I. CALL TO ORDER

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

III. Broken Ground School – presentation

IV. PUBLIC COMMENT – agenda items only

V. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (Jan 2) .................................................. pp. 3-10
   b. School Board Retreat overview/summary (Jan 20) ......................... pp. 11-12
   c. Initial Budget presentation (Jan 31) ............................................. pp. 13-14

VI. RECOGNITIONS / REPORTS
   a. Concord High School Student Representatives
   b. Superintendent

VII. PERSONNEL
   a. Staff nominations ................................................................. p. 15

VIII. CAPITAL FACILITIES
   a. Committee meeting report (Jan 8) ............................................. pp. 16-18

IX. COMMUNICATIONS & POLICY
   a. Committee meeting report (Jan 10) ........................................... pp. 19-23
      - Policy #124 School Board Standing Committees (1st reading) ..... pp. 24-25
      - Policy #432/537 Child Abuse or Neglect (1st reading) .......... pp. 26-28
      - Policy #414/521 Sexual Harassment (1st reading) .............. pp. 29-42
      - Policy 422 Health Insurance Portability and Accountability Act (1st reading)
      - Policy #422.1 Health Insurance (1st reading; recommended for deletion) ... p. 47
      - Policy #422.3 Tax Sheltered Annuity Program .......... pp. 48
      - Benefits (1st reading; recommended for deletion)
      - Policy #422.4 Worker’s Compensation ................................ p. 49
        (1st reading recommended for deletion)

X. NEGOTIATIONS
   a. Committee meeting report (Jan 17)

XI. INSTRUCTIONAL
   a. Committee meeting report (Jan 24) ........................................... pp. 50-52

XII. PROPOSED CALENDAR OF MEETINGS ........................................ pp. 55-56

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

XIV. ADJOURNMENT
Board members present: Clint Cogswell, Tom Croteau, Chuck Crush, Nathan Fennessy, Jennifer Patterson, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks; Logan Stevens and Helen Massah (student representative)

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

Annual Organizational Meeting

Superintendent Terri Forsten called the meeting to order at 7:00 p.m. and recognized new Board members Chuck Crush and Liza Poinier. She pointed out those clauses in the Charter that govern the first meeting of the Board in each calendar year, as well as several policies related to Board process and conflicts of interest.

Superintendent Forsten then opened the floor to nominations for president of the School Board.

Clint Cogswell nominated Jennifer Patterson for president, noting that she has served on every Board committee for 9 years, and has every qualification necessary to lead. There were no other nominations.

The Board voted 9-0 to elect Jennifer Patterson as president of the Concord School Board for 2018 (motioned by Mr. Cogswell, seconded by Mr. Croteau).

Board President Patterson thanked the Board for its vote of confidence in her leadership, and opened the floor for nominations for vice president of the School Board.

Nathan Fennessy nominated Tom Croteau as vice president, noting that he did an excellent job serving as secretary. There were no other nominations.

The Board voted 9-0 to elect Tom Croteau as vice president of the Concord School Board for 2018 (motioned by Mr. Fennessy, seconded by Mr. Cogswell).

Ms. Patterson opened the floor for nominations for secretary of the School Board.

Mr. Croteau nominated Maureen Redmond-Scura as secretary of the Board. Mr. Cogswell seconded the motion. There were no other nominations.
The Board voted 9–0 to elect Maureen Redmond-Scura as secretary of the Concord School Board for 2018 (motioned by Mr. Croteau, seconded by Mr. Cogswell).

The Board voted 9–0 to table any nominations for Deputy Clerk of the Concord School Board for 2018 (motioned by Jim Richards, seconded by Ms. Redmond-Scura).

A member of the Executive Committee will contact Patrick Taylor before the next Board meeting to check whether he would be willing to serve another year.

Mr. Croteau thanked Mr. Cogswell for his leadership and dedication over the past four years as President.

The Board voted 9–0 to adjourn the organizational meeting (motioned by Ms. Redmond-Scura, seconded by Mr. Croteau).
Agenda Item 1. Call to Order
Board President Jennifer Patterson called the meeting to order at 7:25 p.m.

Agenda Item 2. Approval of Agenda
Superintendent Terri Forsten asked to amend the agenda to add an update on winter weather after Item 6, Recognitions. Nathan Fennessy asked to amend the agenda to move the musical presentation to after Item 2.

The Board voted 9-0 to approve the agenda with revisions as noted (motioned by Mr. Fennessy, seconded by Pam Wicks).

Agenda Item 3. Presentation by Beaver Meadow and Christa McAuliffe Schools (BMS and CMS)
Superintendent Forsten introduced new music teacher Rob Fogg, who travels between and Christa McAuliffe (CMS) and Beaver Meadow Schools (BMS).
Three 2nd graders at CMS and six 4th graders at BMS played a tune together on the xylophone and sang.
A group of 3rd graders sang a choreographed song about all 50 states, which was much enjoyed by the Board.

