Board of Education, Concord School District  
December 5, 2016  
7:00 – Bond Presentation/Public Hearing  
Followed by the regular monthly meeting

I. CALL TO ORDER

II. APPROVAL OF AGENDA ................................................................. pp. 1-2

III. PUBLIC COMMENT – agenda items only

IV. PRESENTATION: Rundlett Middle School

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

VI. APPROVAL OF BOARD MINUTES  
a. Public Hearing (November 7) .................................................. p. 4  
b. Regular monthly meeting (November 7) ................................ pp. 5-12  
c. Canvass of the Vote ................................................................. pp. 13-14

VII. PERSONNEL  
a. Coach nomination ................................................................... pp. 15-16

VIII. COMMUNICATIONS AND POLICY  
a. Committee meeting report (November 14) .............................. pp. 17-20  
   • Policy #133 Minutes (first reading) ........................................ pp. 21-22  
   • Policy #462 Criminal Records Checks (first reading) .......... pp. 23-28  
   • Policy #642 Opening Exercises - Patriotic Exercises (first reading) pp. 29-30  
   • Policy #518 Access to Public School Programs by Nonpublic, Charter School and Home-Educated Pupils (first reading) .... pp. 31-32  
   • Policy #875 Relations with Police Authorities (first reading) .... pp. 33-34  
   • Policy #101.1 Save Harmless (second reading) .................... p. 35  
   • Policy #110 School Board Member Ethics (second reading) ... p. 36  
   • Policy #111 Philosophy of the Board of Education (second reading) pp. 37  
   • Policy #112 Publicity – Public Information (second reading)  p. 38  
   • Policy #115 Board Member or District Officer Resignation (second reading) ........................................... p. 39

IX. INSTRUCTIONAL  
a. Committee meeting report (November 16) .............................. pp. 40-45  
   • New CHS courses  
   • Proposed 2017-2018 School Year Calendar ......................... p. 46  
b. Committee meeting report (November 28) .............................. pp. 47-50
X. CAPITAL FACILITIES
   a. Subcommittee (RMS study) meeting report (*November 29*) ................ pp. 51-52

XI. CAPITAL FACILITIES/FINANCE
   a. Committee meeting report (*November 30*) .................................. pp. 53-55
      • Loan resolution ($12 million bond) ........................................ pp. 56-57

XII. CAPITAL FACILITIES/INSTRUCTIONAL
   a. Committee meeting report (*December 5*) ................................. pp. 58-59
      • Educational programming and architectural feasibility services

XIII. PROPOSED CALENDARS OF MEETINGS ........................................ pp. 60-61

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

XV. NON-PUBLIC SESSION

XVI. ADJOURNMENT
Re-Opening Main Street

The CHS Crimson Tide Marching Band marched in the official Main Street Opening Parade on Thursday, November 10. Concord High Senior Madison Simpson sang the national anthem at the project closing ceremony. Concord Mayor Jim Bouley, US Senator Jeanne Shaheen, US

Undersecretary of Transportation Blair Anderson and several other politicians and project coordinators congratulated the City of Concord on the completion of this great project. After the ceremony, the CHS Marching Band marched from the State House to the Capitol Center for the Arts to officially open our fantastic new Main Street!

CHS Jazz Band members play with US Army Jazz Ambassadors

On Wednesday, November 9, three CHS Jazz Band members were invited to perform with the United States Army Jazz Ambassadors at the Capitol Center for the Arts. The Jazz Ambassadors - America’s Big Band, is the official touring big band of the United States Army. Richie Clar, Jr. (alto saxophone), Julia Peabody-Harhigh (trombone) and Ethan Tessier (trumpet) sat in and played with the Jazz Ambassadors on one selection before a sold-out audience. This was an opportunity of a lifetime to perform with such great professional musicians.
Board of Education, Concord School District  
Public Hearing  
November 7, 2016

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the Public Hearing to order at 6:00 p.m.
The purpose of the Public Hearing was to hear a description of the projects included in the proposed $12 million bond.
These projects include the cost of converting from steam to natural gas in four schools due to the closing of Concord Steam; transportation leasing; the cost of renovating or replacing the CRTC childcare facility, including the current building or the “stable” building located in the CHS parking lot; and replacing technology in the elementary schools.
Board members discussed whether there were any deferred items that should also be included on this list, or items that should be deferred in favor of more critical projects. The Board made the decision to schedule a Capital Facilities committee meeting to review the 10-year capital improvement plan.
Mr. Dunn noted that the list was created with the understanding that the Board is considering early childhood development program, and that there is no building aid from the state. He also noted that if the Board decided to increase the amount of the bond at its December 5 meeting, the 60-day window for the district to reimburse itself for expenses out of the bond will need to be re-set.

The Board voted 9-0 to adjourn (motioned by Nathan Fennessy, seconded by Maureen Redmond-Scura).
The public hearing adjourned at 6:24 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Linden Jackett, Recorder
Board of Education, Concord School District
Regular monthly meeting
November 7, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb
Higgins, Alana K:mball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards,
student representatives Rebecca Proulx and Esther Elonga

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 6:57 p.m. and asked to
modify the agenda to allow the Abbot-Downing students to make their presentation
before the public comment.

Agenda Item 2. Approval of Agenda
The Board voted 9-0 to approve the agenda as modified – moving the
presentation by Abbot-Downing students before public comment (motioned
by Mr. Cogswell, seconded by Jim Richards).

Agenda Item 3. Presentation on composting by Abbot-Downing School students
First grade teacher Trish Boisvert introduced three first-grade students Peter, Emerson
and Pyper, who described what composting is: turning dirt into soil, to grow vegetables
into fruit. The students assisted Board members to create and build composting bins.
The bins consisted of dirt, fruit and vegetable waste, worms and moisture. Board
members were instructed to stir their compost with spoons provided, or their hands.
The students described how composting will help the environment by keeping most
organic materials out of landfills. The students emphasized that composting will help
keep the world clean and healthy. Ms. Boisvert displayed photographs about her class'
composting project. The Board thanked ADS staff and students for their presentation.

Agenda Item 4. Public Comment– agenda items only
There was no public comment.
Agenda Item 5. Recognitions

Brin Cowette, whose choral group participated in the Cantate High School Choral Festival in Keene on October 28, was recognized. Dr. Sandra Howard of Cantate complimented the choral group for its performance.

Board student representative Esther Elonga noted that during Anna-Marie DiPasquale’s recent trip to Estonia, she and Estonian education officials were able to “skype” with two groups of over 20 students. As a result, Estonian education officials are thinking of adopting the term “New Estonians” in their classrooms and schools. They also liked the idea of new students visiting various classes and sharing their cultures and languages. The “Travel Around the World” project will happen in the next few weeks, when new students visit Geography and Culture classes and share their cultures and important facts about their countries. New CHS students will also appear on the new radio program “Word of Mouth” to talk about their own cultures and how diversity has improved classrooms. On November 10, the Hindu festival of Diwali, the celebration of light, will be hosted by the Be the Change Club.

Rebecca Proulx reported that the girls’ volleyball team finished as the runner-up in the state championship. The ACT and SAT tests were held at CHS recently. The junior class sponsored an intramural volleyball game, where students and teachers had the opportunity to create teams and engage in friendly competition. A blood drive was recently held at CHS, and the school will soon start up the canned food drive contest. A Soup and Bowl event will take place during parent/teacher conferences, where parents can buy a bowl; money will go toward supporting the canned food drive.

Barb Higgins left the meeting.

Agenda Item 6. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the regular monthly meeting on October 3, the Public Hearing on October 26, and the Special Board meeting on October 26.

The Board voted 8–0 to approve the minutes of the regular monthly meeting on October 3 (moved by Maureen Redmond-Scura, seconded by Nathan Fennessey).

The Board voted 8–0 to approve the minutes of the Public Hearing on October 26 (moved by Ms. Redmond-Scura, seconded by Jennifer Patterson).

The Board voted 8–0 to approve the minutes of the Special Board meeting on October 26 (moved by Tom Croteau, seconded by Ms. Redmond-Scura).

Agenda Item 7. Personnel

Larry Prince presented several coach nominations.
Colin Brown, Indoor Track Head Coach, Concord High School, $2,905, 75% of Step 3, Group 6, 9.5%. Colin shares this position with Hayden Daly. He replaces Allison Davis.

Hayden Daly, Indoor Track Head Coach, Concord High School, $968, 25% of Step 3, Group 6, 9.5%. Hayden shares this position with Colin Brown. Hayden replaces Allison Davis.

Leah Hart, Nordic Ski Assistant Coach, Concord High School, $2,650, Step 2, Group 9, 6.5%. Leah replaces Stuart Kremzner.

