Proulx reported on the Club Fair last week and Homecoming on October 23 that included a light show from the new Stage Craft program at CRTC. She noted that student Maddy Simpson sang the national anthem. Each CHS club created a float, and this year Film Society club won. The football game was great fun, and over 950 tickets to the dance were sold. She noted that the Operation Hat Trick ceremony will take place this weekend.

Esther noted that the NHIAA Walter A. Smith Award was awarded to Gopal Timsina, whose older brother was diagnosed with cancer and died shortly after arriving in the United States after living many years in a refugee camp in Nepal. Anna-Marie DiPasquale was recognized by the government of Estonia for her efforts in creating and building programs for ELL students, and was invited to model these programming ideas to Estonia. Esther told the Board that the annual Hypnosis Show will be on October 26; the Blood Drive will be held on October 18; and the Senior One Acts will be performed on October 28.

Agenda Item 6. Approval of Board Minutes
Mr. Cogswell reviewed the minutes of the regular monthly meeting on August 1.

The Board voted 8-0 to approve the minutes of the regular monthly meeting on September 6, the Work Session on September 14, and the Special Board meeting on September 19 with changes (moved by Nathan Fennenessy, seconded by Jim Richards).

Agenda Item 7. Personnel
Mr. Prince presented several coach nominations.
Tonya Pursell, Rundlett Middle School, $2,038, Girls Field Hockey B Coach, Step 1, Group 11, 5.0%. Tonya replaces Heidi Crumrine

Amy Sherr, Rundlett Middle School, $978, Cross Country Supplemental Coach, 80% of Step 3, Group 14, 3.0%. Funds from one vacant RMS Girls B Soccer Coach position

Samuel Evans-Brown, Concord High School, $3,465, Cross Country Ski Head Coach, Step 2, Group 6, 8.5%. Sam replaces Philip Clarner

The Board voted 8-0 to approve the coach nominations as presented (moved by Ms. Higgins, seconded by Rusty Cofrin).

Agenda Item 8. Joint Instructional and Finance Committee

Finance Committee chairperson Tom Croteau presented the report of the meeting on September 12, and encouraged members of the public to view this meeting on ConcordTV as well as to read its minutes, as there was a substantial amount of information presented. The joint committee reviewed the need for developmentally appropriate early childhood programming in Concord; the work that is already going on in Concord; and costs. The start-up cost of full-time kindergarten will be approximately $1.2 million the first year and approximately $1 million per year going forward. The current programs would need to be revised. An estimated $720,000 for classroom teachers, $184,000 for assistants, and $317,600 for furniture and equipment are among these start-up costs. Many questions were posed by Board members, regarding the number of specialisis that would be needed; Title I money; relocation of preschool programs; programming that would not distract from current preschool programs; the excellent programs that currently exist in the community. Ms. Redmond-Scura noted that the steering committee looked at the entire range of early childhood education. Several options and associated costs will be presented at the next joint committee meeting on October 5, and more meetings will be planned if needed. Mr. Fennessy suggested that the various proposals be publicized; Superintendent Forsten noted that the just-completed draft will be shared within the administration, with the Board, and then with the general public.

Agenda Item 9. Negotiations Committee

Committee chairperson Jim Richards noted that the Negotiations Committee continues to seek progress on the CAA contract.

Agenda Item 10. Other Business

Update on Chromebooks at CHS

CHS Principal Tom Sica noted that September 8 was the official kick-off for the Chromebooks. The required paperwork was distributed, and a short and humorous
video about taking care of one’s Chromebook was created by students at HelpDesk. He noted that the HelpDesk course is lively and challenging, noting that students are creating video tutorials for teachers and students and a reference blog for users. He noted that Justin Bourque, CHS Technology Integrator, was vetting the students’ work, which includes developing skills in writing, public speaking, and technology. A number of teachers have begun the work of integrating Google classrooms in their own classroom work. Helen Dugan and John Willis were among the many staff members assisting in the roll-out.

Ms. Higgins noted that her daughter has been able to follow her classroom work at times when she is not able to attend school, and has found this to be very helpful.

Using Google docs – tutorial

Superintendent Forsten noted that the working policy file is posted in the Board folder for the committee’s use as it reviews School Board policies. She went over the “suggestions” and “comments” function. “Live” links to New Hampshire statutes and the New Hampshire Department of Education rules are incorporated into this document.

Conversion project update

Mr. Cashman updated the Board on the steam to natural gas conversion project. A landscape survey will be performed on October 6, and a site visit to CHS and other schools on Friday when there is no school. Geotech borings will begin next week, as Liberty Utilities prepares to run the gas line to CHS in November.

Agenda Item 11. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for October and November.

Alana Kimball asked if the concern about near-capacity fourth grade classes at Beaver Meadow had been resolved. Superintendent Forsten responded that a position, as a Title I tutor, for supporting these classrooms through the Title I grant has been approved by the New Hampshire Department of Education. Mr. Fennessy asked if the staff person to be hired will be providing support to each of those classes. Superintendent Forsten noted that this is the case.

Agenda Item 12. Public comment

There was no public comment.

Agenda Item 13. Adjournment
The Board voted 8-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Cofrin).

The Board adjourned at 8:35 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District  
Public Hearing  
October 26, 2016

Board members: Rusty Coarin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Alana Kimball, Maureen Redmond-Scura (remotely, by telephone), Jim Richards, Jennifer Patterson

Absent: Barb Higgins

Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn, Director of Human Resources Larry Prince

The public hearing began at 5:43 p.m., with Jennifer Patterson noting that Maureen Redmond-Scura was attending by telephone. She explained that as required under RSA 91-A, a quorum must be present, the Board member who is participating remotely would be asked a few questions including why he or she could not be present and whether anyone else was with him or her, and roll call voting would be required in order to record her vote. Ms. Patterson asked Ms. Redmond-Scura to explain why she was unable to be physically present at the meeting; Ms. Redmond-Scura explained that she was in San Francisco and unable to be present. Ms. Patterson also asked her whether anyone else was with her; Ms. Redmond-Scura explained that she was walking down the street; her husband was walking about six feet in front of her; and no one else was around. Ms. Patterson confirmed that all Board members could hear Ms. Redmond-Scura and that she could hear everyone at the meeting. Ms. Patterson explained that all votes would need to be done by roll call to confirm Ms. Redmond-Scura’s participation.

Business Administrator Jack Dunn reviewed the budget development and what has impacted the budget to this point. He noted that if the District had not received “payment holidays” last year in health and workers’ compensation, the budget would have been approximately $80,000 short. The one-time payment holidays are not available this year in those denominations; the total for this year is approximately $83,000.

Of the total $2.395 million unreserved fund balance, $1.9 million is needed from the prior fiscal year to meet its obligations in the FY2017 budget. Any unreserved fund balance above this $1.9 million would, without specific Board action of at least 2/3 of Board members or 7 votes, be returned to taxpayers in the form of a decrease in the local property tax rate.

The Board passed a preliminary budget in March, 2016; based on that projection, the tax rate would have risen 2.85% between the local and state tax rate for a total of $15.18/$1,000. Based on the actual valuation, the tax rate came in at $14.96/$1,000.
Mr. Fennessy noted that the cost of the required conversion from steam to natural gas heating for Abbot-Downing, Christa McAuliffe, Rundlett Middle, and Concord High Schools will be borne in the next budget year, FY 2017-2018, and beyond.

Mr. Dunn reviewed the five options for determining the final budget that the Board has available at the present, and offered the opportunity to develop a sixth option, for the Board to consider.

1. Option #1: Use $490,000 of the unreserved fund balance to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $48

2. Deposit $495,475 into the reserves and increase the budget by $490,000 to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $83

3. Deposit $495,475 into the reserves and increase the budget by $243,000 to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $65

4. Deposit $495,475 into the reserves and increase the budget by $373,000 to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $75

5. Do nothing. This would result in a return of $495,975 to reduce the tax rate. No change in appropriation.

6. The Board may create a sixth option.

Additional concerns about potential impacts on the FY2017 budget include the cost of snow removal if the winter snowfall is particularly heavy; special education out-of-district and transportation costs; and healthcare enrollments. Additional considerations include renovation or replacement of the childcare facility; bus replacement; technology replacement; and the potential impact of an early childhood education program.

Mr. Cogswell noted that the District has had in the past, when it was self-insured, a healthcare costs reserve fund, typically maintained at about $2 million. Mr. Dunn noted that this fund is being used to offset changes in projected healthcare enrollment costs, and is currently at about $897,000.

The Board voted 8-0 by roll call to adjourn the Public Hearing (motioned by Jim Richards, seconded by Ms. Patterson).

The Public Hearing was adjourned at 6:05 p.m.

Respectfully submitted,

Tom Croteau, Secretary

Terri Forsten, Recorder
Board of Education, Concord School District
Special Board meeting
October 26, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura (remotely by telephone), Jim Richards

Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn, Director of Human Resources Larry Prince

Clint Cogswell opened the Special Board meeting at 6:07 p.m. Jennifer Patterson noted that Maureen Redmond-Scura was attending the meeting by telephone and explained that, as required under RSA 91-A, the Board member who is participating remotely would be asked a few questions, and all votes would be made by roll call. Ms. Patterson asked Ms. Redmond-Scura to explain why she was unable to be physically present at the meeting; Ms. Redmond-Scura explained that she is in San Francisco and was unable to be present. Ms. Patterson also asked whether anyone else was with her; Ms. Redmond-Scura explained that her husband was with her. Ms. Patterson confirmed that all Board members could hear Ms. Redmond-Scura and that she could hear everyone at the meeting. Ms. Patterson explained that all votes would need to be done by roll call to confirm Ms. Redmond-Scura’s participation.

Tom Croteau briefly reviewed the Finance Committee meeting that was held prior to this Special Board meeting, and noted that the Committee had voted to recommend to the full Board consideration of both Options #2 and #4.

- Option #2: Deposit $495,475 into the reserves [primarily into the budget stabilization fund] and increase the appropriation by $490,000 to pay for increased steam heat costs. The impact on a home valued at $250,000 = $83 per year for both local and state education tax.
- Option #4 – Deposit $495,475 into the reserves [primarily into the budget stabilization fund] and increase the appropriation by $373,000 to pay for increased steam heat costs. The impact on a home valued at $250,000 = $73 per year for both local and state education tax.

Nathan Fennessy described discussions in the last several Finance Committee meetings related to the $490,000 one-time money ("payment holiday") that was realized on healthcare enrollment and workers’ compensation costs, as well as the anticipated increases in steam heating costs that were not budgeted for in the preliminary budget in March. He noted that the recommendation from the Finance Committee was to bank at least some of the one-time money, and increase appropriations in the budget to cover additional costs, primarily at Concord High School.
Ms. Patterson agreed that the Board needs to decide on either Option #2 or Option #4, and is fortunate to decrease the percentage of increase in education taxes, while still responsibly planning for this budget.

There were further questions about costs related to Concord Steam’s planned cessation of business in March 2017, and the proposed settlement agreement by the Public Utilities Commission for several ratepayers, primarily the State and the School District.

Further discussion resulted in a Board consensus to focus on Option #2.

Mr. Cogswell asked for a motion on the final FY17 budget. Business Administrator Dunn displayed a proposed motion for Option #2:

Move that the School Board adopt the following changes to the FY17 Budget for the purposes of appropriating unreserved funds to pay for the increased cost of steam, and increase fund transfer into the Facilities and Renovation Trust Fund. This will bring the total budget to $84,546,266 with a general fund of $78,424,837 and to amend the budget for fiscal year 2016-2017 as approved on March 30, 2016, inclusive of the following deposits to existing expendable trust funds:

- Vocational Capital Reserve Fund for an amount up to $142,102;
- Facilities & Renovation Trust Fund for an amount up to $962,788;
- Food Service Fund for an amount up to $75,000;

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

- Vocational Capital Reserve Fund for an amount up to $118,000;
- Instructional Trust for an amount up to $100,000;
- Risk Management Reserve for an amount up to $128,901.