Agenda Item 4. Public Comment– agenda items only
There was no public comment.
Agenda Item 5. Approval of Board Minutes

Ms. Patterson reviewed the minutes of the regular Board meeting on December 4.

The Board voted 9-0 to approve the minutes of the regular monthly meeting on December 4 with minor corrections (moved by Maureen Redmond-Scura, seconded by Jim Richards).

Agenda Item 6. Recognitions

Student Board representative Logan Stevens and Helen Massah noted the orchestra, chorus and band holiday concert that was held on December 11th at the Capital Center: SOCK club advisor Howie Leung has helped this club grow this year, hosting many community and school events and service projects for a good cause. In December the club hosted the Lip Sync, at which students and groups perform various lip sync acts for a night of entertainment, on Dec 14. The canned food drive was the most successful year in the drive’s history and benefited the Capital Region Food program’s holiday basket. The goal was $15,000 (can equivalents); $18,000 was raised. Ten students traveled to the Armory in Manchester and helped made up boxes and sort cans. The senior class decided to sponsor a family of 9 for the holiday, purchasing gifts for all the children. The Coffee House showcased student and staff talent on December 8. On the day before break, a Chamber Choir group went to various classes and offices at CHS to carol. They also traveled to Gene Connolly’s house to sing to him. In sports news, the wrestling team competed in a competition in Massachusetts and came in 8th out of 80; several individual competitors placed. The Nordic ski team traveled to Vermont to start their training season. The girls’ and boys’ basketball teams both had tournaments; the girls won 1 of 2 and the boys won 2 of 3 of their games. Tom Croteau noted that he was at the Capital Region Food Program on December 23 and observed many current and former CSD teachers assisting.

Agenda Item 7. Update on Weather

Superintendent Forsten described the process by which a delay or cancellation of school occurs. Dozens of conversations occur and plans for early morning collaborations are made, to decide whether to call a snow day. The process can be challenging, as often the weather in the region is hard to predict. Whenever snow begins to fall, or even when the forecast begins to call for snow, Superintendents consider several questions: Should there be a delayed opening; Should students be released early; Should the whole school day be cancelled?

Superintendent Forsten noted that when there is inclement weather, her alarm clock is set to 4:00 am. – she immediately checks WMUR and weather.com to monitor closings in New Hampshire, a weather professional connected NOAA Weather, other superintendents, and the Director of Transportation (who’s connected to Concord
Police Department and Concord General Services) about the condition of the buses and road conditions. She keeps in mind the need for continuous days of teaching, and safety of the roads for buses, drivers, teenage drivers, and commuting staff.

While each superintendent considers his/her own specific locations, continuous conversations occur from 60 to 75 minutes until decisions are made, typically by 5:30 am.

She posts the notice of delay or cancellation on the WMUR website, records a voice/email/text message using “School Messenger” to communicate with families and staff, and posts the notice on the District website, on Facebook, and also on Twitter. The School Messenger voice/text message takes about 20 minutes to completely go out.

She then stays in touch with all the school principals, and usually around 9 a.m. feels confident about the decision that was made. She noted that, while she works to make the best decision, parents do have the authority to independently decide whether to keep their child home or send him/her to school that day.

She described the events and decision-making process for Concord for the 24 hours leading up to an on-time start of school on January 2, with a notice to parents that there were a number of buses not functioning in the frigid temperatures:

Yesterday afternoon, she checked in with regional Superintendents and with Transportation Director regarding the predicted cold. All agreed that a 2-hour delay would not make a difference, in that temperatures were predicted to be steadily frigid through the morning. Incidentally, there was an issue at Concord High School with sprinkler heads rupturing and flooding several areas. At 6:50 a.m. she received a phone call regarding an issue with two buses. She began the process of creating a School Messenger communication, when she then received a call at 6:53 a.m. that several buses were having issues. She changed her communication to note a delay for several elementary and high school buses, sent out at 7:01 a.m. In hindsight, she noted that more time was needed to ready the buses after the two-week recess and start of school after New Year’s Day. Superintendent Forsten noted that she was watching temperatures through that week, especially the snowstorm predicted for Thursday, January 4.

In response to a question from Ms. Redmond-Scura, Superintendent Forsten said that any decision to send students home early would be made by 11 a.m. but would be very rare, since there might not be caretakers at home by the early release time.

Mr. Richards asked whether this was a unique situation, as it occurred right after a long holiday. Business Administrator Jack Dunn responded that only the twelve 2018 buses (with 60-gallon tanks) were a problem; apparently this was attributable to the fuel mixture. The fuel filters were changed. The buses have warming devices on them, and this situation was unforeseen.