Bobby Strong, Girls A Basketball Coach, Rundlett Middle School, $2,242.00, Step 2, Group 11, 5.5%. Bobby replaces Glenn Mathews.

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

Agenda Item 8. Joint Instructional and Finance Committees

Ms. Patterson presented the report of the meeting on October 5, which focused on reviewing the findings of the Early Childhood Education steering committee. The administration presented five options for consideration to expand the district's early childhood programming, including the positive aspects and challenges of each option. She directed interested parties to review the excellent minutes of that meeting, which are posted on the district website (sau8.org). A number of community members provided testimony on early childhood education; the Board expressed appreciation for their participation.

Agenda Item 9. Joint Capital Facilities and Finance Committee

Mr. Cofrin presented the report of the joint committee meeting on October 12. The joint committee discussed the CRTC teacher training childcare facility, the required conversion to natural gas from steam with the closing of Concord Steam, bus replacement plan, technology, and the total bond itself. In 2012, the CRTC childcare facility was infested with termites and was closed. There is another building on the site which could also be considered for use. The joint committee discussed the elementary school iPad replacement and purchase of Chromebooks at the high school. The committee looked at transportation needs, and discussed the overall bond issue. Mr. Fennessy noted that his name was misspelled in the minutes of this meeting.

Agenda Item 10. Finance Committee

Mr. Croteau presented the report of the meetings on October 17 and October 26.

On October 17, the Committee reviewed recommendations from the FY16-17 budget. Business Administrator Jack Dunn reviewed the FY16 budget vs. actual expenditures, including trust fund deposits and withdrawals, and the unreserved fund balance. Committee members talked about the FY17 budget which had been voted on
preliminarily in March 2016. They discussed FY18 considerations regarding bond process and a list of items that will impact that budget.

The Committee discussed the overage in the supply line due to the Concord Steam issue. The District entered into a contract with Concord Steam for CHS, but that was never approved by the Public Utilities Commission (PUC), resulting in overage costs of $340,000. Mr. Dunn discussed the additional $495,975 in the unreserved fund balance, which is above and beyond the $1.9 million needed for the budget, noting that without Board action, that money would be returned to the taxpayers. He explained that this amount is due to several "payment holidays," which may not be available in future years. He also discussed the cost of Concord Steam for the four impacted schools (ADS, CMS, RMS and CHS) and discussed options for use of the $495,975, noting that the Board needs to decide on Option #2 or Option #4. The real purpose of allocating this money is to decrease the percentage of increase in taxes, while still responsibly planning for this budget. Mr. Croteau noted that the recommendation of the Finance Committee is not binding to the Board, but is open to discussion.

On October 26, the Committee again discussed the options for the $495,975 unreserved fund balance, and the bond. The administration had projected a .80% increase in property valuation, for a tax rate of $15.18 per $1,000, including both local and state education rates. The city property valuation was anticipated by the end of the month, now projected to be 2.24% inclusive, for an education tax rate $14.96 per $1,000, a 1.29% increase.

The Committee at that point recommended Option #2 – to deposit the $495,000 into reserves (the budget stabilization fund), and increase appropriation by $490,000 to cover steam heating costs. That recommendation was brought to the October 26 Special Board meeting, and approved. There was additional discussion about bus replacement costs, childcare facility renovation or replacement, New Hampshire retirement system rates, potential early childhood education programming, technology costs, and bonding.

Ms. Redmond-Scura noted that she was present at the October 17 meeting; the minutes will be corrected to reflect this.

Agenda Item 11. Instructional Committee

Ms. Patterson presented the report of the meeting on October 19. The committee heard from the science curriculum team regarding the "Next Generation Science Standards" (NGSS), including specific commentary from teachers about their experiences piloting some of the new materials. The Committee discussed how teachers can be supported in adopting these standards, and changes in how science is being taught at the middle school, which include science and engineering units at every level, as well as the traditional physical, life, earth and space sciences. The Committee heard a presentation about the new elementary school report card that has been developed over the past year, which will be rolled out at the end of the current semester.
She also presented the report of the meeting on October 26, which was another opportunity for the Committee to discuss the findings of the Steering Committee, hear more information about the makeup of the kindergarten population and the current Family Resource Centers, and learn that based on present enrollment projections, classroom capacity would allow expansion of developmental preschool programs in the spaces where they currently exist. Some additional funds or opportunities to work with community programs might emerge, that could support additional preschool programs. The Committee received the history of developmental preschool programming, and heard new information how to support the 45-minute teacher preparation time. One proposal was to have three nearly-full-time teachers who would move from building to building throughout the day to take those classes for the 45-minute period. The recommendation from the Committee was to direct the administration to include full-day kindergarten in budget planning, so it could be considered in the context of all the other required expenditures. The committee had a lengthy discussion about how to assist the administration to come up with one or more than one proposals, in the event full-day kindergarten is just too expensive. She noted the possibility of state support of full-day kindergarten.

The Board voted 8–0 to instruct the administration to include full-day kindergarten programming as part of the 2017-2018 budget proposal so that it could be considered in the context of all the other required expenditures (moved by Ms. Patterson, seconded by Mr. Fennessy).

Mr. Croteau reassured the community that the Board is watching every dollar as budget planning approaches, including Concord Steam and preschool costs, etc. Decisions are not being easily made, and do include a great deal of thought in every committee meeting.

Mr. Cogswell also noted that committee meetings are available for viewing on ConcordTV, and meeting minutes are posted on the district website (sau8.org).

**Agenda Item 12. Communications and Policy Committee**

Ms. Patterson presented the report of the meeting on October 24. She noted the five policies that were before the Board for a first reading, describing the decisions about language that was selected between the New Hampshire School Board Association (NHSBA) policies and current School Board policies:

Policy #101.1 Save Harmless Legislation;
Policy #110 Code of Ethics;
Policy #111 Philosophy of the Board of Education;
Policy #112 Publicity Releases; and
Policy #115 Filling a Vacancy on School Board.
Ms. Redmond-Scura noted that the NHSBA routinely reviews legislation for any effect on current policies, and that relying on NHSBA language and updates would ensure the Board’s compliance with changing laws.

Agenda Item 13. Negotiations Committee

Committee chairperson Jim Richards noted that the Negotiations Committee met on October 26, at which two items were discussed. The first item was the PUC proposed settlement with Concord Steam, in which the District would seek to be included and which would ensure the District the contract rate of $3.08 (per XXXXX) vs. the current tariff rate of $37. The settlement will also allow the District to have a say regarding the settlements related to the final days of Concord Steam.

The Board voted 8-0 to approve the Concord Steam settlement agreement as proposed by the Public Utilities Commission (motioned by Mr. Richards, seconded by Mr. Fennessy).

Mr. Richards noted that the Negotiations Committee recommended that the Board approve a three-year contract with the Concord Administrators’ Association (CAA) collective bargaining unit. Highlights of the agreement include:

- **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 Tax-Sheltered Annuity (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

- 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)

Miscellaneous
  - 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

The Board voted 8-0 to approve the contract for the Concord Administrators’ Association (CAA) collective bargaining unit for 2016-2019 as presented (moved by Mr. Richards, seconded by Ms. Patterson).

Mr. Richards, Mr. Cogswell and Ms. Patterson thanked the members of the Negotiations Committee and negotiating team for their hard work.

Agenda Item 14. Other Business

Conversion project update

Matt Cashman noted that Liberty Utilities installed a gas main on October 24. Locations in each of the four buildings were found for permanent hot water storage; the goal is to have that ready by April 2017. On November 11, schematic design should be complete, which will help the District get ready for the mechanical work bid by mid-December. A meeting with City officials has been scheduled to review projected schedules.

Agenda Item 15. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board calendars for November and December.

Mr. Cashman noted that on November 29, the firms SLAM and HMFH will be interviewed for the educational specifications/architectural study of Rundlett Middle School, with a plan for the Capital Facilities Committee to recommend one of these architectural firms to the Board. Mr. Dunn noted that if the proposed $12 million bond is increased, the 60-day period for reimbursement of expenses would have to be re-set.

Agenda Item 16. Public comment

Betty Hoadley, a Concord resident, spoke about the need for wider and more proactive outreach to the community regarding the various issues the School Board is contemplating.

She noted that, on the report of the October 5 meeting, if the School Board is going to make a big deal about the fact that 17 speakers spoke, it should make an equally big deal
that the District made an effort to send the notice to all parents of present school children. These parents would constitute 14%-15% of registered voters in the district, resulting in approximately 85% of taxpayers being excluded from that notice. The response therefore was neither balanced nor diversified. She noted that many older people are not well-versed in using websites and social media, and some of these people do not receive email. She said she appreciated Mr. Croteau’s comments that the Board needs to reassure taxpayers that the Board is approaching these decisions carefully, but emphasized that the Board needs to do this in an open and equitable way.