Mr. Cogswell checked with Ms. Redmond-Scura and others to see if they had questions or comments. Mr. Dunn also shared with the Board local tax history, showing the decline in state support and the resulting higher cost obligations of the local tax base.

The Board voted 9-0 by roll call to approve the motion as presented (motioned by Mr. Fennessy, seconded by Mr. Croteau).

Mr. Dunn introduced the loan resolution text for a proposed bond to be issued in the near future:

Certificate relating to certain minutes of a meeting of the Board of Education

I, the undersigned Clerk of the Board of Education (the “School Board”) of the Concord School District, New Hampshire (the “District”), hereby certify that a regular meeting of the School Board was held on ___________ 2016 (the “Meeting”), _____ (___) of the _____ (___) members of the School Board constituting a quorum were in attendance and voting throughout and that all of the members of the School Board were duly notified of the time, place and purpose of the Meeting.
I further certify that the following is a true copy of a vote adopted at the Meeting by a vote of
________ (___) yees, ________ (___) nays and _________ (___) abstentions (the "Vote").

"VOTED: (1) That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, and any other enabling authority, there be and hereby is appropriated
the sum of $12,000,000 in order to finance the costs of the following capital projects, including
the payment of costs incidental or related thereto (collectively, the "Projects");

Project Description Amount
Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and
Concord High School $9,000,000
Computer Hardware and Software Technology $1,000,000
School Buses $1,000,000
Child Care Building Renovation/Replacement/Relocation $1,000,000

(2) To meet this appropriation, the District Treasurer, with the approval of
the Board of Education, is authorized to borrow $12,000,000 under the Municipal Finance Act,
as amended, and any other enabling authority and issue Bonds of the District (the "Bond") in
the principal amount of $12,000,000, and notes in anticipation thereof.

(3) As the amounts indicated above for each project are necessarily estimates,
the Business Administrator, may allocate more funds to any one or more of such projects, and
less to others, so long as, (i) in the judgment of the Business Administrator, each of the projects
described above can be completed within the total appropriation made by this vote, and (ii) if
such allocation occurs after the funds are borrowed, that such allocation shall not result in funds
being allocated to a project with a useful life that is shorter than the term for which such funds
were borrowed for.

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

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

(6) That the expected useful life of each of the Projects being financed by the Bond is hereby
determined to be as follows:

Project Description Useful Life (Years)
Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and
Concord High School 30
Computer Hardware and Software Technology 3
School Buses 10
Child Care Building Renovation 30
(7) This vote shall take effect upon its passage.

I further certify that the Meeting was open to the public; that the aforesaid Vote was not taken by secret ballot nor in executive session; that notice of the time and place of the Meeting was posted in at least two (2) appropriate public places, (i) ______________________ and (ii) ______________________ at least twenty-four (24) hours, excluding Sundays and legal holidays, prior to the Meeting; that no deliberations with respect to the Vote were taken in executive session; and that the minutes of the Meeting have been promptly recorded and have been or will be made open to public inspection within seventy-two (72) hours of the Meeting, all in accordance with RSA 91-A:2.

I further certify that the above Vote has not been amended or rescinded and remains in full force and effect as of this date.

WITNESS my hand this ________ day of ______________, 2016.

____________________________

Clerk

This loan resolution (bonding) was not intended to be voted on at this meeting.

Mr. Dunn also presented text for the Declaration of Intent to Reimburse that needs to be approved by the Board in order for the Board President to sign it.

The Board voted 9-0 by roll call to authorize the School Board President to sign the Declaration of Intent to Reimburse with one modification as discussed at the Finance Committee meeting of October 26, to change the reference to the CRTC teacher prep program childcare facility to “conduct renovation and improvements to the District’s buildings associated with early childhood programs (motioned by Ms. Patterson, seconded by Mr. Croteau).

Jim Richards moved that the Board schedule a public hearing on November 7 at 6:00 p.m. for the purpose of considering a loan resolution for $12 million to convert from steam to natural gas in four schools, upgrade and add technology, purchase buses, and for renovations to District buildings related to the CRTC childcare facility.

The Board voted 9-0 by roll call to establish the date and time for the Public Hearing on November 7 at 6 p.m. relative to the loan resolution Document AM59074406.1 as presented, with the one change under #1., referencing the CRTC teacher prep program childcare facility, to “conduct renovation and improvements to the District’s buildings associated with early childhood programs (motioned by Mr. Richards, seconded by Barb Higgins).

Ms. Patterson noted that the previous Board vote was on a Declaration of Intent to Reimburse certain expenditures from bond proceedings; it does not mean that the Board has to do the bonding or the projects or that the Board is committed to doing any of them. If the Board does do any of these activities, the Declaration will provide the ability for the District to reimburse itself from the bond proceedings. It provides flexibility but does not bind the Board in any particular direction.
She also clarified that the modification to the motions relative to renovation of the childcare facility was to include the possibility of more than the single building previously used to house this project. She noted that the Instructional Committee meeting on November 2 will be a time for the Instructional Committee to discuss and consider its recommendation on early childhood programming for the School Board’s November 7 meeting, and that these are two separate issues.

The Board voted 9-0 by roll call to close the meeting (moved by Ms. Higgins, seconded by Mr. Fennessy).

The meeting adjourned at 6:29 p.m.

Respectfully submitted,

Tom Croteau, Secretary

Terri Forsten, Recorder
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: November 7, 2016
REFERENCE: Winter Coach Nominations

Colin Brown
Concord, NH
Concord High School
Indoor Track Head Coach
Education: Plymouth State University, Plymouth, NH, BS/13
Profession: Christa McAuliffe School
Educational Assistant, 14-present
Experience: Concord High School
Spring Track Coach, 15-16
Freshman Assistant Football Coach, 2014
Four-year multi-sport athlete
Senior Football Captain, 2009
Boys and Girls Club, Concord, NH
Camp Director, 12-present
NH Football Shrine Team Member, 2009
First Team All-State Quarterback, 2009
Colin shares this position with Hayden Daly
Colin replaces Allison Davis

$2,905
75% of Step 3, Group 6
9.5%

Hayden Daly
Meredith, NH
Concord High School
Indoor Track Head Coach
Education: University of New England, Biddeford, ME, MS/05
Springfield College, Springfield, MA, RS/90
Profession: Concord High School
Health/Physical Education Teacher, 99-present
Experience: Concord School District
CHS Outdoor Track Head Coach, 03-present
RMS Cross Country Head Coach, 99-00
Gilbert H. Hood Middle School, Derry, NH
Soccer and Track Head Coach, 95-99
Interlakes High School, Meredith, NH
Track Head Coach, 93-95
Hayden shares this position with Colin Brown
Hayden replaces Allison Davis

$968
25% of Step 3, Group 6
9.5%
Leah Hart
Concord, NH
Concord High School
Nordic Ski Assistant Coach
Education: St. Lawrence University, Canton, NY, BS/12
Profession: The Society for the Protection of NH Forest, Concord, NH
Conservation Easement Steward, 15-present
Experience: New Hampshire J2 Championship Boys Team
Nordic Ski Coach, Presque Isle, ME, 2015
Nordic, Ski Coach, Bethel, ME, 2016
Great Glen Bill Koch League, Gorham, NH
Assistant Nordic Ski Coach, 13-15
NH Women’s Team Championship, Mountain Top, VT
High School Racers Coach, 2014
Leah replaces Stuart Kremzner

Bobby Strong
Concord, NH
Rundlett Middle School
Girls A Basketball Coach
Education: International Correspondence School, Online, ABA/72
Profession: NHTI Technology Services Department, 2013-present
Experience: Deerfield, NH
Girls A Basketball, 2013-2016
Boys B Basketball Coach, 2012
NHTI, Concord, NH
Head Bowling Coach, 2012-present
Kennett High School, Conway, NH
Freshman Boys Basketball Coach, 2006-2011
Kennett Middle School, Conway, NH
Girls Soccer Coach, 2005-2007
Conway Recreational
Basketball/Softball, 2002-2005
Bobby replaces Glenn Mathews
### Concord High School

<table>
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<tr>
<th>Sport</th>
<th>Salary</th>
<th>Name</th>
<th>Group</th>
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Concord School District
Joint Instructional and Finance Committees meeting

Date: October 5, 2016

Committee members present: Instructional – Jennifer Patterson, Acting Chair; Tom Croteau, Alana Kimball, Maureen Redmond-Scura; Finance – Jim Richards, Nathan Fennessy

Absent: Barb Higgins

Other Board members present: Clint Cogswell, Rusty Cofrin

Others in attendance: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent; Jack Dunn, Business Administrator

The meeting was called to order at 5:37 p.m. by Jennifer Patterson, who chaired the meeting. The meeting agenda was focused on a discussion of early childhood education.

Superintendent Forsten reviewed the findings of the Early Childhood Education Steering Committee. The Committee’s guiding question was “What are the best practices in kindergarten programming and how do these practices connect with early childhood programs in our school community?” Superintendent Forsten also summarized the Committee’s findings, which are detailed in a lengthy report. The report includes information about high-quality early childhood education programs and developmentally appropriate practices. The report recognizes scheduling and financial challenges for working parents with young children, and provides information about other districts in the state and region offering full-day kindergarten programs (including the neighboring districts of Bow, Hopkinton, Merrimack Valley and Pembroke.) The estimated cost to the District for full-day kindergarten would be approximately $1 million. She presented a brief overview regarding the range of early childhood programs currently offered by the District and by community providers. The full report is posted on the Board’s website at sau8.org.

Superintendent Forsten presented five options for consideration to expand the District’s early childhood programming, all responsive to the work done by the committee.

Option 1 – Kindergarten and Early Childhood Program: In this option, all Concord students would attend part-day kindergarten, with selected students attending an early childhood program that would serve both four- and five-year-olds together. Under this plan, about one-third of the District’s kindergarten students would receive a full-day program. Criteria for selection would include the specific learning needs of students. This program would impact about 90 kindergarteners and 90 four-year-olds. The program for four-year-olds would be open to the community, with some slots held
for students identified as “at risk” through District screenings. This would be an additional group of four-year-olds who are not currently being served in District preschool programs. This program option would require five additional teachers, at a cost of approximately $455,000.

Option 2 – Part-day Kindergarten and Part-Day Four-Year-Old Programs: All Concord students would receive a part-day program, and a new part-day four-year-old program would be created. This would impact approximately 180 four-year-olds and require five additional teachers, at a cost of approximately $455,000.

Option 3 – Combination Part-Day and Full-Day Kindergarten: This option would impact approximately 90 students who would receive a full-day program, or roughly one-third of the kindergarten population. Under this plan, some students would be selected to attend a full-day kindergarten program based on their needs, targeting students living in poverty and English-Language Learners. Other students could seek a spot in the full-day program based on a lottery system. Under this plan, Abbot-Downing, Christa McAuliffe and Beaver Meadow Schools would each offer one full-day kindergarten section, and Mill Brook School would offer two sections. This option would require 2.5 additional teachers, at a cost of $227,500.

Option 4 – Six-Hour Kindergarten, plus 45 minutes of Childcare provided by Community Providers: Under this option, all students would receive full-day kindergarten. The District would pay for childcare for the last 45 minutes of the day to provide kindergarten teachers with planning time. No specialists would be hired to work with students during this 45-minute period. Additional teachers and educational assistants would be required in addition to the childcare costs, with total personnel costs of approximately $1,100,950.

Option 5 – Full-day Kindergarten Program: Under this plan, all students would receive full-day kindergarten. The kindergarten curriculum would be aligned with developmentally appropriate practices, with a balance of programming for physical, social, intellectual and emotional skill development. This area would need more careful analysis; the PD time may need to be included in the PD/collaboration time. Additional teachers, assistants, furniture, supplies, and equipment would be needed, with an approximate cost of $912,065. This figure does not include the potential need for additional specialists to work with students while teachers have daily 45-minute planning periods.