Ms. Patterson said the committee recently reviewed its school closing policy to be more specific.
Director of Facilities Matt Cashman updated the Board on a sprinkler head at CHS that had been frozen, then became unthawed and went off. Several other frozen sprinkler heads were identified, and and worked through the late morning on Monday January 1. A 2.5-inch sprinkler head gave way near the gymnasium. Eight custodians were called in and took care of leaks throughout the day. He thanked staff, including the head cook who came in on New Year's Day to provide a meal for those who were working through the day. Chuck Crush asked whether other schools would have this same problem; Mr. Cashman noted that the older buildings, made of brick, would likely be those impacted, and that there is greater vulnerability at the high school, as it is very large and has exterior walls of brick. He further noted that 24-hour staff coverage would be provided for the upcoming weekend, when even lower temperatures were predicted. Mr. Richards asked whether areas holding the more expensive electronic equipment would be focused on. Mr. Cashman said he had a detailed and prioritized list of the most vulnerable areas at the school. Mr. Cogswell asked whether it would be best not to put the ceiling tiles back, but it was explained that this would be a violation of fire codes. Mr. Cashman explained the melting point of the ceiling tiles that is a crucial part of the fire protection/sprinkler system. There was some discussion of the advantages of a dry versus a wet fire protection system.

Agenda Item 8. Personnel

Larry Prince presented the roster of winter coach nominations, with a total of 11 coaches returning in a different sport. In response to a question from Mr. Fennessy about which coaches are returning, Mr. Prince clarified that Colin Brown, Hayden Daly, Tristan Black-Ingersoll, Paul Hrycuna and Shawn Moseley, Cameron Owen, Kate Kellar, Abraham Meyerhofer, Darius Vanegas, Kelvin Duran, and Hannah Linquata are returning, albeit in different sports.

The Board voted 9-0 to approve the new coach hires, as presented (moved by Mr. Richards, seconded by Ms. Redmond-Scura).

Agenda Item 9. Communications and Policy Committee

Communications and Policy Committee chairperson Jennifer Patterson noted that the committee had not met in December, but that a number of policies were before the Board for a second reading: Policy 214/831 Acceptance of Gifts; Policy 401/601 Professional Development; Policy 411 Physical Examinations - Employees; Policy 413 Drug- and Alcohol-Free Workplace; Policy 537/432 Child Abuse or Neglect; Policy 540 Code of Student Conduct; and Policy 592 Non-Educational Questionnaires, Surveys and Research.

Superintendent Forsten asked that votes on Policy 537/432 Child Abuse or Neglect and Policy 411 Physical Examinations - Employees policies be held, as the Committee would work on these further at its next meeting.
There was no further discussion of these policies.

The Board voted 9-0 to adopt Policy 214/831 Acceptance of Gifts; Policy 401/601 Professional Development; Policy 413 Drug- and Alcohol-Free Workplace; Policy 540 Code of Student Conduct; and Policy 592 Non-Educational Questionnaires, Surveys and Research, with revisions as presented (moved by Ms. Patterson, seconded by Mr. Croteau).

Agenda Item 10. Negotiations Committee

Mr. Fennessy reported that the Committee met on December 13 to discuss contract negotiations.

Agenda Item 11. Instructional Committee

Maureen Redmond-Scura thanked former Board member Alana Kimball, who chaired the committee all through 2017. She presented the report of the meeting on December 6, which was discussion and approval of two new CHS Social Studies classes, and the presentation of the Annual Enrollment Report.

The Board voted 9-0 to adopt two new Social Studies classes, *American Popular Culture* and *Social Movements: Power to the People* (moved by Ms. Redmond-Scura, seconded by Ms. Wicks).

The Committee reviewed the new RMS report card which has gotten positive feedback and will be further refined. The Committee reviewed a student request for Mandarin Chinese to be offered. It was noted that some students take this course through VLACS. The District’s 10-year enrollment history was reviewed, which showed a steady and overall 12% decline since 2007. While there has been a reduction in the number of Concord High School students arriving as a result of refugee resettlement, CRTC has highest enrollment in 15 years.

Ms. Patterson noted the membership of the two committees that will meet next week, remarking that she will have the full committee list available in a few days:

- Capital Facilities: Mr. Richards, Mr. Fennessy, Pa Wicks, Liza Poinier
- Communications & Policy: Ms. Patterson, Ms. Redmond-Scura, Mr. Croteau, Mr. Fennessy

Agenda Item 12. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board calendars for January and February, highlighting the Board retreat on January 20 at Christa McAuliffe School.
Agenda Item 13. Public comment
There was no public comment.
Superintendent Forsten shared new marketing brochures from CRTC, which will be mailed home to every freshman and sophomore in the entire sending area.