Mrs. Hoadley noted that she had sent recommendations about public relations to the full Board this day to an email address and will send it out again if it has not been received by everyone. She noted that a number of ways to communicate to the public have worked effectively in the past; among them was Matt Cashman’s ConcordTV show in which he talked about the elementary school consolidation project. The Board could also send a periodic letter to all households. She emphasized the Board does need a point person – one person to accept and disseminate mail, or email.

Mrs. Hoadley noted that policy review is a thankless task, and expressed her appreciation that the Board is addressing this. She noted that the Tax-Sheltered Annuity (TSA) elimination has been tried before during negotiations, and thanked the Board for achieving it this time. She said there is a built-in inequality about the $5,000 TSA that she never accepted. She said if new courses are added, others need to be taken off, as these courses are costly. For example, the courses called “War and Peace” and “Geopolitics” are no longer being offered: Mrs. Hoadley feels it is important to keep course offerings up to date.

Mrs. Hoadley noted that it is important that the School Board adequately communicates its work to the public, as many taxpayers do not have the communication conduits which it has been using (website, School Messenger alerts, etc.). She asked the Board to think of all people in the city, not just parents of school-aged children.

Agenda Item 17. Adjournment

The Board voted 8-0 to adjourn (motioned by Ms. Redmond-Scura, seconded by Mr. Fennessy).

The Board adjourned at 8:30 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Hand Delivered & US Mail
Clint Cogswell, President and
Members of the Board of Education
C/o Superintendent of Schools
38 Liberty Street
Concord, NH 03301

RE:    Canvas of Votes-2016 School Board Elections

Dear Mr. Cogswell and Members:

This is my certification as Clerk of the Concord School District of the vote of Tuesday, November 8, 2016.

The following individuals received the greatest votes for a three year school term as follows:

District A    Wards 1, 2, 3, & 4    Jim Richards    4,715
District B    Wards 5, 6, & 7    Jennifer Patterson    5,929
District C    Wards 8, 9, & 10    Pam Weeks    2,858

The term of office for each successful candidate begins on January 1, 2017. Further, the certification attached shows the results of all candidates in all wards of the city.

Attached is my certification of the election votes. The ward by ward results and totals may be used by the Board in it official canvas of votes.

Sincerely yours,

[Signature]
Roger B. Phillips

RBP/kws
F#16-058
CC:    Janice Bonenfant, City Clerk
       William M. Gardner, Secretary of State
       Commissioner, Dept. Of Education, State of NH
CERTIFICATION OF 2016
CONCORD SCHOOL BOARD ELECTION

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I, Roger B. Phillips, Esquire, Clerk of the Concord School District, hereby that this is a true and accurate record of the votes cast in the November 8, 2016 election for school board.

Roger B. Phillips, Esquire
Clerk, Concord School District
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: December 5, 2016  
REFERENCE: Winter Coach Nomination

Ross St. Onge  
Dunbarton, NH  
Education: Concord High School  
Indoor Track Assistant Coach  
Plymouth State University, Plymouth, NH  
Student, anticipated BS/17

Experience:  
Four seasons of high school spring track experience  
Three seasons of high school winter or indoor track  
Ross replaces Daniel Haines

$2,446  
Step 1, Group 9  
6.0%
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<td>Lauren Last</td>
<td>3</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>Basketball (Fr)</td>
<td>3,873</td>
<td>Sarah Fuhrmeister</td>
<td>5</td>
<td>X</td>
<td>Step 3</td>
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<td>Ice Hockey (Head)</td>
<td>6,930</td>
<td>Stacy Landry</td>
<td>2</td>
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<td>Step 3</td>
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<td>Ice Hockey (Asst)</td>
<td>3,873</td>
<td>David Boudrias</td>
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<td>Step 3</td>
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<td>6</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>Spirit (Head)</td>
<td>3,873</td>
<td>Laura Norwalt-Owen</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>Spirit (JV)</td>
<td>1,631</td>
<td>Lisa Waszeciau</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>BOYS/GIRLS SPORTS:</td>
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<tr>
<td>Indoor Track (Head 25%)</td>
<td>968</td>
<td>Hayden Daly</td>
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<td>Indoor Track (Head 75%)</td>
<td>2,905</td>
<td>Colin Brown</td>
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<td>X</td>
<td>Step 3</td>
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<tr>
<td>Indoor Track (Head 100%)</td>
<td>2,446</td>
<td>Ross St. Onge</td>
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<td>X</td>
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<tr>
<td>Sking - Alpine</td>
<td>5,299</td>
<td>George Golden</td>
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<td>X</td>
<td>Step 3</td>
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<tr>
<td>Sking - Alpine (Asst) Supp.</td>
<td>1,631</td>
<td>Peter Ellinwood</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>Sking - Jumping</td>
<td>3,873</td>
<td>Richard Bragg</td>
<td>6</td>
<td>X</td>
<td>Step 3</td>
<td></td>
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<tr>
<td>Sking - X-C (Head)</td>
<td>3,465</td>
<td>Samuel Evans-Brown</td>
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<td>Step 2</td>
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<td>Sking - X-C (Asst)</td>
<td>2,650</td>
<td>Leah Hart</td>
<td>9</td>
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<td>Step 2</td>
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<td>Sking - X-C (Asst) Supp.</td>
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<td>James Townsend</td>
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<td>Swimming</td>
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<td>William Quinn</td>
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<td>COED - Unified Basketball</td>
<td>1,223</td>
<td>Amanda Bacher</td>
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<td>RUNDLETT HS:</td>
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<td>BOYS SPORTS:</td>
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<tr>
<td>7 &amp; 8 Basketball (A)</td>
<td>2,446</td>
<td>Dan Gauthier</td>
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<td>X</td>
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<td>7 &amp; 8 Basketball (B)</td>
<td>2,446</td>
<td>Joshua Jarnot</td>
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<td>Step 3</td>
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<td>RMS Wrestling (Head)</td>
<td>2,446</td>
<td>Stephen Shippos</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
<td></td>
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<tr>
<td>RMS Wrestling (Asst.)</td>
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<td>Mark Feigl</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
<td></td>
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<tr>
<td>RMS Wrestling (Supp.)</td>
<td>TBA</td>
<td></td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
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<td>GIRLS SPORTS:</td>
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<td>7 &amp; 8 Basketball (A)</td>
<td>2,242</td>
<td>Robert Strong</td>
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<td>X</td>
<td>Step 2</td>
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<td>7 &amp; 8 Basketball (B)</td>
<td>2,446</td>
<td>Mark Paveglio</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
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<tr>
<td>7 &amp; 8 Spirit (A)</td>
<td>1,631</td>
<td>Laura Norwalt-Owen</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
<td></td>
</tr>
<tr>
<td>7 &amp; 8 Spirit (B)</td>
<td>1,631</td>
<td>Lisa Waszeciau</td>
<td>13</td>
<td>X</td>
<td>Step 3</td>
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<td>BOYS/GIRLS SPORTS:</td>
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<tr>
<td>Sking - XC (Head)</td>
<td>2,446</td>
<td>Richard Bragg</td>
<td>11</td>
<td>X</td>
<td>Step 3</td>
<td></td>
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<tr>
<td>Sking - XC (Asst.)</td>
<td>1,019</td>
<td>Michael Bouffard</td>
<td>14</td>
<td>X</td>
<td>Step 2</td>
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<tr>
<td>Intramural Floor Hockey</td>
<td>1,223</td>
<td>Eric Penniman</td>
<td>14</td>
<td>X</td>
<td>Step 3</td>
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Concord School District
Board of Education
Communications and Policy Committee

Date: Monday, November 14, 2016

Committee members present: Jennifer Patterson, Chair, Alana Kimball, Maureen Redmond-Scura, Tom Croteau

Other Board member present: Clint Cogswell

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

Jennifer Patterson called the meeting to order at 6:02 p.m. The agenda for the meeting included a discussion of eight policies.

1. Concord School District Policy 133, Minutes. Superintendent Forsten noted that this policy, last revised in 2001, needs revision to add language on electronic meeting minutes, given new legislation. She suggested changes to the final paragraph, to include changing ‘144 hours’ to ‘five days,’ and adding the following sentence at the end of the current policy: Electronic records may be provided, if the requestor so requests and if such records can be delivered electronically.

Ms. Patterson noted that the last statutory reference listed does not look right to her. Superintendent Forsten noted that it is incorrect – it should be RSA 91-4I rather than AAI. Also, the other referenced statutes should be written with capital ‘T’ rather than ‘T’. Maureen Redmond-Scura asked why less time is provided for making minutes available for non-public meetings versus public meetings. Superintendent Forsten responded that the public would have the opportunity to be present for public meetings, but not for those which are non-public.