It was noted that the District currently uses Title I grant funds to support extended kindergarten programming for some eligible students. If the District offered a full-day program, those funds could potentially be used to provide some preschool programming.

Superintendent Forsten described some positive aspects as well as challenges for each of the various options. She introduced several additional considerations, including charging tuition for full-day kindergarten, and creating options for kindergarten
‘specials.’ She noted that the cost of furniture, equipment and supplies for the various options could be as high as $210,000. The costs of additional educational assistants are somewhat unknown, and costs for transportation will need to be assessed depending on which option the Board selects.

Members of the community provided testimony to the Board on the topic of early childhood education.

Jennika Mannesto and Jaelyn Ortiz are students in the Concord Regional Technical Center Teacher Education Program. Jennika and Jaelyn are also Student Ambassadors for Save the Children Action Network. They spoke about the benefits of full-day kindergarten, noting that a longer day allows students more time to focus, learn and explore activities in depth. They noted that research has shown that students who attend high-quality preschool and kindergarten programs show lasting gains. These programs close achievement gaps for minority and low-income students. These students see high-quality preschool and full-day kindergarten options as helping to break the cycle of poverty and representing a smart investment in children’s future.

Pam Wicks is the mother of three children in grades 1, 3 and 5, who attend Mill Brook and Broken Ground Schools, and is in support of full-day kindergarten despite not having a child who will benefit. She spoke about her experience at Mill Brook School, where she noted that the curriculum is designed for a full-day program. She said that she does not believe that 2.5 hours is enough time to cover kindergarten academics. Her child told her that he did not like kindergarten because he did not have time to play. She believes that the District needs to implement a full-day program in order to provide opportunities to meld academics with play activities. Some students have quick transitions to activities because of the shortened day. None of her children will benefit, but she is in full support of full-day kindergarten, to attract younger families to move to Concord, who otherwise would consider Bow or Hopkinton.

Karen Hicks is a small business owner and the parent of a seven-year-old. She believes that full-day kindergarten is an important investment, noting that there are volumes of evidence about the growing income inequality, and also an opportunity gap across the country. Now, more than hard work and grit, what determines opportunity is the location in which one lives. There is evidence that segregation not only by race and income, but also by parenting, impacts children. Many students are not experiencing strong parenting, and the community needs to invest in kindergarten and early childhood education. She said this makes sense for families and makes economic sense. Ms. Hicks noted that she pays $12,000 per year for full-time preschool and kindergarten, and believes that a full-day kindergarten program is important for the future of the work force. She asked the Board to give all students a chance to succeed by providing all-day kindergarten.

Courtney Jones is a physician at Concord Hospital and the parent of three children: a first grader, a three-year-old and a one-month-old. She noted that she supports full-day kindergarten for herself and also for the women with whom she works. She
pointed out that there are many barriers for families trying to access a full-day program for their kindergarten-age children: many do not have the money to pay private tuition, or cannot find transportation between programs. Parents currently have to expend resources for the remainder of the day after school. Full-day kindergarten especially benefits the most vulnerable students. She noted that kindergarten is too short as it is, with less than a half-day offered.

Betty Hoadley has been a Concord resident and taxpayer for 54 years. She is a great-grandmother, with a one-year old great-grandson who will attend Concord Schools. She said she does not have a specific position on this issue at this time, but had several questions and comments. She noted that she saw some discrepancies in the numbers associated with the costs of the various program options, and was pleased to see the variety of options and choices that have been presented at this meeting. She wondered how many options the Board members will carry forth to their November 7 meeting, noting that she would not like to see just one option brought forward. She also wondered what kinds of services would no longer be necessary under the various plans. She noted that the Board will be considering a number of other items that will potentially have budget implications, including the issue of steam to gas conversion for four schools, the need for new technology in most schools, increased retirement costs and facility needs. Ms. Hoadley said she hoped the Board will consider ways to reach out to all taxpayers, not just those who have children in the schools, and she said she does not believe there was enough of an effort to publicize this meeting.

Erin Stewart said she pays taxes on two houses in Concord, and is the parent of a four-year old and a middle school student. Part-day kindergarten was an inconvenience for her, but not a major issue. Her 7th grader went to private school for kindergarten and stayed at that school through 4th grade. She said she believes that Concord should offer full-day kindergarten because many families in Concord cannot afford to send their children to Woodside or other programs, and need full-day kindergarten. She said that adding preschool programming would be great, but was not sure if parents would be able to get their children to a part-day program, because they need childcare all day. She believes that the District will save money in the end by providing full-day kindergarten.

Jennifer Merrill is not a resident of Concord, but graduated from Concord High School and is the parent of three children ages ten, seven and four. She said she is shopping for a house but will not buy in Concord because there is no full-day kindergarten, and said she believes that families are staying out of Concord because of the lack of full-day kindergarten. She believes that the cost savings from not having to offer mid-day transportation for kindergarten students will be substantial.

Sara Greene thanked the Steering Committee for their work. She noted that she is the parent of two young students: her youngest attends kindergarten at St. John’s Regional School, and her 2nd grader attended full-day kindergarten at Woodside School. Her husband is a pilot, so she is like a single mother. She said her children are too old to
benefit from full-day kindergarten in the Concord schools, but as a parent and taxpayer, she believes that this would attract families with young children to come to the community. She notes that transitions are hard for her child; she didn’t want him to have to attend public school for a part-day program and then leave and go somewhere else for the remainder of the day. She said she appreciates the other early childhood options mentioned, but feels these are half measures. She would not want others to have to qualify through a lottery or hope that their children’s learning challenges would be enough to get a spot in a full-day program. She encouraged the Board to bite the bullet and join other communities that offer full-day kindergarten.

Laura Bailey is a resident of Concord, working in another school district as a Speech Pathologist. She asked for clarification about the tax rate increase that would come from implementing full-day kindergarten. Mr. Dunn noted that, on a $250,000 home, at the current rate of valuation, the cost would be an additional $86 per year. He noted that the full amount would be available before the coming year’s budget is voted on. He noted that the tax rate goes up 1% for every $526,000 that is needed to be raised. Ms. Bailey noted that the school where she works is in its first year of implementation of full-day kindergarten. Related service providers are finding this schedule a great relief as they look for time to deliver their services to kindergarteners; they now have more time to provide needed interventions. She noted that intervention at the early childhood level are needed 3-5 times per week in order to see improvement in the students. She believes the longer day would provide students with more opportunities, and, as a working parents, she currently has to piecemeal childcare together for her kindergarten-age child.

Michael Roundy is not a Concord resident, but he noted that he grew up in Concord, attended Rumford, Dame, Broken Ground and Concord High Schools. He currently lives in Canterbury, where that community is having a similar struggle to approve full-day kindergarten, with topics related to finances appearing there as well. In Concord, where there is a wide range of families of varied socio-economic backgrounds, there are many students who would benefit from full-day kindergarten. He noted that parents need time to work at their job and not have to give their paychecks over to a childcare facility. Mr. Roundy teaches at UMass in Lowell, and noted that his research suggests that by investing now in early childhood education, savings can be realized later on remedial education.

Caitlin Fennessy thanked the Board and committee for the work done over the past year, and noted that her husband Nathan is on the Board. She has followed the work related to early childhood education, but has not spoken previously. She shared a recent experience: her son’s kindergarten teacher invited parents for an orientation on the first day of school. The teacher spoke about what the students would be learning in reading and writing, including the standards that would be the focus of instruction, and also noted that she found it difficult to cover all the requirements in the kindergarten math standards. Ms. Fennessy indicated that she was concerned that this veteran teacher felt the need to apologize for this to the parents. She noted that the
Board should be giving teachers the time they need to teach and for students to learn. A few days ago, Ms. Fennessy asked the teacher for permission to tell this story. The teacher asked her to emphasize the fact that teachers struggle to find time to meet their students’ needs; they are looking for time for creative learning, for learning through play. Ms. Fennessy asked the Board to institute full-day kindergarten so teachers and students time to teach and learn.

Kristyn Van Ostern thanked the Board, noting that she appreciated the deliberative process that has taken place around this issue. She said her son attends first grade at Christa McAuliffe School but did not attend the school for kindergarten as he attended a private kindergarten. She noted that many people in Concord cannot afford to pay for full-day kindergarten, and asked that the Board offer a full day of kindergarten.

Seth Angeloro has a five-year-old daughter at Abbot-Downing School, and a two-year-old son. He can understand why some people want a full-day kindergarten program, but asked the Board to also offer a half-day option. He said he feels that time spent at home for a half day has been good for his children, and would like to see this option remain available. He noted that his child has done well at Abbot-Downing School.

Katie Robert is the parent of a five-year-old who attends a private full-day kindergarten, and a three-year-old daughter who is placed at a community preschool outreach site by the District. She is also board president for a public health organization, and noted that she wants to “level the playing field” for all students. Her questions about options for students with disabilities who need services in kindergarten included whether parents whose students may be in private kindergarten would have to pay for special education services, or would the District provide them.

Melissa Lemay has a stepdaughter in 7th grade, a three-year-old son, and works as a teacher at a local preschool. She is concerned that a half-day program does not provide enough time to meet the requirements of the Common Core Standards, noting that her child hated school and would pretend to be sick because she could not play in kindergarten; she missed being able to go outside and play at recess. Ms. Lemay said she believes that students need more time for learning and playing in kindergarten, and that a half day is not enough. She noted she is willing to pay higher taxes so that full-day kindergarten can be offered, noting that her child’s education and enjoyment of school would be worth the $86 in additional taxes.

Katie Vachon is the parent of a 3rd grader and a four-year-old, and teaches fourth grade in another district that has offered full-day kindergarten for eight or nine years. She said that others have mentioned that full-day kindergarten becomes “the new first grade,” but has not seen this happen in her district – students still have plenty of time to play. She did not live in Concord when her third grader was in kindergarten, but noted that she will have to pay for a full-day program for her younger child so that he will not have to be bussed to a different program in the middle of the day.
Those who spoke at the meeting were asked how they had heard about the meeting. Several responded that they had heard through email, from the newspaper, from a child's teacher and from messages sent home from school.

Ms. Patterson thanked the group for coming and speaking to the members.

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

Respectfully submitted,

Jennifer Patterson, Acting Chair
Donna Palley, Recorder
Concord School District
Joint Capital Facilities and Finance Committee Meeting

School Board Committee: Capital Facilities and Finance

Date: October 12, 2016

Capital Facilities Committee members present: Rusty Cofrin, chair, Jim Richards, Tom Croteau and Nathan Fennessey

Finance Committee members present: Tom Croteau, chair, Jim Richards and Nathan Fennessey

Other Board member present: Maureen Redmond-Scura

Administration Terri Forsten, Superintendent, Matt Cashman, Director of Facilities and Planning, and Jack Dunn, Business Administrator

Agenda items

1. Steam conversion status with recommendation ($9 million bond)
2. Childcare facility ($1 million bond)
3. Bus replacement plan (3 year purchase) ($1 million bond)
4. Technology (student device replacement) ($1 million bond)
5. Finance plan ($12 million bond)

The meeting was called to order at 5:40 p.m. by Mr. Cofrin.

Business Administrator Jack Dunn reviewed the status of the steam-to-natural gas conversion. Director of Facilities and Planning Matt Cashman explained the process to date for the conversion. The administration made the following recommendation to the committee: “Considering the economic impact on the school budget as well as on the city as a whole, we are recommending that we move forward with CHS Alternate #1 and build an addition to the high school that will be large enough to support a dehumidification chiller in the future. We are proposing to allocate $9 million for this project.”