Agenda Item 14. Non Public Session

The Board voted 9-0 on a roll call vote to adjourn into non public session at 8:25 p.m. under RSA 91-A:3 II (d): “Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community” (motioned by Mr. Fennessy, seconded by Ms. Redmond-Scura).

Superintendent Forsten, Mr. Dunn and Mr. Cashman attended the non public session.
The Board came out of non public session at 8:45 p.m.

The Board voted 9-0 on a roll call vote to come out of non public session at 8:45 p.m. (motioned by Mr. Fennessy, seconded by Chuck Crush).

The Board voted to seal the minutes of the non public session, because it was determined that divulgence of this information likely would render a proposed action ineffective.

The Board voted 9-0 on a roll call vote to seal the minutes of the non public session (motioned by Mr. Fennessy, seconded by Mr. Croteau).

Agenda Item 15. Adjournment

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

The Board adjourned at 8:50 p.m.

Respectfully submitted,

Maureen Redmond-Scura, Secretary
Concord School District
Annual School Board Retreat Minutes
January 20, 2018
8:00am – 12:00pm

School Board Member Attendees: Jennifer Patterson, Tom Croteau, Maureen Redmond-Scura, Clint Cogswell, Nathan Fennessy, Jim Richards, Pam Wicks, Chuck Crush, Liza Poinier

School District Administrator Attendees: Terri Forsten, Donna Palley, Jack Dunn, Larry Prince

**Agenda – Meeting Notes**

The morning began with a quick review of our vision and our mission. We moved into an ice breaker activity as there are new Board members and our intent was to get to know each other through personal biographies.

A. Developing Boardsmanship – Evaluating our School Board
Each retreat participant filled out an evaluation tool – a modified tool from NHSBA. Following a conversation, we agreed that our focus for development in the coming year would be the following areas -

**Community Relationships**

We would like to develop ways to improve our community communications. Later during the retreat, the Board moved to change the name and expand the focus of one of our Board Committees. The Joint City Council/School Board Committee will have a different name that will reflect our intent to expand the community relations part of our work as well as our work with the City Council.

**Staff and Personnel Relationships**

We talked about how to connect with our staff. How to develop a positive working relationship between the Board and Teachers – not that it is negative, but we would like to expand it to be more intentional. The Board is interested in assuring our Teachers and all of our staff of their support, pride and appreciation for the work they support in our schools. We also talked about how to engage teachers with policy development.

B. Roberts Rules of Order – Review, Cheat Sheet, Intention for our Meetings
We agreed to distribute the “Roberts Rules of Order Cheat Sheet” that was found online to guide our meeting facilitation and practices. There was an understanding of the importance and relevance to using this process in our meetings.

C. Review of Committees – Goals for Committees, Changes for 2018 – 2019
We discussed the work of each committee, highlighted success from this past year and discussed focus areas for the coming year. These ideas will be discussed further at each of the next meetings of our committees, goals will be created at the committee level and recommended to the Board at a follow up meeting.

**Instructional Committee** - For the coming year, we would like to have updates from some of the presentations and new initiatives that occurred this past year – RMS report card, integration of technology, new courses at the high school. We would also like to have information about our elementary Mathematics and Writing programs. We would like a presentation on our scheduling at the elementary level and any scheduling options being considered at other levels. We would also like to have a conversation and gain understanding of our relationships with parents, our family involvement programs and special education.

**Joint City Council / School Board Committee** - There was a conversation about changing the name of this committee, several names were considered – City and Community Communications, City and Community Relations, Community and Government Relations, City and Government Communications. The intent is to broaden the work of this committee beyond the meetings with the City Council, to develop ways to highlight the very impressive work and achievement in our schools, to seek and gain public input in a purposeful way.
Negotiations Committee - This Committee is having a busy year with regular meetings as we are in the midst of several negotiations with bargaining groups. Their work is strong, focused on fair negotiations and maintaining strong contracts for our groups.

Capital Facilities Committee - This committee has had a busy year as they have overseen the steam to gas conversion project and the Rundlett Middle School facility study. There are several projects with significant costs that will need to be considered for the coming year – roof projects at Concord High School and Broken Ground School, the infrastructure grant to support access and security at the high school, the enrollment-demographic study, the future of the Stable building and the continuing development of our middle school facility project.

Communications & Policy Committee - We will revise the description of the work of this committee to include the work to review, revise and develop policies. We will also develop clarification around the process for this committee to “hear and decide on appeals” and to “hear concerns”. This committee has continued to successfully focus on reviewing and updating our policies.

Executive Committee - We did not review this committee’s focus as a Board at our retreat. This committee can have that conversation at their next meeting and bring any recommendations for changes back to the Board.