Several committee members commented on the importance of using clear practices for taking minutes of the motions first to go into non-public session, and then to come out of non-public, and also to seal minutes. Superintendent Forsten noted that the New Hampshire School Boards Association (NHSBA) has a template that can be used for non-public meetings.

The Committee voted 4-0 to recommend Policy 133 to the full Board for a first reading, with revisions as noted (moved by Ms. Patterson, seconded by Tom Croteau).

2. Policy 711, Student Transportation

Superintendent Forsten presented a recommendation to adopt the NHSBA Student Transportation Services policy in place of the District’s current Student Transportation policy. This is based on an amendment to RSA 194-B:2, V, that allows
charter school pupils access to traditional school district bus and transportation services. School districts are not required to expend additional resources or alter bus routes in order to provide this accommodation.

It was noted that the District's transportation policy provides greater access than the RSA. Members wondered about costs associated with these changes, and also about private school aspects of the law, as well as the District's current practice with regard to transporting students to private schools. Superintendent Forsten indicated that she would gather additional information for the Committee.

Ms. Patterson suggested that this policy revision be put on hold, pending additional information from Transportation Director Terry Crotty and an opportunity for Superintendent Forsten to more fully integrate the current policy with the NHSBA version. Mr. Croteau suggested that the proposed section pertaining to conflict resolution also be reviewed. He noted that the NHSBA policy suggests consecutive appeals to the Superintendent, which seems confusing, and also references a Transportation Committee, while the Concord School Board has no such committee. Mr. Croteau also suggested reviewing how the NHSBA policy is organized, as it does not seem to be well-structured.

3. New Policy: Video and Audio Surveillance on School Property

Superintendent Forsten presented a new policy for consideration, as the District does not currently have a policy aimed at surveillance. At this time there is only limited use of video and audio surveillance in the District. There are cameras outside the schools at main entryways, which are used to monitor individuals seeking to enter the school. A camera was used at Mill Brook School during a time when there was unauthorized entry into the building. Superintendent Forsten has heard from some in the District who are interested in adding cameras inside the schools. Several members indicated that they would like to have discussion in the school communities, in the broader Concord community, and within the School Board about video/audio surveillance. Superintendent Forsten noted that there was discussion of the potential need for electronic surveillance following school safety evaluations. In addition, some administrators have indicated that they feel they could follow up more effectively on issues in their buildings with the help of cameras in hallways, cafeteria, or outside bathrooms. The Concord Police Department had mentioned that they would find investigations quicker to resolve with cameras.

Ms. Patterson indicated that she would be comfortable going forward with the sections regarding special education and the information on the second page of the proposed policy, but felt there should be additional conversations before going further with the other aspects.

This proposed policy will be tabled at this point. Superintendent Forsten will collect additional information and arrange for additional discussion of this issue.

4. Policy 462, Criminal Records Checks
Changes in state law regarding criminal records checks for prospective school employees have resulted in a need to revise this policy. The new law requires the state police to report convictions for any crime, including felonies and misdemeanors. Superintendent Forsten recommended that the Committee consider replacing the District policy with the NHSBA Policy GBCD, Background Investigations and Criminal Records Check.

Committee members suggested several changes to the proposed policy. It was recommended that the words ‘his/her designee’ be removed from the first sentence. It was also suggested that the paragraph on paying for fingerprinting be omitted. It was suggested that District Policy 890, Designated Volunteer, be referenced instead of the NHSBA Designated Volunteer policy.

Superintendent Forsten noted that she would use discretion in terms of nominating individuals with previous misdemeanor convictions, weighing such factors as the nature of the crime, as well as the amount of time that has passed since conviction. She would seek guidance from the Department of Education and/or school attorneys as appropriate.

Ms. Patterson noted the third paragraph from the bottom on the third page of the policy, which suggests that an applicant may be denied a final offer based on convictions and that the determination be made by the Board. She wondered why the decision would be made by the Board rather than the Superintendent, and requested additional information about whether there is a legal reason for this. Several members remarked that fewer eyes on criminal records made sense to them. Ms. Patterson questioned the use of the phrase ‘which it finds unsatisfactory’ in the last full paragraph on page three of the policy, which seems to lack clarity about the standard or criteria used to make the employment decision.

Superintendent Forsten will make revisions to the proposed policy based on the discussion.

The Committee voted 4-0 to recommend Policy 462 to the full Board for a first reading, with changes as noted (moved by Ms. Patterson, seconded by Mr. Croteau).

5. Policy 642, Opening Exercises and Patriotic Exercises

Superintendent Forsten recommended revisions to Policy 642, Opening Exercises as a result of recent legislation requiring school districts to engage in certain patriotic exercises. She recommended continuing to use the first sentence of Policy 642. A title change was recommended. The revised RSA requires that exercise of a patriotic nature for Memorial Day and Veterans Day include a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner. In addition, federal legislation requires the commemoration of Constitution Day. Ms. Redmond-Scura recommended that the policy be clearer in not requiring that the District observation of this day take place on September 17, as this might occur on a weekend. Superintendent Forsten will make this adjustment.
The Committee voted 4-0 to recommend this policy to the full Board for a first reading, with changes as noted (moved by Clint Cogswell, seconded by Ms. Redmond-Scura).


This is a new, optional policy, recommended by the NHEISBA in response to a recent amendment to RSA 193:1-c, which now includes charter school students in the 'equal access' to school district programs statute.

The Committee voted 4-0 to recommend this policy to the full Board for a first reading (moved by Mr. Cogswell, seconded by Mr. Croteau).

7. Policy 683 Parental involvement in Education and NHEISBA Policy KB Title I Family and Community Engagement

Superintendent Forsten noted that the NHSBA sample policy KB is related to the requirements of the new Every Student Succeeds Act, the replacement for the No Child Left Behind Act. Ms. Patterson suggested that the Board not discard Policy 683, as it may be helpful for non-Title I schools, but perhaps adopt the new one as well. Ms. Redmond-Scura pointed out several typing errors in the second and third paragraphs of the NHEISBA draft. Committee members raised questions about the parental policy development aspect of the NHSBA draft. It appears that parents are expected to be involved in the development of the family engagement policy. Superintendent Forsten will review this further and return to the Committee with additional information at a later date.

8. Policy 875, Relations with Police Authorities

This is a new recommended, rather than required, policy from NHSBA. The District does not currently have a policy on this topic, although there is a Memorandum of Understanding developed and implemented annually with the Concord Police Department. The NHSBA recommends this policy for districts with resource officers in the schools; Concord High School has a resource officer. Ms. Redmond-Scura noted that the policy states clearly that the District will work with the police, and it might be especially important to have this policy in place, to cover periods of time when there is a gap between signed MOUs.

The Committee voted 4-0 to recommend this policy to the full Board for a first reading (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

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

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Donna Palley, Recorder
Concord School District Policy #133

Minutes

Records of the actions of Board of Education meetings shall be kept at the office of the Superintendent of Schools. The minutes of the Board of Education meetings shall be kept in an official minutes book and shall include resolutions and motions.

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

All minutes shall be kept in accordance with RSA 91-A:2 II, A:3 III and A:4 I and will be in the custody of the Superintendent, who will make them available no later than five days after the meeting to interested citizens on request (72 hours for minutes of nonpublic sessions). Electronic records may be provided, if the requestor so requests and if such records can be delivered electronically.

Statutory References:

RSA 91 -A: 2 II
RSA 91 -A: 3 III
RSA 91 -A:4 I

Adopted 1971
Revised May 7, 2001, 2017

Corresponds to NHSBA policies BEDG, BEDG-R
Concord School District Policy #133

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Statutory References:

RSA 91-A: 2 II
RSA 91-A: 3 III
RSA 91-A:4 I

Adopted 1971
Revised May 7, 2001, __________, 2017

Corresponds to NHSBA policies BEDG, BEDG-R
Concord School District Policy #462
Background Investigation and Criminal Records Checks

Background Investigation
The Superintendent will conduct a thorough investigation into the past employment history, criminal background check, and other applicable background, of any person considered for employment with the District. This investigation shall be completed while the employee begins their work on a conditional basis, prior to making a final offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Criminal Records Check
Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

“Persons regularly in contact with students” means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

Volunteers
Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. “Designated Volunteers” are defined and so designated pursuant to Policy #890. Volunteers not categorized as “Designated Volunteers” per Policy #890 will not be subject to a background investigation or criminal records check.