Mr. Dunn and Mr. Cashman facilitated a discussion on the childcare facility:

- 1994 – facility was built to house the Teacher Prep Program at CRTC
- 2012 – it was discovered the building was infested with termites
- Preliminary estimates at that time ranged from $375,000 to $1,000,000 to renovate or build a new childcare building

Superintendent Forsten informed the committees that a feasibility study would be needed prior to any conversion of the “stable,” which is an option for relocating the
childcare center. She confirmed that tonight’s proposal is to gain $1 million for replacement or renovation of the childcare facility or the “stable.”

Mr. Dunn discussed the bus replacement plan, and made the recommendation to appropriate $1,000,000 from a bond to pay for bus replacement.

A schedule for technology replacement was presented.

- Elementary iPads were purchased as part of the elementary consolidation bond
- iPads will be five years old in FY18.
- Elementary iPads are not compliant with iOS 10
- Financing of one-to-one devices has been through 3- and 4-year technology leases

The recommendation from the administration is to appropriate $1,000,000 from the bond to pay for technology upgrades.

Mr. Dunn presented information regarding the $12 million bond proposal and the associated annual payments. He reiterated that this bond would cover some large projects that need to be completed with a low interest rate. The discussion among the committee members centered on bonding, with more information to follow.

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

The meeting adjourned at 7:10 pm.

Respectfully submitted,

Rusty Cofrin and Tom Croteau
Concord School District
Board of Education
Finance Committee

Date: October 17, 2016

Finance Committee members: Tom Croteau, Chair, Nathan Fennessy, Barb Higgins, Jim Richards

Other Board member(s) present: Clint Cogswell

Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn

Committee Chair Tom Croteau called the meeting to order at 5:37 p.m., noting that the agenda would be a review of and recommendations for the FY16-17 budget. Business Administrator Jack Dunn reviewed the agenda, noted below:

Budget finalization history meetings

Review FY16 budget

- Budget vs actual (handout and highlights)
- Trust Fund Deposits / Withdrawals
- Unreserved Fund Balance

Review FY17 budget and recommendations

- Overview of budget (approved March 29, 2016)
- Proposed changes (use of unreserved balance funds)
- Proposed motion (if required)

FY18 Considerations

- List of items impacting FY18

Capital Project Bond

- Bond process
- Answers to questions

Upcoming important meeting

Mr. Dunn reviewed the historical dates of these meetings and dates of subsequent finalization meetings. Committee members received a copy of the FY16 budget summary, with Mr. Dunn emphasizing that overage in the supply line was due to the Concord Steam issue. He explained that the District entered into a contract for Concord High School from October 2014 until 2027, but it was not approved by the Public Utilities Commission (PUC). The District was responsible for the difference between the contract rate and tariff rate. The total amount accrued was around
$340,000. Mr. Dunn displayed a summary of revenues and expenditures for 2016, which resulted in additional funds of $495,975, above the $1.9 million needed for the FY17 budget. He explained that without Board action, this additional amount, made up of one-time payment holidays for healthcare ($363,000) and workers’ compensation insurance ($209,000), would be returned to taxpayers and lower the amount of money that needs to be raised in taxes. Nathan Fennelly asked why there was such a discrepancy between what was budgeted for tuition vs. what was spent; Mr. Dunn clarified that the number of Deerfield students enrolled and tuition revenue from Project SEARCH and Community Ed were lower.

Mr. Dunn reviewed the FY17 budget as approved on March 30th, noting that the general fund operating budget currently stands at $77,438,862 million with an overall budget, including all funds, of $83,560,291. He displayed the list of expendable trust funds and anticipated deposits and withdrawals to these funds, which include: School Building Maintenance, Instructional, Health Risk, Energy, Facilities Renovation, Special Education, and Tech Integration. Mr. Dunn displayed the projected cost of steam by school (ADS, CMS, RMS, and CHS) for the upcoming heating season, comparing usage from the FY15 and FY16 heating seasons. He pointed out that this cost will depend heavily on the climate this winter: a colder winter will lead to higher usage and lower rates, and a warmer winter will lead to lower usage and higher rates, as steam rates this winter could be variable. Jim Richards asked why a fairly low amount was budgeted based on 2015 usage. Mr. Dunn pointed out that rates are going up 23%, and usage was down significantly in 2016, so the projection should be in line assuming a “normal” winter. Mr. Dunn said that the FY17 budget currently needs $1.9 million from the prior fiscal year to meet its obligations. Any amount above $1.9 million without action by at least 2/3 of Board members (7 votes) will result in a decrease in the funds that will need to be raised in taxes.

Mr. Dunn reviewed three proposals to revise appropriations for 2016-2017, further explaining the tax impact of each option. Option #1 would use the unreserved fund balance to pay the steam bill, with no additional tax impact. Option #2 would increase taxes to pay for additional steam and put the unreserved fund balance into a stabilization fund for a future bond. Option #3 would be a possible alternate option, to be put forth by the Board.

Mr. Dunn reviewed several considerations for the FY17 budget: utilities (steam heat costs in the winter), snow removal, healthcare enrollments, and out-of-district special education costs.

Mr. Fennelly asked for clarification whether the Committee was expected to use this information in order to make a recommendation at the meeting on October 26, and Mr. Dunn explained that they would. Mr. Fennelly noted that his preference at this point would be to apply the $495,000 to help defray the possible additional steam costs. Mr. Richards asked for clarification on the capital projects, and Mr. Dunn explained that the Board is preparing to bond for the steam conversion project. The
Board also has to consider what it wants to do after completion of the study, as well as capital projects within the 10-year plan for the older schools. Mr. Richards pointed out that whether or not the tax rate is definitely impacted this year, it will be affected in the near future and the Board needs to be particularly thoughtful about actions taken. Mr. Fennessy pointed out that this would, hopefully, be a one-time event and said that he would not want to artificially inflate the tax rate in anticipation of future expenditures. Mr. Richards noted that he would prefer a small tax rate raise now to provide some flexibility next year to use the moneys then, as opposed to using the money on a one-time payment for steam. He placed particular emphasis on possible future early education programs. Board President Clint Cogswell pointed out that paying for heat is an unavoidable issue that will need to be paid this year, and noted that public input will have a huge impact on possible future early education programs and its associated budgeting.

Mr. Croteau asked Mr. Dunn for an explanation of a comment underneath Option #2 on slide 17. Mr. Dunn explained that the additional unreserved fund balance could be put into the stabilization fund and used in future years when the debt exceeds 5% of the budget.

Mr. Dunn reviewed considerations for the FY18 budget, emphasizing the increase in the NHRS rate, early childhood education program development, technology improvements, bus replacements, childcare facility renovation/replacement, and the steam to natural gas conversion.

Mr. Dunn then reviewed the bonding schedule/timeline, noting that the Board can reallocate bond proceeds from one project to another as long as the life expectancy is the same or greater. He reviewed upcoming meetings: today’s Finance Committee meeting, a Special Board meeting on October 26, a Special Board meeting/Public Hearing on November 7, and a Special Board meeting with a vote on November 22.

Mr. Dunn explained the upcoming meeting next week (October 26), emphasizing that seven votes in the affirmative are required in order to make a change to the budget, based on the options presented earlier. No action would result in the additional $495,975 being used to offset the amount needed to be raised in taxes. He also noted that the final tax rate will not be known until the valuation is received, sometime this week.

Mr. Cogswell asked if Mr. Dunn had a preferred recommendation for the Committee. Mr. Richards and Mr. Fennessy pointed out that taking no action is not preferable, that the Committee should consider one of the first two options, and asked Mr. Dunn which he thought was best. Mr. Dunn reviewed option #1 and noted that some savings may be realized depending on winter usage; option #2 allows a greater increase in savings by raising the tax rate, and eases transition from FY17 and FY18, depending on how the valuation comes in. He noted that there are pros and cons with either choice.
Mr. Croteau noted that he felt that option #2 would provide a bit more flexibility about potential savings are used. Mr. Fennessy was hesitant to raise the tax rate preemptively. Mr. Richards noted that this would depend heavily on the valuation, and worried that heavier cuts might be required with option #1, particularly with early childhood education. He explained that he would not want to raise taxes slightly this year only to have a much higher spike next year. He also expressed concern with possible cuts to future early childhood education and current preschool programs. Mr. Croteau pointed out that public opinion seems to be strongly in favor of early childhood education programs, regardless of tax rate impacts.

Mr. Croteau asked if the Committee is bound to the recommendation decided upon at this meeting; Mr. Dunn clarified that it would be simply a recommendation. Mr. Cogswell added that committees are meant to vet deep issues such as this, so the recommendation made here would carry weight. Mr. Fennessy pointed out that any recommendation made is intrinsically incomplete as the valuation number is unknown, and that that information could fundamentally change many Board members' minds.

Mr. Richards asked for an option that splits the difference and raises the tax rate minimally while also adding some monies to the Trust Fund. Mr. Cogswell noted that this vote would need 7 votes in the affirmative to take either option, otherwise the budget will stay as-is, which the Committee has generally noted was not ideal. Mr. Richards agreed with Mr. Fennessy's earlier comment that the District will likely spend at least $200,000 to heat the schools this winter, and that the Board needs to be thoughtful about spending it cannot accurately foresee. Mr. Croteau asked for clarification on how the Committee would make its recommendation to the full Board; using dollar amounts or percentages. Mr. Fennessy clarified that the Committee should emphasize the tax rate change and explain the dollar amount going back into the unreserved fund balance. Mr. Richards summarized that the Board would not want unforeseen events to occur where the Board would need to spike the tax rates or cut programs. Mr. Croteau noted that the Committee would not want the full Board to have to rehash everything discussed at this meeting, and that the Committee should meet before the meeting on October 26, to arrive at a more concrete recommendation.

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

The Committee adjourned at 7:00 p.m.

Respectfully submitted,

Tom Croteau, Committee Chair
Jack Dunn, Recorder
School Board Committee: Finance
Date: October 26, 2016

Finance Committee members present: Tom Croteau, chair, Jim Richards and Nathan Fennessey

Committee member absent: Barb Higgins

Other Board member present: Jennifer Patterson, Clint Cogswell, Rusty Cofrin, Alana Kimball

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

Committee Chair Tom Croteau called the meeting to order at 5:06 p.m. and provided an overview of the agenda.

Budget Finalization Process

Business Administrator Jack Dunn reviewed the history of reviewing the budget in the fall, after having approved a preliminary budget in March, to set the tax rate for the current budget.

Unreserved fund balance

Mr. Dunn noted that a surplus of $495,974.61 in the unreserved fund balance was due to one-time “payment holidays” for healthcare ($363,000) and workers’ compensation insurance ($209,000). The FY17 budget currently needs $1.9 million from the prior fiscal year to meet its obligations. Any amount above $1.9 million without Board action (requiring at least 2/3 of the Board or 7 votes) will result in a decrease of the local tax rate; that is, returning the surplus to the taxpayers.

Tuition revenue

Mr. Dunn reviewed the impacts that tuition revenue has had on the budget this year.

Appropriation for 2016-2017

Mr. Jack Dunn reviewed the projected tax impact and the expected tax impact of the budget.

The administration had projected, with a .80 valuation increase, an education tax rate of $15.18 per $1,000 (including both local and state education rates) or a 2.85% increase in March, when the preliminary budget was approved.

At this point in time, the administration expects the valuation increase to be 2.24% (once confirmed by the Department of Revenue), resulting in an education tax rate of $14.96 per $1,000 (local and state education) or a 1.29% increase over last year, if the
Board were to simply appropriate the $495,974.61 of additional unreserved fund balance and leave the rest of the budget the same.

Trust Fund balances for FY 17

Mr. Dunn briefly reviewed the seven trust fund balances.

Concord Steam shutdown impact on the budget

Concord Steam rates could be variable, since Concord Steam needs to run this winter as well as plan its shutdown. All of these funds need to be collected from ratepayers between this date and May 31, 2016. If Concord Steam meets or beats the projected amount it needs to run its operation, rates could be stable and a rebate could be issued, but if projections are not met as customers move off steam and the District remains on steam for the winter 2017, variable usage rates are likely. Steam heating costs for the four schools (Abbot-Downing, Christa McAuliffe, Rundlett, and Concord High Schools) on steam heat were budgeted at $885,000. Costs for schools may differ; for example, contracted rates for ADS and CMS are $3.08 for the first 500 pounds, while the rate for CHS is $37.44 for the same amount. Based on historical usage data for the winter of 2015 and 2016, Mr. Dunn described a range of costs between $1.289 million or $847,000 for steam heat for the four schools.