Finance Committee - This committee is critical in its work to be fiscally responsible as it considers projects and program development in our annual budget development, regular budget review, contract negotiations impact, bond management. Most recently, the bond for the steam to gas conversion, developing the Stable, technology and bus purchases have been part of this committee’s work. The Finance Committee will continue to consider the development of our middle school facility, the associated costs and the timing of a new bond.

We also talked about the importance of the Finance Committee considering the liabilities associated with Other Postemployment Benefits (or OPEB) benefits (other than pensions). This is the term used to refer to benefits that are provided to retired employees. These benefits principally involve health care benefits, but also may include life insurance, disability, legal, separation and other services. We began a conversation around the possibility of developing a Trust to set aside funds to support or to lessen our liability which is currently estimated to be over nineteen million dollars. This will be discussed at a future Finance Committee meeting.

D. Full Day Kindergarten – Decision Making, Budget FY2019 Process & Timeline

This topic was added to our agenda by a Board member who was asking whether it would be appropriate for the Board to take a vote to confirm full day kindergarten in our schools. The conversation was important as some Board members have heard from parents whose children will be in kindergarten in the fall and they would like to know whether there will be full day programming in our schools or if they should enroll their child in a private full day program for kindergarten. We discussed that we had changed our budget process so that the Board will vote on the FY19 Budget on March 19, we have called each of our local private providers to let them know the timeline of the vote, and it would be unusual for the Board to decide on any singular component of the FY19 Budget before the presentations on each component and prior to the Public Hearings. This topic may be revisited at our next Board meeting on February 5.
School Board Member Attendees: Jennifer Patterson, Tom Croteau, Maureen Redmond-Scura, Clint Cogswell, Nathan Fennessy, Jim Richards, Pam Wicks, Chuck Crush, Liza Poinier

School District Administrator Attendees: Terri Forsten, Donna Palley, Jack Dunn, Matt Cashman, Larry Prince

At the Concord School Board meeting on January 31, 2018, the school district Administrators presented the proposed budget for fiscal year 2019, school year 2018-2019.

The agenda for the meeting included Important Dates, Major Funds of our Budget, Budget 2018 – 2019 Goals, Full Day Kindergarten, Budget Overview by Function, Expenditures, Revenues, Budget Summary, Other Considerations – Unknowns, Proposed Schedule of Meetings, Questions – Public Comment

Highlights from the presentation include the addition of full day kindergarten programs for the Board's consideration. Other highlights include the addition of family literacy staff, updating the iPads at the elementary schools, updating teacher laptops, responding to declining enrollment by reducing teaching staff and maintaining 5% of the operating budget for debt service.

**Taxes (local & state)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local</strong></td>
<td><strong>$50,131,828</strong></td>
</tr>
<tr>
<td></td>
<td>Change ($) over FY18: <strong>$1,731,771</strong></td>
</tr>
<tr>
<td></td>
<td>Change (%) over FY18: <strong>3.58%</strong></td>
</tr>
<tr>
<td></td>
<td>Tax Rate ($) over FY18: <strong>$0.39</strong></td>
</tr>
<tr>
<td></td>
<td>Tax Rate (%) over FY18: <strong>2.95%</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td><strong>$7,786,368</strong></td>
</tr>
<tr>
<td></td>
<td>Change ($) over FY18: <strong>($294,926)</strong></td>
</tr>
<tr>
<td></td>
<td>Change (%) over FY18: <strong>(3.65%)</strong></td>
</tr>
<tr>
<td></td>
<td>Tax Rate ($) over FY18: <strong>($0.08)</strong></td>
</tr>
<tr>
<td></td>
<td>Tax Rate (%) over FY18: <strong>(3.48%)</strong></td>
</tr>
<tr>
<td><strong>Local &amp; State</strong></td>
<td><strong>$57,918,195</strong></td>
</tr>
<tr>
<td></td>
<td>Change ($) over FY18: <strong>$1,436,845</strong></td>
</tr>
<tr>
<td></td>
<td>Change (%) over FY18: <strong>(2.54%)</strong></td>
</tr>
<tr>
<td></td>
<td>Tax Rate ($) over FY18: <strong>$0.31</strong></td>
</tr>
<tr>
<td></td>
<td>Tax Rate (%) over FY18: <strong>1.99%</strong></td>
</tr>
</tbody>
</table>