Conditional Employment
Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.
No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District’s health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony. Such determination will be made by the Superintendent on a case-by-case basis.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory in accordance with the pertinent and applicable law RSA 189:13-a, V, the Superintendent, after consultation with an attorney, shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks

The Board may require a Criminal Records Check of any employee at any time.
Legal References:
RSA 189:13-a, School Employee and Volunteer Background Investigations
Appendix GBCD-R: Technical Advisory, School Employee Background Investigation, including a Criminal History Records Check, N.H. Department of Education

Adopted: March 1, 1999
Revised: October 6, 2008. __________, 2017
Corresponds to NHSBA policy GBCD
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RSA 189:13-a, School Employee and Volunteer Background Investigations
Appendix GBCD-R: Technical Advisory, School Employee Background Investigation, including a Criminal History Records Check, N.H. Department of Education

When conducting the criminal history records checks required by New Hampshire RSA 189:13-a, the District shall request reports disclosing any and all convictions, any of which may be sufficient reason for an individual to be denied employment with the District.

No person shall be employed if such person has been convicted of any violation or attempted violation of the offenses referenced in RSA 189:13-a, as amended.

In cases other than the violations listed above, the District will consider whether to deny employment based on factors such as frequency and age of offense, and seriousness and nature of the violation, and rehabilitation. These factors will be taken into account in determining an applicant’s current fitness for employment with the District.

Adopted: March 1, 1999
Revised: October 6, 2008, ____________, 2017
Corresponds to NHSBA policy GBCD
Concord School District Policy #642
Opening Exercises and Patriotic Exercises

When opening exercises are held, they will include a salute to the flag which may be followed by a moment of silent meditation.

In accordance with federal law, the District shall offer an education program(s) each year, during the week of September 17, Constitution Day, to commemorate the September 17, 1787 signing of the United States Constitution. The Superintendent or his/her designee shall establish administrative guidelines ensuring that the District observes Constitution Day properly and in a manner befitting the importance of the event.

Further, during the weeks of Memorial Day and Veterans Day, the district will devote time to exercises of a patriotic nature, including a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner.

Legal References:
RSA 189:18, Patriotic Exercises

Adopted June 18, 1984. Revised ______________ 2017

Corresponds to NHSBA Policy IMDA
Concord School District Policy #642

Opening Exercises and Patriotic Exercises

When opening exercises are held, they will include a salute to the flag which may be followed by a moment of silent meditation. During the weeks in which Memorial Day and Veterans Day fall, appropriate exercises of a patriotic nature will be conducted.

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Legal References:
RSA 189:18, Patriotic Exercises


Corresponds to NHSBA Policy IMDA
Concord School District Policy #518
Access to Public School Programs by Nonpublic, Charter School and Home-Educated Pupils

The District will comply with the provisions of RSA 193:1-c allowing pupils who attend nonpublic schools, charter schools or are home-educated equal access to the District's curricular courses and cocurricular programs. The District recognizes that any School Board policies regulating participation in curricular courses and cocurricular programs, cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the District's resident pupils.

Legal References:
RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.
See also IHBG-R, Participation by Home-school Students
Corresponds to NHSBA policy JJJ

Adopted ____________, 2017
Concord School District Policy #518
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Legal References:
RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.
See also IHBG-R, Participation by Home-school Students
Corresponds to NHSBA policy JIII

Adopted __________ , 2017
Concord School District Policy #875

Relations with Police Authorities

It is the policy of the District to cooperate with law enforcement agencies to the extent necessary to protect the health, safety and welfare of students, staff and visitors to the school.

The District may utilize a school resource officer and may collaborate with local law enforcement agencies to engage the use of school resource officer.

The Superintendent is authorized to develop and implement an annual memorandum of understanding with local law enforcement relative to cooperation with local law enforcement and, if applicable, the use of school resource officer.

Legal References:
RSA 186:11, XXXVII, School Resource Officers
RSA 193-D:4, Written Report Required, Memorandum of Understanding
Appendix II CD-R, Page 1-4

Corresponds to NHSBA policy KLG

Adopted __________ 2017
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Legal References:
RSA 186:1L, XXXVII, School Resource Officers
RSA 193-D:4, Written Report Required, Memorandum of Understanding
Appendix JICD-R, Page 1-4
Corresponds to NHSBA policy KLG

Adopted ___________, 2017
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 MunicipalExecutives
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, December 5, 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 December 5, 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 December 5, 2016
Corresponds to NH5BA 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 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 December 5, 2016
Corresponds to NHSBA Policy BBBC
Date: November 16, 2016

Committee members present: Jennifer Patterson (chair), Alana Kimball, Maureen Redmond-Scura, Tom Croteau (appointed)

Committee member absent: Barb Higgins

Board members present: Clint Cogswell, Jim Richards

Administrators: Superintendent Terri Forsten, Assistant Superintendent Donna Palley

Other staff: CHS Principal Tom Sica, Teachers Matt Skoby and Kaileen Chialauskas

Jennifer Patterson opened the meeting at 5:37 p.m. and appointed Tom Croteau to the Instructional Committee for the evening. Assistant Superintendent Donna Palley facilitated the conversations for new course proposals at Concord High School, and the draft 2017-2018 school year calendar. She introduced Tom Sica, Matt Skoby and Kaileen Chialauskas, who were attending the meeting on behalf of the high school to present new English course proposals. Principal Sica noted that he appreciated the opportunity to bring new course proposals to the Instructional Committee for consideration.

Mr. Skoby described the new course proposal for the English/Language Arts department, Sports Literature, as an opportunity to explore the many themes in athletics. Students will be able to read a variety of literature with a critical eye and show their understanding through mock broadcasts, podcasting, discussions and writing. This course will blend the world of extra-curricular activities, from high school to the professional level, with the building of necessary Language Arts skills. He noted that there are hundreds of career opportunities attached to the world of sports, and said that students would be asked, “Does one of those paths await you?” This course would be available to ninth and tenth grade students as an English department .5 credit elective.

Mr. Skoby said the objectives for this course include the opportunity to read a variety of fiction and nonfiction texts from renowned authors, sports analysts and athletes; to develop structured reading habits to foster development and comprehension while increasing critical analysis skills; to analyze a variety of themes found in literature and films to determine how sports are viewed in American culture; to study the history of a specific sport and present findings; to demonstrate knowledge and understanding through a variety of writing types; and to use real-world applications, technology and 21st century collaborative skills to heighten awareness of the impact of sports.

Mr. Skoby provided an overview of the related Course Competencies and Standards:
Reading: Students will demonstrate the ability to comprehend, analyze, and critique a variety of increasingly complex print and non-print literary and informational texts.

1. CCSS.ELA-LITERACY.RL.9-10.1 Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.

2. CCSS.ELA-LITERACY.RL.9-10.2 Determine a theme or central idea of a text and analyze in detail its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text.

3. CCSS.ELA-LITERACY.RL.9-10.4 Determine the meaning of words and phrases as they are used in the text, including figurative and connotative meanings; analyze the cumulative impact of specific word choices on meaning and tone (e.g., how the language evokes a sense of time and place; how it sets a formal or informal tone).

4. CCSS.ELA-LITERACY.RL.9-10.10 By the end of grade 9, read and comprehend literature, including stories, dramas and poems, in the grades 9-10 text complexity band proficiently, with scaffolding as needed at the high end of the range. By the end of grade 10, read and comprehend literature, including stories, dramas and poems, at the high end of the grades 9-10 text complexity band independently and proficiently.

Explanatory Writing: Students will demonstrate the ability to effectively write informative texts to examine and convey complex ideas for variety of purposes and audiences.

1. CCSS.ELA-LITERACY.W.9-10.2.A Introduce a topic; organize complex ideas, concepts, and information to make important connections and distinctions; include formatting (e.g., headings), graphics (e.g., figures, tables) and multimedia when useful to aiding comprehension.

2. CCSS.ELA-LITERACY.W.9-10.2.E Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.

Technology: Students will demonstrate the ability to use the tools of technology (including digital media and the Internet) to gather, interpret and analyze information and create shareable products.

1. CCSS.ELA-LITERACY.W.9-10.6 Use technology, including the Internet, to produce, publish and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.

Speaking, listening and viewing: Students will demonstrate the ability to listen and view critically, and to speak purposefully and effectively for a variety of purposes.
1. CCSS.ELA-LITERACY.SL.9-10.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts and issues, building on others’ ideas and expressing their own clearly and persuasively.

2. CCSS.ELA-LITERACY.SL.9-10.4 Present information, findings and supporting evidence clearly, concisely and logically such that listeners can follow the line of reasoning and the organization, development, substance and style are appropriate to purpose, audience and task.

3. CCSS.ELA-LITERACY.SL.9-10.5 Make strategic use of digital media (e.g., textual, graphical, audio, visual and interactive elements) in presentations to enhance understanding of findings, reasoning and evidence, and to add interest.