Based on the PUC hearings attended by the administration, several proposals were developed for using the unreserved fund balance.

Options for Finance Committee consideration

- Option #1 – use $490,000 of the unreserved fund balance to pay for increased steam heat costs
- Option #2 – deposit $495,975 into the reserves (primarily the budget stabilization fund) and increase the appropriation by $490,000 to pay for increased steam heat costs
- Option #3 – deposit $495,475 into the reserves and increase the appropriation by $243,000 to pay for increased steam heat costs
- Option #4 – deposit $495,475 into the reserves and increase the appropriation by $373,000 to pay for increased steam heat costs
- Option #5 – do nothing and let the additional $495,475 be used to offset the tax rate; no increase in the appropriation
- Option #6 – proposal at the Board’s discretion

Jim Richards noted that if the Board increases its budget through one of these options, and the additional appropriation was not needed, that amount would go into the unreserved fund balance at the end of the year.

Mr. Dunn also reviewed a detailed breakdown of the tax impact of each option. Each of these options would decrease the overall appropriation ceiling approved in the preliminary budget in March.

FY 2017 Expenses
Mr. Dunn reviewed the projected expenses for the current year that may impact the budget: Concord Steam variable rates, snow removal for the upcoming winter, health care enrollments and special education out-of-district costs. Mr. Dunn noted that an overage in out-of-district tuition of $406,000 is projected, but it is too early to tell what the end result would be. The Board does have a special education trust fund of $407,000 that could be used, with Board approval, if needed. This would require a 2/3 vote of the Board.

The Committee discussed the various options. Nathan Fennessy recommended that the Finance Committee consider either Option 2 or Option 4, as the Board has the opportunity to put some money into reserve funds to support predictable expenses. Jim Richards concurred and supported recommending Options 2 and 4 to the full Board.

FY18 budget considerations

Mr. Dunn noted that anticipated impacts on the FY18 budget include New Hampshire Retirement costs, which are projected to rise from 11.08% to 11.38%, with teachers going from 15.67% to 17.34%; potential early childhood education program costs ranging from $300,000 to $1.2 million; technology updates; bus replacements; childcare facility renovation/replacement; and additional costs for steam heat. These last four are included in the proposed $12 million bond.

The Committee voted 3-0 to recommend consideration of Option 2 and Option 4 as described above to the full Board (motioned by Mr. Richards, seconded by Mr. Fennessy).

Bonding Timeline

Mr. Dunn reviewed the proposed loan resolution and ratification of the declaration of intent to reimburse. The declaration of intent to reimburse starts a 60-day window of any expenses incurred between the date of signing and the date the bond is completed (engineering costs, legal costs, etc.) and is proposed as a prudent action.

This proposal allows the Board to move forward with bonding for $12 million ($9 million for the steam-to-gas conversion, $1 million for renovation of childcare building(s), $1 million for technology updates, $1 million for transportation costs). The childcare facility renovation is related to the CRTC teacher preparation program (currently housed at Abbot-Downing School), not the potential District-wide early childhood education program. Mr. Richards emphasized that the buildings referenced are owned by the District and are currently sitting idle in various stages of disrepair and usability.

Mr. Dunn introduced the loan resolution and suggested scheduling a public hearing on November 7 before the regular monthly Board meeting to solicit public feedback on the proposed bond.

The Committee voted 3-0 to recommend that the full Board vote in favor of the Declaration of Intent to Reimburse as presented, and the loan resolution, with changes as noted (motioned by Mr. Fennessy, seconded by Mr. Croteau).
The Committee voted 3-0 to adjourn (motioned by Mr. Fennessy, seconded by Mr. Croteau).

The meeting adjourned at 5:43 p.m.

Respectfully submitted,

Tom Croteau, Chair

Terri Forsten, Recorder
Committee: Instructional

Date: October 19, 2016

Committee members present: Barb Higgins, Chair, Jennifer Patterson, Alana Kimball, Maureen Redmond-Scura

Other Board member present: Clint Cogswell

Administrators present: Superintendent Terri Forsten, Assistant Superintendent Donna Palley

Other staff present: Principal Tom Sica (CHS), Principal Kathleen Riordan (ADS), George Golden (CHS), Lyn Vinskus (CHS), Wendy Harrison (BGS), Rebecca Malloy (CHS), LuAnne Pigeon (Elementary Science and Project SEE Coordinator)

Barb Higgins called the meeting to order at 5:34 p.m. noting that the agenda was a presentation on the pilot projects for Science instruction in the schools, and Elementary Report Cards.

Assistant Superintendent Donna Palley reviewed the Next Generation Science Standards (NGSS) with their emphasis on focus, coherence and integration of content knowledge and practices. Throughout the standards, there are connections to Science and Engineering Practices (asking questions, analyzing data, etc.), Core Ideas (physical science, life science, earth and space science, engineering, technology and applications), and Crosscutting Concepts (cause and effect, structure and function, etc.).

District elementary schools are participating in a pilot of several programs to help determine which supplies and materials to purchase for science instruction for grades 1 through 5. Mystery Science, Pearson Interactive, Project Lead the Way, and Teachers’ Curriculum Institute (TCI) are the several resources being considered.

BGS teacher Wendy Harrison spoke about new ideas for integrating engineering and crosscutting concepts as a fifth grade teacher. She will implement TCI in her classroom this year (https://www.teachtci.com/science/k-8-online-interactive-science-textbooks-and-notebooks.html). As an experienced educator, she is learning how to support students in scientific inquiry as they work to solve problems and explore a variety of scientific methods, including engineering concepts. She said that students struggling and occasionally failing as they encounter these thought processes is important for their learning. Elementary Science and Project SEE Coordinator LuAnne Pigeon spoke about connections to the new standards through Project SEE, and commented that it is important to consider what to maintain in elementary Science in the District (such as the Birds of Prey unit) while also integrating the NGSS.
Jennifer Patterson commented that it is important for students to develop the skill of figuring out answers on their own, and equally important to support teachers. She asked how the committee will be making decisions about what materials to use going forward and what will be supporting the teachers.

Ms. Palley noted that this pilot was introduced in the elementary schools on October 7, a professional development day, and teachers were introduced to and began training on the new materials. Staff are being asked to complete two units using the new materials and standards starting in November. Abbot-Downing School Principal Kathleen Riordan noted that teachers appreciate the time throughout the year to review the materials in the pilot. She spoke to the assessment process teachers will use to consider which programs to select to support science instruction.

Rundlett Middle School intends to use an integrated approach to teaching Science— all grades will be instructed in all disciplines: physical, life, earth and space science, and engineering and technology. Engineering units have been built into every grade level. Ms. Palley shared the performance assessment that will be used with students this year at the middle school.

Ms. Palley described the performance assessments for the high school this year. CHS teacher Rebecca Malloy shared her experience engaging students in scientific discovery. CHS teacher Lyn Vinskus spoke about the performance assessment and how students learned through the scientific process, using a lab as a learning tool, and how teachers saw that opportunities need to be created for students to experience science independently. She noted that last year’s performance assessment experience has changed instruction and daily work in classes. She also noted that, as the District adopts and applies NGSS across the schools, she anticipates that elementary and middle school students will be better prepared for high school science studies. CHS teacher George Golden shared his work to connect students to local engineering business leaders so that students can see applications for their learning, and described a bridge-building project in which students are currently fully engaged. He also shared his work to engage students in engineering and design processes by visiting a local church that is being transitioned into condominiums; students can see the application of physics and sciences in real-life applications.

Ms. Palley transitioned from the science pilot to the elementary report card pilot.

Ms. Palley described how a large group of teachers and administrators spent considerable time beginning the end of last year to develop a new, common report card across the five elementary schools. Several key ideas agreed upon by this team include focusing on common expectations across the grades; using a 1-4 scoring system, with 3 indicating competency; expecting a demonstration of learning (performance assessments) and using evidence that students are applying their knowledge and skills within real tasks; keeping achievement and work habits separate; and making the report card parent-friendly.
She distributed copies of the new pilot report card and reviewed the "academic performance skills indicators" that are reflected therein. Three points of reporting will occur in November, March and June for each subject area: English/Language Arts, Mathematics, and Science and Social Studies. Reading Text Level Progression will be noted using the Fountas and Pinnell reading levels. The Cooperation, Assertion, Responsibility, Empathy and Self-Control (CARES) "work habit" section addresses developing skills in these areas for each student using the markers "consistently," "usually," "occasionally," and "rarely." There is also a section for teachers to add comments.

Ms. Patterson asked about the process of grading students and in what ways the new grading system may be challenging. In response to a question from Clint Cogswell about how students with learning disabilities or educational disabilities would be assessed, Ms. Palley noted that students receiving support will have an additional Title I, ELL or other report. He commended Ms. Palley for coordinating this work in the elementary schools. Ms. Palley described teacher professional development on the new report card has occurred in a variety of ways: a video that District teachers have created, and face-to-face conversations with teachers. She noted that teachers are excited about the development and application of this new tool. In response to a question from Ms. Patterson about how this would be explained to parents, Ms. Palley noted that a one-page guide will accompany the report card, and a proposed short video for parents will be discussed at fall parent/teacher conferences. The pilot report card will be initiated this fall.

Ms. Palley noted that ConcordTV was extremely helpful in the production of the teacher video.

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

The meeting adjourned at 7:38 p.m.

Respectfully submitted,

Barb Higgins, Chair

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

Date: November 2, 2016

Committee members present: Jennifer Patterson, Maureen Redmond-Scura, Alana Kimball, Nathan Fennessy (appointed)

Committee member absent: Barb Higgins

Other Board members present: Tom Croteau, Clint Cogswell, Jim Richards, Rusty Cofrin

Administration: Superintendent Terri Forsten, Assistant Superintendent Donna Palley

Jennifer Patterson chaired the meeting. Nathan Fennessy was appointed to the Committee for this meeting in the absence of one member. The meeting was called to order at 5:32 p.m.

The meeting was a discussion of next steps regarding early childhood education programming. Ms. Patterson noted that by the end of the meeting, the Committee could make a recommendation for consideration by the full Board at its next meeting on November 7. There has been time to hear from the public, including from the Early Childhood Steering Committee, from individuals providing testimony at meetings, and through emails. The administration has, at the Committee’s request, presented several programming options for consideration. Ms. Patterson stated that the meeting’s primary purpose was to provide time for Instructional Committee members to talk about what they have heard, to hear answers from the administration to questions that have been posed by members, and to express their ideas, not to hear from the public. Ms. Patterson indicated that she had visited Mill Brook School a few weeks ago because she had questions and concerns, and she would like time to share her observations. She noted that there will be additional opportunities for public comment going forward, but indicated that if there are those in attendance who feel they need to speak, there may be time later in the meeting for this.

Superintendent Forsten made a brief presentation of the work completed thus far. She summarized the work of the Early Childhood Steering Committee, whose 21 members met nine times last school year.

Superintendent Forsten presented information about the make-up of Concord’s kindergarten and first-grade classes. 11% of kindergartners (9% of 1st graders) are English Learners; 31% of kindergartners (42% of 1st graders) qualify for free or reduced-cost lunch; 13% of kindergartners (10% of 1st graders) are identified with a disability; and 28% of kindergartners (26% of 1st graders) receive Title I remedial services. Actual percentages vary across the schools. Mill Brook School (MBS), a K-2
primary school, has double the number of students in kindergarten and first grade as the other three schools with these grades. MBS has a larger percentage of English Learners in these grades compared to the other schools.