For a home assessed at $250,000 for the 2017 Property Tax Year (April 1, 2017 – March 31, 2018) and assuming the same house doesn't have any increase in assessed value, the home owner would pay 1.99% more than the current year in local and state education property taxes. This estimate does not include county taxes.
The Concord School Board has a series of upcoming meetings on the budget that has been proposed. Each of the meetings is open to the public to attend and will include time for public comment.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
<th>TOPIC</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31st</td>
<td>Wednesday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#1: Opening Presentation</td>
<td></td>
</tr>
<tr>
<td>February 7th</td>
<td>Wednesday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#2: Salaries and Benefits</td>
<td></td>
</tr>
<tr>
<td>February 12th</td>
<td>Monday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#3: Student Services</td>
<td></td>
</tr>
<tr>
<td>February 19th</td>
<td>Monday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#4: Capital Facilities and Technology</td>
<td></td>
</tr>
<tr>
<td>February 21st</td>
<td>Wednesday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#5: Enrollment and Program Development</td>
<td>*** POST BUDGET ***</td>
</tr>
<tr>
<td>March 5th</td>
<td>Monday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#6: CHS and CRTC Enrollments</td>
<td>Monthly Board Meeting – 7pm</td>
</tr>
<tr>
<td>March 7th</td>
<td>Wednesday</td>
<td>5:30pm</td>
<td>BROKEN GROUND SCHOOL</td>
<td>PUBLIC HEARING #1</td>
<td></td>
</tr>
<tr>
<td>March 12th</td>
<td>Monday</td>
<td>7:00pm</td>
<td>RUNDLETT MIDDLE SCHOOL</td>
<td>PUBLIC HEARING #2</td>
<td></td>
</tr>
<tr>
<td>March 14th</td>
<td>Wednesday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#7: Public Hearing Feedback and Response</td>
<td></td>
</tr>
<tr>
<td>March 19th</td>
<td>Monday</td>
<td>5:30pm</td>
<td>Central Office - Board Room</td>
<td>WS#8: ADDITIONAL DISCUSSION AND VOTE</td>
<td>Need 5 Votes to Pass Budget</td>
</tr>
</tbody>
</table>
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: February 5, 2018
REFERENCE: Teacher Nomination

Gail Beaudoin
Chelmsford, MA
Education: University of Massachusetts, Lowell, MA, MA/92
University of Lowell, Lowell, MA, BS/83
Experience: Concord High School
Criminal Justice teacher, part-time, 1st semester 17-18
University of Massachusetts, Lowell, MA
Instructor, Criminal Justice courses, 03-17
Chelmsford Police Department, Chelmsford, MA
Police Officer, 85-17
Gail replaces Ellen Arcieri (67% of M-14 = $26,580) – resignation
Budgeted at $26,580

Fiona Quirk
Concord, NH
Education: University of New Hampshire, Durham, NH, MS/01
University of New Hampshire, Durham, NH, BS/91, summa cum laude
Experience: Broken Ground School
Occupational Therapist, part-time, 06-18
Community Bridges, Concord, NH
Occupational Therapist, part-time, 00-03
Newmarket Public School, Newmarket, NH
Occupational Therapist, 97-99
Nashua Public School, Nashua, NH
Occupational Therapist, 96-97
The Hug Center of New England, Waltham, MA
Occupational Therapist, 95-96
Franciscan Children’s Hospital & Kennedy Day School, Boston, MA
Occupational Therapist, 95-96
Spaulding Rehabilitation Hospital, Boston, MA
Occupational Therapist, 92-94
New Position

$26,580
67% at M-14
prorated 90 days

$6,953
20% at M-11
prorated 91 days
Concord School District  
Capital Facilities Committee

School Board Committee: Capital Facilities  
Date: January 8, 2018

Committee members present: Jim Richards, Chair, Nathan Fennessy, Liza Poinier, Pam Wicks

Other Board members present: Tom Croteau, Jennifer Patterson, Maureen Redmond-Scura

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

Jim Richards opened the meeting at 5:33 p.m. by reviewing the intent of the Capital Facilities Committee and by introducing the members of this committee. Capital Facilities is a standing committee of the School Board, which convenes to conduct long-range planning including monitoring enrollment trends; review facilities maintenance plans; and review capital improvement plans and implementation for full Board approval. Nathan Fennessy, Pam Wicks and Liza Poinier are members of this committee.

Mr. Richards also expressed appreciation on behalf of the School Board to Matt Cashman and his maintenance crew for their diligence during the recent significantly cold weather.

Mr. Cashman reviewed the administrators' recommendation to reassign the $1 million bond funds that had been intended for the CRTC Childcare Center-Stable Building, as there are roof systems in the District more immediately in need of work. A roof at Broken Ground School over the third-grade wing, built in 1988, has been compromised and has predictable leak areas. At Concord High School, a large part of the west building near the graphic arts, computer, and nurses' offices has had ongoing leak issues. Two additional roof areas have presented concerns over time: one is near the CRTC entrance with leaks into the office and conference areas; the other is the professional library near the catwalk.

These two projects would be bid and under construction during the summer of 2018. The larger area of roofing at CHS is estimated to cost $685,000. The additional two areas would need to be estimated and bid as part of the process. The estimated cost for the Broken Ground School roof is $250,000.