This course will be designed to use sports as an appealing avenue to a large audience of CHS students. In each of the three sports seasons, 1,170 CHS students participate in an actual sport, and many more participate as fans. Sports are clearly an interest among students as an extracurricular activity. Mr. Skoby spoke about his anticipated interest in this course, where the topic appeals to such a large population.

This course is designed primarily for ninth and tenth graders who would like an additional challenge in the form of an English course. In addition, this course may appeal to a student who does not find academic success in either English 9 or 10. While the reasons for taking the course are very different, the potential to collaborate around a real-world, applicable context will be meaningful and have long-lasting potential.

Tom Croteau asked several questions about the strategies to engage students that will be used in this course. Ms. Chialauskas and Mr. Skoby answered that the English department has been working to develop courses to engage students in their English studies. This course would be an elective in addition to English 9 or 10.

Maureen Redmond-Scura commended the teachers for seeking ways to develop students’ critical thinking skills, and said she thought this course will be appealing to students. Clint Cogswell commended the teachers for their work and spoke to the importance of developing critical thinking skills. Alana Kimball spoke as a teacher, commenting that there are students who might not be interested in the more typical English courses who may find success with this elective. The administration predicted that there will be interest in this course beyond freshman and sophomore students.

Ms. Patterson asked about enrollment in English electives, and wondered about combining some of the under-enrolled electives while there are students who would like to take those classes. Ms. Chialauskas said that that had been part of conversations in the English department. Mr. Croteau asked about assessments that would be created, and encouraged Mr. Skoby to send a copy of the assessment to the Instructional Committee. Jim Richards offered a challenge to Mr. Skoby to maintain high standards for this course.
Ms. Chilauskas introduced the proposal for a second new course for the English department – The Write Stuff: Authentic Writing in Production and Publication, which would also be an elective. She overviewed this course by saying that it would be for freshman and sophomore students with an interest in publishing their own writing someday, or who are interested in working in the magazine or newspaper industry, making decisions about what to write, who to publish and how to organize the material.

This course would require students to read a variety of articles from published anthologies of student and/or adult writers; to analyze and understand how anthologies are organized, structured and published; to write both fiction and non-fiction as possible submissions to a student-published anthology; to write a variety of other pieces for the purpose of creating an anthology (editor's note, preface, table of contents, author biographies, titles, headings, advertisements); to create and publish two student anthologies (one for each quarter); and create and maintain an online version of the anthology.

Ms. Chilauskas provided an overview of the Course Competencies and CCSS Standards:

Explanatory Writing Competency: Students will demonstrate the ability to effectively write informative texts to examine and convey complex ideas for variety of purposes and audiences.

1. **CCSS.ELA-LITERACY.W.9-10.2.A** Introduce a topic; organize complex ideas, concepts and information to make important connections and distinctions; include formatting (e.g., headings), graphics (e.g., figures, tables) and multimedia when useful to aiding comprehension.

2. **CCSS.ELA-LITERACY.W.9-10.2.F** Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.

Narrative Writing Competency: Students will demonstrate the ability to effectively apply narrative strategies for a variety of purposes and audiences.

1. **CCSS.ELA-LITERACY.W.9-10.4** Produce clear and coherent writing in which the development, organization and style are appropriate to task, purpose and audience.

2. **CCSS.ELA-LITERACY.W.9-10.10** Write routinely over extended timeframes (time for research, reflection and revision) and shorter timeframes (a single sitting or a day or two) for a range of tasks, purposes and audiences.

Technology: Students will demonstrate the ability to use the tools of technology (including digital media and the Internet) to gather, interpret and analyze information and create shareable products.
1. **CCSS.ELA-LITERACY.W.9-10.6** Use technology, including the Internet, to produce, publish and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.

**Reading Literature Competency:** Students will demonstrate the ability to comprehend, analyze and critique a variety of increasingly complex print and non-print literary texts.

1. **CCSS.ELA-LITERACY.RL.9-10.4** Determine the meaning of words and phrases as they are used in the text, including figurative and connotative meanings; analyze the cumulative impact of specific word choices on meaning and tone (e.g., how the language evokes a sense of time and place; how it sets a formal or informal tone).

2. **CCSS.ELA-LITERACY.RL.9-10.7** Analyze the representation of a subject or a key scene in two different artistic mediums, including what is emphasized or absent in each treatment (e.g., Auden's "Musée des Beaux Arts" and Breughel's "Landscape with the Fall of Icarus").

Ms. Redmond-Scura referenced an article in the *Boston Globe* that she thought of as she read this course proposal, about a school in Portland, Maine that engaged New Americans in storytelling as a means for them to share and to connect. Mr. Richards spoke to how he sees this course as supporting students in their communication skills, that will serve them well in their professional lives going forward. Ms. Kimball commented on the book that will be used as one of the texts. Ms. Patterson asked for a motion from the Committee. Ms. Redmond-Scura made a motion to support moving the course requests forward to the Board for its consideration, which was seconded by Alana Kimball.

Mr. Croteau asked, "What do you do now that you won’t do next year because of these courses?" Mr. Sica answered by describing how the department has looked at lower-enrolled courses and combined the ones that make sense— for example, combining a course on Shakespeare and a course on British Literature. Ms. Palley talked about how students would have the opportunity to consider these courses as options. The course reductions may not be in the English department; this would depend on course enrollments. Ms. Patterson asked for a vote to confirm support of the course proposals.

The Committee voted 4-0 to recommend to the Board for its consideration the Concord High School course requests as presented (motioned by Ms. Redmond-Scura, seconded by Ms. Kimball).

Ms. Palley moved into the next agenda item, the proposed 2017-2018 school year calendar. There are four professional development days and four curriculum work days each year. Ms. Patterson asked about the two days before school begins for staff to have professional development, as in the past the calendar has included one day for staff before the start of the school year. Ms. Palley explained how Concord is one of the few districts that opens school with just one professional day for staff before the
students begin. She talked about how this day would be used to provide professional development on school district initiatives.

Ms. Kimball recommended that the Committee consider having school on Veterans Day, as November 11 falls on a Saturday in the upcoming year. There was some conversation about having this as a professional development day for staff. However, October 6 day is a professional development day and also the NEA NH Conference that many teachers attend. If the District were to have school on October 6, there could be challenges around getting enough substitutes. There was also discussion about the January professional development day. Overall, the members of the Instructional Committee were supportive of the calendar as it was presented.

The Committee voted 4-0 to recommend to the full Board for its consideration at the December meeting the school year calendar as presented (moved by Ms. Redmond-Scura, seconded by Alana Kimball).

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

The meeting ended at 6:53 p.m.

Respectfully submitted,

Jennifer Patterson, acting chair

Terri Forsten, recorder
## 2017-2018 Student/Staff Calendar

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19 Days

### April

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16 Days

### May

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22 Days

### June

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9 Days

### Additional Notes
- Aug. 28 ................................ 1st Day for Teachers
- Aug. 29 ................................ Professional Day
- Aug. 30 ................................ 1st Day for Students
- Sept. 1 - 4 ................................ Labor Day Recess
- Sept. 27 ................................ Curriculum Work Time
- Oct. 6 .................................... Professional Day
- Oct. 9 .................................... Columbus Day
- Oct. 25 .................................... Curriculum Work Time
- Nov. 10 .................................. Veteran's Day
- Nov. 16 & 20 ............................ Parent-Teacher Conferences
- Nov. 22 - 24 ............................ Thanksgiving Recess
- Dec. 22 - Jan 1 ........................ Holiday Recess
  
  **Curriculum Work Time** (90 minutes between 3:00-5:00 PM)
  **Professional Day** - no school for students

### Special Days
- Jan. 15 .................................. Martin Luther King Day
- Jan. 16 .................................. Professional Day
- Jan. 26 .................................. Semester 1 Ends
- Feb. 26 – Mar 2 ........................ Winter Recess
- Mar. 9 .................................... Professional Day
- Apr. 11 .................................. Curriculum Work Time
- Apr. 23 - 27 ............................ Spring Recess
- May 9 .................................... Curriculum Work Time
- May 28 .................................. Memorial Day
- June 13 ................................. Last Day of School for Students **
- June 16 ................................. Graduation Day
  
  Parent-Teacher Conferences (4:30-8:00 PM)
  X = Holidays & Vacation Days for students and staff

**Note: Additional school days needed due to inclement weather (snow days, etc.) will be added to June.**
Concord School District
Board of Education
Instructional Committee Meeting

Date: November 28, 2016

Committee members present: Jennifer Patterson, Chair; Maureen Redmond-Scura; Alana Kimball; Tom Croteau (appointed)

Committee members absent: Barb Higgins

Other Board members present: Clint Cogswell, Jim Richards

Administration: Superintendent Terri Forsten, Assistant Superintendent Donna Palley

Jennifer Patterson chaired the meeting in the absence of the Committee Chairperson. The meeting was called to order at 5:52 p.m. Tom Croteau was appointed to be a Committee member for this meeting.