Committee members asked for clarification of the logistics and function of Family Resource Centers currently operating in the District, funded by the SAMHSA grant. There are four centers at MBS and Beaver Meadow Schools (BMS), the Housing Authority apartments on Jennings Drive, and the Heights Parks and Recreation Center (the former Dame School). A fifth center is being considered, perhaps in the Rumford School neighborhood. Each center runs one morning per week and is open to families with children from birth through five. There are activities for the children and opportunities for connections with and among parents/guardians and various professionals from the District and partnering community agencies, including Ascentria, Child and Family Services, Early Supports and Services/Community Bridges, and others. Some families attend one neighborhood center; others attend more than one. School screenings are administered to children who attend.

Superintendent Forsten presented information about space availability in the elementary schools that include kindergarten. It appears that there is room at each school to offer full-day kindergarten and, based on enrollment projections at this time, still have space for Developmental Preschool classes at BMS and MBS, as well as the Crimson Tide (CRTC) preschool at Abbot-Downing School (ADS). In some schools, some of the spaces that would be taken up by kindergarten and preschool have been used for Title I, special education and other programs.

Tom Croteau asked for clarification on the need for additional classrooms in the schools. Superintendent Forsten explained that two part-day sections of kindergarten share one classroom—one section in the morning and one in the afternoon. With full-day kindergarten, each section would use one classroom all day. In response to a question from Mr. Croteau whether the plan could accommodate students who might enroll in public kindergarten who previously had attended a private kindergarten, Superintendent Forsten indicated that it did.

Superintendent Forsten and Donna Palley discussed the possibility that additional preschool options may emerge if some District and community resources currently used to support extended programming for kindergarten students were instead used for preschoolers. For example, the District uses Title I funds to extend the day for selected kindergarten students. If a full day of programming was offered to all kindergarten students, these funds might be applied to programming for preschoolers. There may be community options as well, with centers that offer low-cost options. This is an area that could be explored, with grant funding sought with partners.

Superintendent Forsten and Ms. Palley discussed the history of the Developmental Preschool in Concord in the last several years. The program has been situated in several schools over time, including Conant, Rumford, Eastman, Dame, MBS and BMS; most recently, the program has been located at BMS and MBS. Ms. Patterson noted that the number of tuition students at BMS has not been as large or proportional to the
students with disabilities as it has been at MBS. Ms. Palley pointed out that MBS serves a population that is double the size of BMS. Ms. Patterson noted that the goal of elementary school consolidation was to have inclusive neighborhood schools, with students attending their neighborhood school, and few staff moving between buildings. Ms. Palley explained that the District has not offered the Developmental Preschool in every neighborhood in Concord. The District does place some preschoolers in one of five other centers, including NHTI, Woodside School, Crimson Tide, Emerson and Head Start. The program staff look at their student numbers and make decisions based on neighborhood and student needs.

The District’s Transportation Department estimated that it would cost about $18,500 per year to transport six to eight preschoolers to Head Start for families that do not have transportation available. This cost is based on students living in the Heights neighborhood, which is where the Head Start center is located.

Superintendent Forsten presented a proposal about how teacher preparation time (45 minutes per day) might be supported in the buildings if kindergarten full-day. Three part-time (5.75 hours per day) itinerant teachers in each of the four schools each day would work with students on activities involving academics, social development, STEM and creative play. The cost would be approximately $180,000. These teachers would receive benefits on a pro-rated basis. Ms. Patterson noted that this is different from the more inclusive, consolidated approach, where staff do not need to travel. It was noted that this model is similar to the current Project SEE, where traveling staff provide science lessons to students in grades 1-5 while teachers meet in collaborative groups. Alana asked that STEAM be considered rather than STEM. (The ‘A’ stands for Arts.) Superintendent Forsten indicated that this was a good idea.

Superintendent Forsten reviewed each of the five options for early childhood programming that had been previously presented, and suggested a timeline for moving forward on the issue:

- November 2: Create a recommendation for the Board to consider
- November 7: Full Board considers recommendation
- January-March: Development of FY 2018 budget with early childhood component

Rusty Cofrin wondered what the total costs would be. It was noted that the meeting would focus on educational programming rather than costs.

Ms. Patterson indicated that she hoped the Committee would make a recommendation to the Board at this meeting. She noted that she does not believe a final decision on the topic could be made at this time without considering the cost of the program in the context of the full budget, and understanding what the impact would be on existing programs. With all the other cost issues that have been discussed, including the conversation from steam to natural gas heating in four schools with the closing of Concord Steam, she said she does not believe there is a way to separate this discussion from other cost factors, which is why she suggested that the final decision come through the budget process.
Alana Kimball wondered about moving forward with the partial full-day program option, where each school would have one or two full-day classrooms along with other half-day classes. She suggested that this could be a one-year pilot. She suggested that the full-day classes be demographically representative of the school population so that the classrooms would be balanced.

Mr. Fennessy disagreed with Ms. Patterson for two reasons. He said he has spoken to community providers, who have asked for time to prepare for changes in the District’s programming. If the Board waited until March or April to make a decision, this would make it difficult for these organizations to plan for the next year. He said he wanted the Board to make a decision as soon as possible for this reason. Also, he noted that teachers will need time to develop a new program.

Clint Cogswell noted that he feels the Committee has had a thorough process and is convinced that full-day kindergarten is best for students. He noted that the District already offer many preschool opportunities and that many entering kindergartners have participated in these options. However, he said he does not believe that the Board can vote for full-day kindergarten without considering its costs, and suggested that the administration should be asked to develop a budget that stays within certain tax increase limits. Then, when the budget is under consideration, there may need to be cuts to make it work. He said he does not believe that full-day kindergarten should go into the budget no matter the costs; as he would not want to cut good programs in order to make full-day kindergarten. He said he is comfortable asking the administration to prepare the budget and noted that by the end of January or beginning of February the Board can have a good sense of what the budget is going to be.

Mr. Fennessy reiterated that he would like to see the Board take a vote on full-day kindergarten next week. This could still be discussed during the budget process, but he believes a decision could be made before budget time. Ms. Patterson expressed concern about what the trade-offs might be and said she does not want to make the decision in a vacuum. Perhaps the Board could work on the budget on the earlier side of the time frame. She noted that this issue should be looked at in the context of the full budget.

Several Committee members noted that there may be the potential for more state money in the future, as both gubernatorial candidates support paying districts the full adequacy amount for kindergarten students.

Mr. Fennessy noted that the previous Board President advised that this decision not be made within the budget process; that it is an instructional decision. He said he believes a decision should be made sooner than later, and can be revisited during the budget process.

Mr. Cogswell wondered about charging a modest tuition for kindergarten programming. He was speaking with a parent in the community who felt that this would be a welcome option, given the high cost of childcare and preschool programs.
Ms. Patterson wondered about a transition program or pilot, starting with a combination of part-and full-day kindergarten, with five full-day classrooms across the District. The make-up of the class would be geared toward students who need this the most. A lottery or payment process could be used for the remaining slots. This could be done for one year, and move forward from there, with perhaps some additional state funds in the future.

Maureen Redmond-Scura said she had visited Abbot-Downing School’s kindergarten and observed students who she feels would benefit from a longer-day program. She suggested piloting a full-day program for those in need. This option would support the research that shows good outcomes for students who are at risk. She also suggested that the Board consider offering space in the schools for private providers to offer before-half day kindergarten care, so that children who have difficulty with transitions can stay in the same location all day. Ms. Kimball noted that she agreed with the idea of a pilot that offered one or two heterogeneous full-day classes in each building.

Mr. Richards expressed concern with the idea of forming heterogeneous classes, as this would leave out a large number of students who would benefit from or want to attend full-day kindergarten. He expressed concern that, over the years, some children in a family might attend full-day, but others would not be selected so would attend a part-day program. He said there might be community concern with a lottery system.

Mr. Cogswell responded that this pilot would only be for one year. Ms. Kimball noted that, in the case of twins, both could be assured a spot if one was selected. Ms. Patterson noted the complexity of managing this level of detail for the administration.

Mr. Fennessy expressed concerns about first-grade teachers receiving some students who had attended full-day and some who had only received part-day kindergarten, and wondered how the first-grade teacher would handle this situation. Ms. Palley noted that two of the newer elementary principals previously worked in districts where both full- and part-day programs were offered, and found that it was not a concern for first-grade teachers, as there is generally a range of learners in any classroom. Mr. Croteau noted that having a full-day option would help struggling students get closer to first-grade levels. Mr. Fennessy noted that many struggling students would not receive a full-day program if the number of classrooms was limited to one or two per school.

Mr. Fennessy indicated that he thinks a universal full-day program without lotteries or collecting money makes the most sense from an educational perspective. Mr. Cogswell agreed that a full-day program is the most educationally sound. Ms. Patterson indicated that she would like a full-day program for all students. She was concerned that charging tuition, offering the program only to selected students, or having a lottery approach would administrative complexity as well as philosophical challenges to the situation. She said her only reservation involves making this decision outside the context of the full budget. She shared another idea: providing full-day kindergarten as a pilot in only one school, perhaps BMS, as it has the most space available. This could be considered a step to bringing the program to all schools.
Mr. Fennessy wondered if the Board could commit to a pilot if nothing else, and then consider more during the budget process.

Ms. Redmond-Scura noted that she was aware of research that found that for students with ADD, full-day kindergarten is not the best option and can be harmful if the program begins to look like first grade. She said she knows that adding full-day kindergarten means paying more money for students to be playing, which is what is developmentally appropriate.

Mr. Fennessy noted that he has visited Concord kindergarten classrooms and does not think they look like first-grade classrooms.

Ms. Patterson wondered how a pilot would be judged; what data would be used. Mr. Cogswell responded that studies about the effectiveness of kindergarten programs extend over many years. Doing a pilot for a short time does not make sense to him.

Jim Richards noted that when the budget is being developed, anything that is not contractually required is under consideration. He would be recommending cutting programs if this was needed. He indicated that the budget includes everything, including music, art, and physical education.

Ms. Patterson wondered whether a pilot or interim step toward full-day kindergarten could be an additional option that the Board would talk about during the budget review. Mr. Fennessy agreed that a pilot program would at least begin implementing what the Board would want to do in the future. He noted that it might be contentious to select one school, but at least the District could start the process of developing a program that could then be implemented across the District. He indicated that he thought programs in the District for four-year-olds would be great, but not right now, as there are many good programs available; this could be a future aspiration.

Mr. Croteau commented that there may be some merit in reconsidering the timing of full-day kindergarten, given what else is going on in the District. He indicated that perhaps it would make sense to continue with half-day kindergarten and also offer a four-year-old preschool program instead of piloting the full-day program.

Ms. Patterson asked if there were any members of the public who wanted to make comments. Two members of the public provided testimony to the Board.

Maria Lucia Peigna, a Concord resident and a single parent with two children, one in second grade a: Christa McAuliffe School (CMS) and a preschooler who attends daycare and Emerson Preschool spoke about priorities and budgets. She said her top priority was her children, and urged the Board to also make Concord children’s education its top priority. She said she considered it unethical for children to be put on the back burner in favor of other expenses. She urged the Board to move forward with full-day kindergarten.

Betty Hoadley, Concord taxpayer, was concerned that the Committee was hurrying the process with regard to early childhood program decisions. She indicated that she wanted the Committee and the Board to take their time and make sure that the public
has had an opportunity to participate and express opinions. She reminded the Committee that Concord has the only autonomous School Board in New Hampshire and must be very careful as it deliberates. She said she believed there are individuals in the community who do not know about the early childhood discussions and so have not weighed in with their perspectives. While Ms. Hoadley would appreciate all students having full-day kindergarten, she said believes that preschool is the wave of the future, and if the Board was looking to enhance programming, it should involve preschool.