In response to questions about the age of the CHS roof, Mr. Cashman noted that he will obtain this information for the Committee. Several Committee members commented about the high cost of replacing this roof. In response to a question from Mr. Fennessy about the urgency of attending to these roofing issues, Mr. Cashman noted that area A

Page 1 of 3
roofing must be replaced and that, during that process, it would make sense to consider whether areas B and C offer economies of scale.

(See photos of CHS and BGS roofs on third page of notes)

Mr. Richards asked about the CRTC Childcare Facility and the original intent of this portion of the bond for the development of the stable for the CRTC Childcare. Superintendent Forsten affirmed that the CRTC Teacher Preparation Program would continue to be at Abbot-Downing School as it has been for several years.

Committee members agreed that it would be prudent to bring the proposal to the Finance Committee for its consideration before coming before the full Board.

The Committee voted 4-0 to recommend that the Finance Committee reprioritize funding from the bond proceeds that had been earmarked for the CRTC Childcare – Teacher Preparation Program, and to use that money instead for the repair or replacement for roofing at several schools (moved by Mr. Fennessy, seconded by Ms. Wicks).

Mr. Cashman spoke to the issue of the recent extreme cold temperatures that have negatively impacted CHS, showing several photos of areas around windows where large sheets of plastic have been draped to temporarily block cold air from coming into the building.

Mr. Cashman referenced ongoing concerns in areas in the buildings that have been more susceptible to cold over time. Snow loads on the roofs, sprinkler systems, HVAC temperatures, 24-hour staff watch, removal of snow, monitoring ceiling tiles and doors were all being evaluated and considered. The potential need to replace and/or add insulation, windows, and/or sprinkler heads was being evaluated.

Mr. Richards asked for an update on the damage to the CHS gym floor. Mr. Cashman assured that this would be covered by the District’s insurance; the extent of the damage, talking with claims adjusters, etc. was in process. In response to a request from Mr. Fennessy for a timeline for completion of the gym floor, Mr. Cashman responded that this would be approximately a 6-week project.

Mr. Cashman spoke to the replacement addition of windows, doors, insulation. Tom Croteau asked whether there were funds available to support energy-efficiency projects. Mr. Cashman noted that energy saving rebates were available, and administrators would examine what was available for these suggested upgrades.

The next planned meeting for Capital Facilities would be part of the Budget 2019 Planning Session on February 19 at 5:45 p.m. Ms. Poinier asked whether the plan for February 19 would be available prior to the meeting, and Mr. Cashman assured her that it would be. Mr. Fennessy asked Matt Cashman to recirculate the ten-year facility plan for everyone’s review.

There was a conversation about the state infrastructure grants.
Mr. Richards asked Committee members to bring items to his attention for future agenda development. He will also work with Superintendent Forsten and Board President Jennifer Patterson to develop agendas.

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

The meeting adjourned at 6:32 p.m.

Respectfully submitted,

Jim Richards, Chair
Concord School District  
Board of Education  
Communications and Policy Committee

Date: January 10, 2018

Committee members present: Nathan Fennessy (Chair), Tom Croteau, Jennifer Patterson, Maureen Redmond-Scura

Other Board member present: Clint Cogswell, Chuck Crush, Liza Poinier, Jim Richards, Pam Wicks

Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent; Larry Prince, Director of Human Resources, Jack Dunn; Business Administrator

Other: Roger Phillips, School Board Clerk

Committee chairperson Nathan Fennessy called the meeting to order at 5:33 p.m. The agenda included discussion of a possible Board resolution related to campaign contributions, and a continuation of Board policy review, including the following:

1. Policy #124 School Board Standing Committees
2. Policy #411 Physical Examinations
3. Policy #537 Child Abuse or Neglect
4. Policy #414 Sexual Harassment
5. Policy #422.1 Health Insurance
6. Policy #422.3 Tax Sheltered Annuity Program Benefits
7. Policy #422.4 Worker’s Compensation

Roger Phillips, School Board Clerk, spoke to the Committee about the possible need for a School Board resolution related to campaign contributions. He noted that in 2009, the city adopted an ordinance that required candidates for public office or political action committees to report their contributions and the sources of those contributions, as well as how those funds were spent. Since the School Board is fiscally autonomous, he recommended that there be a similar resolution related to Board candidates that would potentially go into effect for the election of 2018.

Mr. Phillips provided a copy of the city ordinance, as well as forms used by the city to implement this ordinance. He noted that a city ordinance can have the force of law, with a fine that can be imposed. This may not be within the purview of the School Board, but it may be possible for the resolution to include wording indicating that the individual must comply before taking his/her seat.
Mr. Fennessy asked whether other school districts have such a regulation. Mr. Phillips was not aware of any. Superintendent Forsten noted that the NH School Boards Association (NHSBA) could be a resource on this question, and may have model resolutions. Maureen Redmond-Scura asked how the resolution might be enforced for a political action group. Mr. Phillips indicated that the Board could consider asking the City Council to adopt an ordinance wherein a violation of the School District’s resolution could result in a fine by the city. Jennifer Patterson suggested that the Board might ask the city to amend its ordinance to include wording related to the School Board. Mr. Phillips recommended that the resolution be separate from the city’s ordinance.