Superintendent Forsten provided an overview of the number of elementary classroom teachers currently projected to be needed for the 2017-2018 school year. This information may be helpful as the Board considers new programs. Superintendent Forsten noted that, based on current enrollment projections, a total of 91 elementary classroom teachers is anticipated to be needed for next year, a reduction of 3 teachers.

Committee members discussed class size. Superintendent Forsten noted that all classes would be within the Board’s class size guidelines. A larger 4th grade class at Beaver Meadow School, currently divided within three classrooms, would continue to be divided into three classrooms as fifth graders. The class sizes would remain within, although on the higher end of, Board guidelines. Superintendent Forsten noted that she has discussed these projections with the elementary principals and found that the principals and their teachers are comfortable with them.

Ms. Patterson indicated that the purpose of the meeting was to review options for early childhood programming in case the budget situation does not allow for full-day kindergarten for all students in Concord, which is the Committee’s first choice and was endorsed by the Board. The administration will prepare a budget that will include full-day kindergarten, which will be considered by the Board beginning in January. The Instructional Committee would like to establish a ‘Plan B’ that will provide the administration with guidance for budgeting purposes if full-day kindergarten is not feasible.

Superintendent Forsten reviewed several early childhood education options previously discussed by the committee.

Option 1: Half-day Kindergarten and Early Childhood: This option provides a half-day kindergarten program for all students, with selected kindergarten students and
four-year-olds coming together for a multi-age half day. Under this option approximately 90 kindergarteners would receive a full-day school program, and 90 four-year-olds would receive a half-day program. Students selected for the multi-age half-day program would fall into risk categories, including students learning English, students eligible for free and reduced-price meals, and children with identified special education needs. Students would attend their neighborhood schools. This would cost roughly $751,475, without transportation costs included.

Committee members noted the strengths and weaknesses of this model. On the one hand, it does not meet the need for a full-day program for all students described by parents who spoke to the Board. It does not provide kindergarten teachers a full day with their students as they would prefer. It does not provide for a heterogeneous group of students in the half-day four- and five-year-old program. It does raise administrative complexities around a selection process for students. On the positive side, it does provide early childhood learning opportunities for about one-third of Concord four-year-olds, something that is strongly supported by research. It also provides a full day of programming for the one-third of students who are most in need. The half-day mixed age program is not likely to become a program that is like first grade, a concern described in the literature.

Option 2: Half-Day Kindergarten and Preschool: This option would provide a half-day kindergarten program for all students, and a half-day four-year-old preschool program for 150-200 children. Two half-day preschool sections would be offered daily at Abbott-Dowing, Christa McAuliffe and Beaver Meadow Schools, and four half-day sections would be offered at Mill Brook School. The number of students impacted is a best guess about how many might be interested in participating. This program’s projected costs would be $751,475, without transportation costs. Superintendent Forsten noted that the District would not be required to offer transportation, although charging a sliding fee could be considered. It is possible that some of these students could be accommodated on the kindergarten buses.

This option would not impact kindergarten students, but does provide significant preschool programming, with benefits described in research.

Option 3: Combination Half-Day and Full-Day Kindergarten: This option would involve offering one full-day kindergarten classroom at each of the K-5 schools, and two full-day classrooms at Mill Brook School. Students would be selected based on current demographic proportions, with slots allocated for students learning English and students eligible for free or reduced-price meals. The remainder of the students in the classes would come from the general population of students and would be chosen using a lottery system. This would provide for a heterogeneous group in each full-day classroom. This option would impact 90 students, or approximately one-third of the total. The cost for this program would be $386,475, or slightly less than one-third the cost of full-day kindergarten.

Maureen Redmond-Scura noted that many students are already able to access preschool, either through the school district or community options. She is aware from
her visit to kindergarten classes that there are some kindergarten students who really need more time. She noted her comfort with the heterogeneous aspect of the grouping in the third option, that this could be used as a pilot program and that, if the budget does not support the full-day option for all, at least those students most in need would receive a full day. Ms. Redmond-Scura also noted that the model of selecting some students for programming and then opening slots up to others is one the District currently uses in its preschool program, and which seems to work well.

Jim Richards pointed out that parents need to sign up for community early childhood programs fairly early in the year, and wondered how the lottery process would proceed given this timeline. Clint Cogswell noted that procedures for accessing programming would not be available until after the budget is passed, and unfortunately, this timing might be difficult for some parents.

Mr. Croteau asked whether there might be options beyond the lottery to decide access for the general student population for the third option. Mr. Cogswell noted that without a more objective system like a lottery, principals may feel pressured by the process of allocating classroom slots.

Mr. Croteau noted that transportation is already available, so the third option would not require additional funds for transportation.

Superintendent Forsten also presented the full-day kindergarten model, which would cost approximately $1.2 million. This model includes three part-time teachers who would travel together to each of the four schools, providing lessons for students while their teachers each have daily 45-minute planning periods. Ms. Redmond-Scura noted that, with the exception of the one-time budget for classroom furnishings, the remainder of the budget would be continuing annual costs for the District. Superintendent Forsten noted that most of the costs of programming are related to personnel, which are continuing and annually growing expenditures.

Mr. Richards noted that the Committee had previously discussed another option, one that involved providing full-day kindergarten for all students at one elementary school. Mr. Cogswell indicated that he could not support this option, as it would create problems in selecting just one school. Ms. Patterson noted that she had considered this idea when there was a possibility that the District’s preschool program at Mill Brook School would need to move to make room for kindergarten there. This is no longer the case—there is room for the preschool programs to remain at MBS even with additional kindergarten classrooms.

Committee members noted that they still prefer the full-day kindergarten option for all students, if the budget can support this. They agreed that the combination of half-day and full-day kindergarten, the third option, is their preferred option for ‘Plan B.’ Ms. Patterson would like the Committee to continue to consider preschool programming, but noted that perhaps this is not the time for that. There are many options currently offered within the District and in the community. Committee members noted that they do not want to take away from what is currently happening. Some of the District
options are supported by grants, and there may be a discussion about sustainability in the future.

Mr. Cogswell noted that in the best case scenario, there might be additional funds from the State for kindergarten for the 2018-2019 school year, but not before. Superintendent Forsten noted that, as she presented at the beginning of the meeting, the elementary schools will need three fewer teachers next year, a savings of approximately $273,000. Ms. Patterson noted that this would cover a large portion of the cost of the third option, the combination of full-day and half-day programming.

The Committee voted 4-0 to identify the plan that provides for a combination of full-day and part-day kindergarten programming in each school as its back-up plan in case the budget does not support full-day kindergarten for all students (motioned by Ms. Redmond-Scura, seconded by Mr. Croteau).

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

The meeting adjourned at 6:46 p.m.

Respectfully submitted,

Jennifer Patterson, Chair

Donna Palley, Recorder
Concord School District
Board of Education
Capital Facilities Committee

School Board Committee: Capital Facilities Committee
Subcommittee for Rundlett Middle School: Educational Programming and Architectural Feasibility Services

Date: November 29, 2016
Time: 8:45 am – 3:15 pm

Subcommittee members present:
   Matt Cashman (Director of Facilities)
   Clint Cogswell (Board President)
   Rusty Coffin (Facilities Committee Chair)
   Tom Croteau (Finance Committee Chair)
   Terri Forsten (Superintendent)
   Jack Dunn (Business Administrator)
   Jim McCollum (Principal)
   Joseph Guadagno (RMS Teacher)
   Robert Brown (RMS Teacher)
   Kate Weeks (School Counselor)

Agenda:
1. Meet to review interview processes
2. Conduct interviews
3. Create recommendation for the Capital Facilities Committee

The purpose of the meeting was to interview two firms, SLAM and HMFH, to consider professional services to evaluate Rundlett Middle School for both educational programming and structural analysis. The Concord School District is looking for a firm to work with administrative staff, teachers and community members to help understand the needs of the middle school. The committee was looking for a firm to lead and facilitate a Visioning Process for the District.

The committee interviewed each firm for two hours, allowing 90 minutes for a presentation and 30 minutes for questions. A list of questions to consider asking was provided. The subcommittee would meet for thirty minutes following each interview to evaluate each firm’s presentation and to share perceptions of their project proposals. At the end of the day, the committee determined which team to recommend to the Capital Facilities Committee for the Rundlett Middle School educational programming and architectural feasibility study.
9:00 – 11:00
Presentation by SLAM

11:00-11:30
Matt Cashman facilitated a conversation about the presentation by SLAM. Overall, there were an equal number of strengths noted as there were questions and weaknesses noted. Some of the positives included: variety of experience, capacity to weigh new versus renovate, emphasis on importance of relationships, and an inclusive process.