Ms. Patterson made a motion that the Instructional Committee recommend to the full Board that the Board instruct the administration to prepare, as part of the FY18 budget, a proposal that includes full-day kindergarten for all students in the District, and in addition, prepare one or more proposals that the administration feels would be feasible interim steps if it is not feasible to fund full-day kindergarten in the coming year. This motion was not seconded.

Mr. Cogswell noted that he believed it is important to prepare a budget with full-day kindergarten in it, and also ask the administration to keep the budget within a certain rate increase. If it turns out to be too expensive within the context of the whole budget, Mr. Cogswell noted that the budget can be changed. He noted that this was why there is a three-month-long budget process; the administration is often asked to go back and make revisions.

Mr. Fernessy indicated that he would like to modify the motion to include only the first part regarding the recommendation for a budget line for full-day kindergarten. He wondered whether there should be a number also attached to the motion. Ms. Patterson responded that she did not believe there should be a number involved, as the Instructional Committee should focus on consideration of the program rather than its financial aspect. She wondered what the priorities of the Committee would be if full-day programming was not feasible for next year.

Ms. Redmond-Scura noted that there is already a good idea about what full-day kindergarten would cost – approximately $1.2 million. She said she already has a sense that this is a problem, given other cost items that have been brought to the Board’s attention. She noted that she does not want to just assume that full-day kindergarten can be implemented with everything else that is on the table budget-wise.

Ms. Patterson explained that the reason for the second part of her motion was to have the Board be able to consider an option short of the full-day program if this was needed for cost reasons. Ms. Patterson indicated that she is heartened to know that if there was a change to full-day kindergarten, there would still be room for preschool classrooms at MBS and ADS, that planning periods could be covered, and that it wouldn’t negatively impact the specialist schedules. She would like to see the full-day program fully described in the budget process, and would like to see other options also fully described. She suggested the Committee give the administration guidance now about these other options.
Mr. Fennessy indicated that the first part of Ms. Patterson's motion made sense to him, and suggested that the Committee continue to work with the administration on the next best option, as he is not sure there is consensus about what that is at this point.

Mr. Cogswell and Ms. Kimball agreed that the Committee should respond to the first part of the motion as Plan A, and then work on Plan B.

Mr. Fennessy made a motion that the Instructional Committee recommend that the Board instruct the administration to prepare a budget for a full-day kindergarten program as part of the 2017-2018 budget. He recommended that the Instructional Committee work on a proposal that is short of full-day kindergarten that might be implemented in the event that it was not feasible from a budget perspective to implement full-day kindergarten in 2017-2018. This motion was not seconded.

Ms. Patterson indicated that it might be simpler to do the first part of the motion, and the second part may not need to be in the motion. She noted that it should be clear that this is all subject to the budget process. Ms. Kimball indicated that this should happen as early as possible.

Ms. Redmond-Scura noted that some people in the community feel the Board is dragging their feet on this issue, while others have indicated that they feel the Board is rushing. She would propose that a proposal for full-day kindergarten be included in the 2017-2018 budget for consideration by the Board during its budget process.

The Instructional Committee voted 4-0 to recommend to the full Board that the Board instruct the administration to include full-day kindergarten programming as part of the 2017-2018 budget proposal (motioned by Ms. Redmond-Scura, seconded by Ms. Patterson).

Ms. Patterson noted that perhaps another motion was not needed in addition to this one. The Instructional Committee could continue to work on this issue, and develop another option for programming.

Ms. Patterson asked the Superintendent what would be helpful in terms of developing a back-up model. Superintendent Forsten suggested that it would be helpful for the administration to have time to consider what has been discussed at this meeting. The administration will come back with options beyond the universal full-day program. From the discussion at this meeting, it seemed that the Committee was not interested in the 6-hour option, and so that will be taken off the table. Superintendent Forsten noted that assessing a pilot may be difficult if there is only four or five months to do this before a budget is developed for the following year.

Committee members requested that another meeting be scheduled for November or December to continue discussing other possible plans for early childhood programming. They would specifically like to look at other options as possible alternatives to full-day kindergarten in case the budget does not support implementing a universal full-day program. The options could include piloting full-day classes at one school, piloting one or two classes of full-day programming at all schools, or offering one of the hybrid programs involving four-year-olds that has been presented.
The Committee voted 4-0 to adjourn (motioned by Mr. Fennessy, seconded by Ms. Redmond-Scura).

The meeting adjourned at 7:49 p.m.

Donna Palley, Recorder
Concord School District
Board of Education
Communications and Policy Committee

Date: Monday, October 24, 2016

Committee members present: Jennifer Patterson, Chair; Tom Croteau, Alana Kimball, Clint Cogswell (appointed)

Committee member absent: Maureen Redmond-Scura

Administration: Terri Forsten, Superintendent; Dorna Palley, Assistant Superintendent

Jennifer Patterson called the meeting to order at 6:02 p.m. She appointed Clint Cogswell as a member of the Committee for the meeting. The agenda was to continue to review and revise District policies, with a focus on policies in Section 100—Board Governance and Operation.

Superintendent Forsten noted that this review process is ongoing, and that the plan is to eventually move from a numerical organization system to the lettering system used by the New Hampshire School Boards Association (NHSSA). Five policies were reviewed at the meeting:

1. Policy 101.1, Save Harmless Legislation
2. Policy 110, Code of Ethics
3. Policy 111, Philosophy of the Board of Education
4. Policy 112, Publicity Releases
5. Policy 115, Filling a Vacancy on School Board

Policy 101.1, Save Harmless Legislation, is similar to NHSSA Policy BIE, Board Member Indemnification. Superintendent Forsten recommended that the Committee consider adopting the language of NHSSA’s Policy BIE. Ms. Patterson noted that BIE does mention employees and other agents and also references insurance, which is not in the current policy and is important. She said she was comfortable moving to the language of the NHSSA policy and liked the idea of including the legal references. She suggested that, on an interim basis, the School Board policy numbers remain in place, while the NHSSA letters are referenced. That way, the newly revised policies would still have a spot in the policy structure. It was agreed that the name of the policy would include the School Board number, and, at the bottom of the page, a reference would be included, 'corresponds to NHSSA Policy BIE.' Ms. Patterson noted that when the full transition is made to a lettering system, the Board could uniformly strike the numbers, but until that point is reached, it would be better to have the policy retain its position in the current structure so it can be found. Mr. Croteau wondered why the Board would not retain the numbering system, which seems easier to use than the letters.
Superintendent Forsten explained that, because the NHSBA provides guidance to the School Board on policies, it would be easier to locate and revise policies if the structure was the same. Committee members agreed to retain the Concord policy number on the title of the policy during the revision process, and note the corresponding NHSBA letters at the bottom of the page. This will be done with each newly revised policy.

The Committee voted 4-0 to recommend Policy 101.1 to the full Board for consideration, with changes as noted (moved by Ms. Patterson, seconded by Tom Croteau).

Superintendent Forsten pointed out that some of the policies list an adoption or revision year, and some have the month, day and year. She asked for the Committee’s preference going forward. Committee members suggested using the full date on which the Board adopts or revises.

Policy 110, Code of Ethics is similar to NHSBA Policy BCA. Superintendent Forsten presented a revised version of this policy that includes some aspects of the NHSBA policy. The phrase ‘seek systematic communications with students, staff and members of the community’ was added to the 3rd statement. The wording in statement 5 was changed slightly. Committee members suggested adding the phrase from the original policy ‘and others who address the Board’ to the end of that statement. Statements 6-9 are unchanged. Statement 10 is a new addition from the NHSBA policy. It was recommended that the word ‘my’ be omitted from this statement.

The Committee voted 4-0 to recommend Policy 110 to the full Board for consideration, with revisions as noted (moved by Ms. Patterson, seconded by Alana Kimball).

Policy 111, Philosophy of the Board of Education. Superintendent Forsten presented a revised policy that includes the District’s belief statements, which are connected to the District’s mission and vision. Ms. Patterson suggested that the phrase ‘reviewed and revised annually’ be changed to ‘reviewed annually,’ as there may not be a need to actually revise the policy on an annual basis.

The Committee voted 4-0 to recommend Policy 111 to the full Board for consideration, with the change as noted (moved by Ms. Patterson, seconded by Tom Croteau).

Policy 112, Publicity Releases is a one-sentence policy. Its NHSBA counterpart, Policy KDA, Public Information Program, is much more detailed. Superintendent Forsten proposed that the committee adopt the NHSBA version. Mr. Croteau suggested changing the first sentence from ‘The Board will do its best’ to ‘The Board is committed to,’ using language from Policy 112. Ms. Patterson suggested that the first sentence of the revised policy include part of the original Policy 112 sentence: The Board is committed to keeping the public informed of the affairs of the District through the release of school news for purposes of disseminating information and maintaining and improving public relations.
This policy is placed in two different sections—School Board (100s) and Community Relations (800s). Committee members discussed whether there should be two numbers for this policy. Mr. Croteau noted that if the policy is in two places, it is easier to find. Mr. Cogswell noted that the Committee has not yet taken up the job of removing duplicates. He suggested the policy be left in both places, and that this issue could be dealt with at a later date.

The Committee voted 4-0 to recommend this policy to the full Board for consideration, with changes as noted (moved by Mr. Cogswell, seconded by Tom Croteau).

Policy 115, Filling a Vacancy on School Board and BBBC, Board Member or District Officer Resignation. Superintendent Forsten presented a revised policy with content from the original School Board policy, combined with a paragraph from the NHSBA version. Committee members made several revisions to the proposal. Ms. Patterson suggested changing the order of the paragraphs and removing the legal references, which she suspects do not apply. She also recommended eliminating the sentence referencing the laws.

The Committee voted 4-0 to recommend Policy 115 to the full Board for consideration, with changes as noted (moved by Mr. Cogswell, seconded by Ms. Patterson).

Going forward, Superintendent Forsten will provide members of the Communications and Policy Committee with advance copies of proposed revisions for several policies before each meeting. NHSBA has identified 18 policies that should be reviewed, and those will be provided to Committee members soon. At the next meeting, on November 14, the Committee will begin to review these policies.

The Committee voted 4-0 to adjourn the meeting (moved by Mr. Croteau, seconded by Ms. Kimball).

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Jennifer Patterson, chair
Donna Palley, recorder
Concord School District Policy #101.1
Board Member Indemnification – Save Harmless

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Legal References:
RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives
RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

Adopted 1974
* Also Policy #481
Corresponds to NHSBA Policy BIE
Save Harmless Legislation

The district, pursuant to the authority conferred upon school districts and other municipal corporations by RSA 31:105 (supp), indemnify and save harmless all district employees, school administrators, School Board members and district officers from personal loss and expense, including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of negligence or other act resulting in accidental injury to a person or accidental damage to or destruction of property, provided, however, that the person to be indemnified was, at the time of the accident resulting in such injury, damage or destruction, acting within the scope of his/her employment or office.

Adopted 1974
Revised January 3, 1984
* Also Policy #481

Concord School District Policy #101.1

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RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

Adopted 1974
Revised January 3, 1984, __________, 2016
* Also Policy #481
Corresponds to NHSBA Policy BIE
Concord School District Policy #110

School Board Member Ethics

The Concord Board of Education commits itself, individually and collectively, to operate under the highest ethical standard while striving to:

1. Accept service as a Board member as a means of public service and not as a means for personal gain.

2. Participate actively in the business of the Board whose functions are legislative and evaluative.

3. Represent the entire Concord community. Seek systematic communications with students, staff, and members of the community.

4. Make decisions independently, without prejudice, after listening to all points of view and considering all available data including state law, state board regulations and school district policies.

5. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members and others who address the Board.

6. Maintain a balance between fiscal responsibility and a commitment to quality education.

7. Remember that the statutory authority extended to the School Board must be exercised by the Board as a whole, and that no one Board member has legal authority to act on behalf of the Board without the Board’s approval.

8. Accept all Board decisions once they are made and assure they are carried out effectively while retaining the right to seek changes in such decisions through ethical and constructive means.

9. Adhere to RSA 91-A (Right to Know Law) in all communications with the public and Board members, and respect the confidentiality of privileged information received in nonpublic sessions (remembering that confidentiality cannot be waived except by majority vote of the Board).

10. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school board associations.

11. Communicate openly with and delegate executive functions to the Superintendent of Schools.

Adopted 2000
Revised ______, 2016
Corresponds to NHSBA Policy BCA
Concord School District Policy #110

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4. Make decisions independently, without prejudice, after listening to all points of view and considering all available data including state law, state board regulations and school district policies.

5. Encourage and respect the free expression of opinion by all Board members and others who address the Board. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members and others who address the Board.

6. Maintain a balance between fiscal responsibility and a commitment to quality education.

7. Remember that the statutory authority extended to the School Board must be exercised by the Board as a whole, and that no one Board member has legal authority to act on behalf of the Board without the Board’s approval.

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40.11. Communicate openly with and delegate executive functions to the Superintendent of Schools.

Adopted 2000
Revised _____, 2016
Corresponds to NHSBA Policy BCA
Concord School District Policy #111
Philosophy of the Board of Education

The Board will develop a mission statement for the District. The mission statement will be reviewed annually.

Our vision is that all Concord students develop a passion for learning, experience excellence in their lives and believe that they have the ability to shape the future of their lives and communities.

The Concord school community expects to act on the following beliefs:

- All students can learn and demonstrate what they learn.
- Students learn in different ways and require different methods to learn.
- All students have valuable contributions to make in our schools and our community.
- Our community values and supports quality education and expects educated citizens.
- Community involvement is important to increase the future success of our schools.
- Families are important partners in the process of educating their children.
- Members of our school community are committed to personal and professional growth.
- All members of the school community will treat each other with respect.

Adopted 1976
Revised ________, 2016
Corresponds to NHSBA Policy AD
Concord School District Policy #111
Philosophy of the Board of Education

The Board of Education of the Concord School District believes that the Concord Schools should provide a learning environment which will meet the needs of each student and which will develop each student's interests and abilities to help him or her acquire the skills needed to be a contributing member of society infused with an eagerness for lifelong learning and for the challenge of change.

Therefore, the Concord Schools should help students:

1. to acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively;
2. to acquire occupational skills;
3. to understand their capabilities in order to be able to make career decisions;
4. to function responsibly in daily life;
5. to be able to maintain physical and emotional health;
6. to have opportunities participate in and develop appreciation for the creative arts;
7. to be able to work cooperatively with others.

Since learning is not confined to the classroom, the Concord Schools should cultivate a reciprocal relationship with the community for the mutually beneficial exchange of ideas, knowledge, and learning experiences.

The Board of Education believes that as each individual is unique, no one method of teaching or course of study will be successful with every student and therefore endorses a variety of approaches provided that each program effectively encourages individual growth and development and is characterized by excellence.

The Board will develop a mission statement for the District. The mission statement will be reviewed annually.

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- Our community values and supports quality education and expects educated citizens.
- Community involvement is important to increase the future success of our schools.
• Families are important partners in the process of educating their children.
• Members of our school community are committed to personal and professional growth.
• All members of the school community will treat each other with respect.

Adopted 1976
Revised ________, 2016
Corresponds to NHSBA Policy AD
Concord School District Policy #112
Publicity—Public Information

The Board is committed to keeping the public informed of the affairs of the district through the release of school news for purposes of disseminating information and maintaining and improving public relations. To achieve its goals for good school-community relations and maintenance of open two-way channels of communication with public, the Board authorizes the Superintendent to:

1. Prepare or guide the preparation of informational materials including newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material, and to maintain close liaison with news media and publicity organizations.

2. Provide staff members with resources for preparation of material for community and staff distribution to include but not be limited to the district website, handbooks, information leaflets, etc.

3. Organize or assist in development of speakers’ bureaus and speaking engagements with civic, PTA, and other groups.

4. Assist in coordinating work with civic and other groups which support the school system.

The Board expects that "affairs of the district" will include but not be limited to school performance, student progress, personalized learning strategies, and academic opportunities.

Legal References:

NH Code of Administration Rules, Section Ed. 306.04(a)(11), Policy Development
NH Code of Administration Rules, Section Ed. 306.04(k), Policy Development

Adopted 1966
* Also Policy #801
Corresponds to NHED Policy KDA
Concord School District Policy #112
Publicity—Releases—Public Information

The School Board encourages the release of worthy "school news" for purposes of disseminating information and maintaining and improving public relations.

The Board is committed to keeping the public informed of the affairs of the district through the release of school news for purposes of disseminating information and maintaining and improving public relations. To achieve its goals for good school-community relations and maintenance of open two-way channels of communication with public, the Board authorizes the Superintendent to:

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3. Organize or assist in development of speakers' bureaus and speaking engagements with civic, PTA, and other groups.
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NH Code of Administration Rules, Section Ed. 306.04(a)(11), Policy Development
NH Code of Administration Rules, Section Ed. 306.04(k), Policy Development

Adopted 1966
* Also Policy #801
Corresponds to NHSBA Policy KDA
Concord School District Policy #115
Board Member or District Officer Resignation

The School Board shall fill a vacancy occurring on the School Board. The School Board President shall nominate and the School Board shall elect, by majority vote, an individual from the same district or, if replacing a Board member who was elected at large, from the city at large. The individual elected shall serve until the next School Board election, when voters of the district shall elect a replacement.

If, for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for a replacement. A letter of resignation should be sent to the School Board President with a copy to the District clerk.

Adopted October 6, 2014
Revised __________, 2016
Corresponds to NHSBA Policy BBBC
Concord School District Policy #115

Filling a Vacancy on School Board: Board Member or District Officer Resignation

The School Board shall fill a vacancy occurring on the School Board. The School Board President shall nominate and the School Board shall elect, by majority vote, an individual from the same district or, if replacing a Board member who was elected at large, from the city at large. The individual elected shall serve until the next School Board election, when voters of the district shall elect a replacement.

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Adopted October 6, 2014

Revised ________, 2016

Corresponds to NHSEA Policy BBBC
Concord School District
Board of Education
Negotiations Committee

School Board Committee: Negotiations
Date: October 26, 2016

Negotiations Committee members present: Jim Richards, chair, Rusty Cofrin, Nathan Fennessy, Jennifer Patterson

Other Board member present: Tom Croteau, Clint Cogswell, Barb Higgins, Alana Kimball

Administration: Terri Forsten, Superintendent, Jack Dunn, Business Administrator, and Larry Prince, Director of Human Resources

Chairperson Jim Richards called the meeting to order at 6:33 p.m.

Business Administrator Jack Dunn explained that the purpose of the meeting was to review the settlement agreement recommended by the New Hampshire Public Utilities Commission (PUC) regarding the Concord Steam closure.

Mr. Dunn reviewed the process the administration had used to negotiate contracts with Concord Steam over the years. Rundlett Middle School is under contract with Concord Steam until November, 2019. The administration entered into contracts with Concord Steam for Abbot-Downing and Christa McAuliffe Schools in 2012, which are due to expire in October, 2017. The contract was never given to PUC, and Abbot-Downing and Christa McAuliffe Schools’ agreed-upon rates were never approved by the PUC in writing. The administration was not aware of this until March, when the Concord High School contract was taken for PUC review. Because the ADS and CMS contracts were never approved, and because there were questions at the PUC hearings about whether the District would obtain the "$3.08" rate, the administration was recommending involvement in the settlement agreement currently before the PUC and due to be decided by the end of October, 2016.

The administration informed the PUC that the District would seek to be included in the settlement agreement with the caveat of Board approval for that action. The PUC has endorsed the District's right to those rates, as the District paid close to $200,000 up front for the steam lines to the new schools.

Nathan Fennessy reviewed what Mr. Dunn had outlined, to gain and provide clarity for others. The PUC never ratified the contracts regarding ADS and CMS, but is interested in moving the settlement agreement forward at this time, to support the remaining Concord Steam customers. Mr. Fennessy asked Mr. Dunn what the District would be gaining and what the District would be giving up if the Board approved the
settlement agreement. Mr. Dunn replied that not being part of the settlement would mean the District did not have intervenor status and would not have a voice in the final rate-setting. The District being part of the settlement would give the District the ability to pursue Concord Steam for breach of contract on the Rundlett Middle School contract, but this would be meaningless if Concord Steam closes, and if Concord Steam were to stay open, the District would likely be the only ratepayer.

The Negotiations Committee voted 4-0 to recommend to the full Board that it approve the Concord Steam settlement agreement proposed by the Public Utilities Commission (motioned by Jennifer Patterson, seconded by Mr. Fennessy).

Mr. Fennessy asked if those present could call a Board meeting to act on the recommendation if the meeting had not been posted. Mr. Dunn noted that having the Committee recommendation to the full Board, and the likelihood of the Board’s positive vote, would be sufficient notice to the PUC at this time.

The Negotiations Committee voted 4-0 to adjourn (motioned by Mr. Fennessy, seconded by Ms. Patterson).

Respectfully submitted,

Jim Richards, Chair
Terri Forsten, Recorder
Concord Administrators Association

NEGOTIATION HIGHLIGHTS

November 7, 2016

SALARY:

- Base Salary:
  - Increase base from $70,018 to $75,225 (2016-2017)
  - Increase to $76,730 (2017-2018)
  - Increase to $78,264 (2018-2019)
    - eliminates the $5,500 TSA for all
  - Annual Percentage Increase to Base: 2% per year

- Career Longevity: (replaces sick day payout)
  - 6-10 Years: Years of Service in CAA x Last Year Salary x .75%
  - 11+ Years: Years of Service in CAA x Last Year of Service Salary x 1.6%
  - Any employee hired on/after 7/1/16, will receive Career Longevity Pay, No Payout for Sick Days
  - Any employee hired prior to 7/1/16, will be grandfathered and eligible to retain sick day payout (with the exception of Elementary Principals)
  - Exception: Calculation of sick day payout for BGS Principal (grandfathered) will be based on a per diem rate using an Index of 1.41

- Sick Days
  - Those not on Career Longevity Payout remain at unlimited sick day accrual – hired before 7/1/16
  - Administrators may accrue 20 sick days annually
    - For those hired after 7/1/12, sick days have no monetary value upon separation, maximum accrual is 150 sick days

- Elementary Principals/Director of Physical Education Index:
  - Elementary Principals Index increased from 1.43 (Year 1); 1.44 (Year 2); 1.45 (Year 3)
  - Director of Physical Education, Health & Sport index increased from 1.32 to 1.33

OTHER BENEFITS:

- Health
  - CDHP – Year 1 (2016-2017): 100% (All employees)
  - CDHP – Year 2 (2017-2018): 90% (All employees)
  - CDHP – Year 3 (2018-2019): 90% (All employees)

MISC.:

- No sidebars in this agreement; removed TSA, unlimited sick days, and current separation pay model.

NOTE: CSD agrees to an effective date retroactive to July 1, 2016
## Enrollment Report November 2016

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District Total (not including preschool numbers) 4536
### Monthly Enrollment Report Summary
#### 2016-2017 School Year

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| RMS                      | 991        | 991       |           |           |           |           |           |           |           |            |
| **Total RMS**            | 991        | 991       | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |

| CHS                      | 1508       | 1504      |           |           |           |           |           |           |           |            |
| Deerfield                | 159        | 157       |           |           |           |           |           |           |           |            |
| **Total CHS**            | 1567       | 1661      | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |

| **Total K - 12**         | 4520       | 4536      | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          |

<p>| Preschool                |            |           |           |           |           |           |           |           |           |            |
| Beaver Meadow            | 80         | 35        |           |           |           |           |           |           |           |            |
| Mill Brook               | 56         | 64         |           |           |           |           |           |           |           |            |
| <strong>Total Preschool</strong>      | 86         | 99         | 0         | 0         | 83        | 0         | 0         | 0         | 0         | 0          |</p>
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