Some of the questions or weaknesses were: canned presentation, an absence of an educational consultant, lack of positive collaboration among their team during the presentation, wondered if they had listened to input when they visited, no vision for the project by their team.

11:30 – 12:30
Lunch Break

12:30 – 2:30
Presentation by HMFH

2:30 – 3:00
Mr. Cashman facilitated a conversation about the presentation by HMFH. There was a lot of very positive energy from this presentation. Notable among the comments: the presentation was highly personalized to RMS, including videos from their visit and pictures of the school; their value for positive relationship building was apparent as they addressed committee members by name; the education consultant was great; RFS Engineering was an active partner; several ideas from their visit were incorporated; and presented in a quick option for consideration. The only weakness seen by the committee was around a lack of specific security planning.

3:00 – 3:15
The subcommittee confidently moved forward with a recommendation to bring HMFH forward to the Capital Facilities Committee as its recommended firm for the Rundlett Middle School educational programming and architectural feasibility study.
Concord School District
Joint Facilities and Finance Committee

School Board Committee: Joint Facilities and Finance Committee

Date: November 30, 2016

Capital Facilities and Finance Committee members present: Tom Croteau, Chair; Rusty Cochrin, Chair; Jim Richards; Maureen Redmond-Scara and Jennifer Patterson (appointed)

Committee members absent: Nathan Fennessy, Barb Higgins

Other Board member present: Clint Cogswell

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

Agenda: Current Loan Resolution

Options

Upcoming meetings

Tom Croteau called the meeting to order at 5:35 p.m. He noted that the purpose of the Joint Capital Facilities and Finance Committee meeting was to discuss the Board’s November 7 request to determine if there are additional facilities needs above and beyond the $12 million dollars currently requested. He also asked present Board members to volunteer to be part of the joint committee, as there would likely be a vote. Maureen Redmond-Scara and Jennifer Patterson each offered to be committee members for this meeting.

Business Administrator Jack Dunn reviewed the content of the bond that has been proposed and supported by the Board to date. This $12 million bond supports four projects: converting from steam to gas in four schools; purchasing technology; improving the childcare facility or stable building; and transportation leases.

Facilities Director Matt Cashman outlined several options for the Board’s consideration and to create awareness of other facility needs that are part of the comprehensive facilities plan. Mr. Croteau noted that he anticipated the administrators would outline other pressing facilities issues in the District. Mr. Cashman agreed, and offered three options for the joint committee to consider. The focus of the facility projects was on Beaver Meadow, Broken Ground, Concord High and Eastman Schools. The grid below is similar to grids that were part of the presentation to the Committees.

Ms. Patterson asked about the process for determining capital improvement priorities going forward. The Board has several large budget impact items coming up; for example, Rundlett Middle School.
<table>
<thead>
<tr>
<th>Description</th>
<th>Broken Ground</th>
<th>Beaver Meadow</th>
<th>Concord High</th>
<th>Eastman</th>
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<tr>
<td>Plumbing Upgrades – Bathrooms</td>
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<tr>
<td>HVAC, in-kind, and Roofing</td>
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<td>Flooring – Carpet, Tile</td>
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<td>Windows</td>
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<td>Classroom Doors</td>
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<tr>
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<td>Wireless Clock – upgrade</td>
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<td>Site Work</td>
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<tr>
<td>Catwalk – windows</td>
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<td>✓</td>
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<td>ADA Accessibility</td>
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<td>New Natural Gas Boiler</td>
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<td>HVAC Study</td>
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<td>Food Service Upgrades</td>
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<td>Centralized Security Systems</td>
<td>✓</td>
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<td>✓</td>
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Mr. Cashman discussed the process of pushing items that have been in need of updating across several years so as to lessen their annual fiscal impact. There are some challenges in that process, as it leads to duplication of services at times. For example, as HVAC updates are considered, roofing updates should be considered at the same time. Mr. Croteau asked about putting HVAC equipment in an enclosure to prolong the life of the equipment. This is something that has been done at the new schools, with some forethought to weight options on roofs. Mr. Cashman agreed that it would always be considered, as it is an industry best practice.

Mr. Dunn spoke about the Food Service upgrades; much of this cost is connected to significantly aging equipment in the schools – some equipment is 40 years old and has met its life expectancy. New dishwashers, ovens, and walk-in refrigerators are needed.

At the same time, some cost unknowns exist in the conversion from steam to gas project. Mr. Dunn recommended that the Board consider holding on the childcare building project until after the steam-gas conversion is complete. The administration needs flexibility in the bond funds, to cover unknown issues that may arise.
Jim Richards noted that he would prioritize some items on the list differently from the way they have been prioritized at this point. He would like to see the administration consider what is most urgent, as the budget tightens.

Clint Cogswell supported the development of the “stable” building to create a preschool using the bond funds and funding available from CRTC as a means of alleviating the preschool impact on the elementary schools.

Mr. Cogswell affirmed that he is not asking to increase the $12 million bond at this time. The ten-year capital improvement plan was created to support annual funding expenditures and annual funding in the maintenance accounts. He recommended that the $12 million bond should be maintained as previously presented.

Mr. Richards stated that he was still uncomfortable with the $1 million portion of the bond that is being dedicated to the childcare center. Mr. Dunn addressed this concern by stating that those funds would be on hold until the steam conversion project was complete and the administration was confident that the funding to support that project was sufficient.

Mr. Croteau asked for more information on the administration’s dedication to the stable building. Matt Cashman addressed this by sharing his previous professional work preserving and renovating historical buildings. He said that the stable is a substantial District-owned building with great potential for future programming.

Mr. Dunn reviewed the next steps in the bond process. A Public Hearing is scheduled for Monday, December 5 at 7:00 p.m., followed by a vote of the Board on this topic during its regular monthly meeting.

Mr. Cashman informed the joint committee that a meeting with neighbors of the high school has been scheduled for Tuesday, December 6 at 6:00 p.m. Invitations have been sent to high school neighborhood residents for this meeting.

The joint Committee voted 5-0 to recommend that the proposed $12 million bond for steam to natural gas conversion, technology updates, childcare “stable” facility and transportation needs be moved forward to the full Board for consideration on December 5, 2016 (motioned by Mr. Croteau, seconded by Mr. Richards).

The joint Committee voted 5-0 to adjourn (motioned by Ms. Redmond-Scura, seconded by Mr. Richards).

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Rusty Cofrin, Chair
Tom Croteau, Chair
Terri Forsten, Recorder
CONCORD SCHOOL DISTRICT, NEW HAMPSHIRE

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 ____ (___) yeas, ____ (___) 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"): 

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Heat Conversion Projects at Abbot-Downing, Christa School</td>
<td>$9,000,000</td>
</tr>
<tr>
<td>McAuliffe, Rundlett Middle School, and Concord High School</td>
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<tr>
<td>Computer Hardware and Software Technology</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>School Buses</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Child Care Building Renovation</td>
<td>$1,000,000</td>
</tr>
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</table>

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

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

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Useful Life (Years)</th>
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<tr>
<td>Heat Conversion Projects at Abbot-Downing, Christa, McAuliffe, Rundlett Middle School, and Concord High School</td>
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<tr>
<td>Computer Hardware and Software Technology</td>
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<tr>
<td>School Buses</td>
<td>10</td>
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<tr>
<td>Child Care Building Renovation</td>
<td>30</td>
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(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
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<thead>
<tr>
<th>Elementary</th>
<th>K</th>
<th>1</th>
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<tbody>
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<td></td>
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<td>379</td>
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District Total (not including preschool numbers) 4530
# Monthly Enrollment Report Summary
## 2016-2017 School Year

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- **December 2016**
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  - 4:00 p.m. Joint Capital Facilities/Instructional Committee Architect recommendation
  - 5:30 p.m. Instructional
- **Mon (5):**
  - Public meeting on a bond resolution followed by the Board meeting
- **Tue (6):**
  - 5:30 p.m. Executive
  - 6:00 p.m. Communications & Policy
- **Wed (7):**
  - 5:00 p.m. Executive
  - 6:00 p.m. Communications & Policy
- **Thu (8):**
- **Fri (9):**
- **Sat (10):**
- **Sun (11):**
- **Mon (12):**
- **Tue (13):**
- **Wed (14):**
- **Thu (15):**
- **Fri (16):**
- **Sat (17):**
- **Sun (18):**
- **Mon (19):**
- **Tue (20):**
- **Wed (21):**
- **Thu (22):**
- **Fri (23):**
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- **Sat (24):**
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