Ms. Patterson indicated that she would be interested in hearing more about any applicable laws. Mr. Fennessy stated that the regulation was a good idea in theory, but worried about its enforcement mechanism. He was concerned about two things: whether the Charter gives the School Board authority to do this, and also, if the authority is there, whether the city or the state provide enforcement. He envisioned possible litigation on this issue as a test to the actual enforcement power of the Board.

Mr. Phillips indicated that he believes that the charter does provide for this type of ordinance to be established by the School Board, and recommended that the District’s counsel be consulted to develop a workable plan. Ms. Patterson agreed that legal counsel should be consulted on this issue. Committee members agreed to discuss this issue at its next meeting, once additional information is gathered. They were specifically interested in what other school districts are doing about this issue, what state laws are in place, and more details about enforcement powers.

Committee members reviewed seven policies. Superintendent Forsten provided members with copies of the NHSBA model policies that corresponded to the policies being reviewed.

Policy #124 School Board Standing Committees (NHSBA policy BDE)

The Board revised this policy in March 2017. The Executive Committee has recommended a name change for the current Joint City Council/School Board Committee, to City and Community Relations Committee. Ms. Patterson recommended this change, given the need for deeper community connections beyond the City Council. Mr. Fennessy noted that this committee has generally met infrequently—one or twice a year. Ms. Patterson noted that she believes that this committee would meet more frequently. Tom Croteau made several other suggestions for wording changes within this policy, including revising the description of the Capital Facilities Committee as follows:

Capital Facilities Committee conducts short- and long-range planning, including monitoring enrollment trends; reviews facilities maintenance plans; and reviews capital improvement plans and makes recommendations for full Board approval.
Ms. Patterson suggested adding the following statement to the end of the description of the Joint City Council/School Board Committee (proposed name to be changed to City and Community Relations Committee):

; and explores opportunities for joint action and consultation with the city and other community stakeholders.

Mr. Croteau proposed wording changes for the description of the Finance Committee:

Finance Committee directs the preparation of the District budget; conducts short-and long-range fiscal planning of all manner of budget proposals and preparation; reviews the annual audit; and recommends bonding for capital improvements as needed, for full Board review.

The Committee agreed to recommend this policy for a first reading by the full Board, following discussion by the Board at its retreat on January 20.

Policy #411 Physical Examinations (NHSBA policy GBGA)

Superintendent Forsten was still waiting for feedback from NHSBA about the question from the previous meeting regarding financial liability for medical examinations, and suggested the Committee wait to discuss this further until that information is received.

Ms. Patterson suggested removing the first sentence of the policy. Mr. Fennessy suggested deleting ‘in at least one of the states of’ from the second sentence.

It was agreed this policy would be discussed further at a future Committee meeting.

Policy #537 Child Abuse or Neglect (NHSBA policy JICDAA, JIHD, JLF)

This fall, the Committee proposed changes to the policy regarding the posting of signs with reporting instructions in the schools. District Principals had asked for a revision to this policy to support current practices and reporting regulations. Superintendent Forsten suggested several other revisions to the reporting requirements to make them consistent with regulations, including clarifying that a written report would be made to Health and Human Services only if requested by state officials, and the report would be made within 48 rather than 24 hours. Ms. Patterson suggested changing ‘employee, the reporter’ to the ‘reporting employee.’

Committee members agreed to recommend this policy to the full Board for a first reading, with the language changes as described.

Policy #414 Sexual Harassment (NHSBA policy JBAA (student), or GBAA (employees/staff))

The Board last revised this policy in 2001. Superintendent Forsten noted that the headings in the NHSBA model policy were clearer and the language was more appropriate to current processes and legal intent than the current policy. She provided copies of the NHSBA suggested reporting form, which the administration would use as a model.
Mr. Croteau noted that, while Policy 414 references both staff and students, the NHSBA model policy is focused only on staff. There would be a need for a separate policy for students on this topic.

Mr. Croteau noted that the statement in Policy 414 'Concord School District will not tolerate sexual harassment' is powerful, and suggested adding this language to the model policy by revising the second sentence in the second paragraph to read, 'Any form of sexual harassment is strictly prohibited and will not be tolerated.'

Several other wording changes were suggested, including changing 'School Board' in Section 3.4 to 'President of the School Board,' and changing 'or' in the second sentence under Section 5 to 'and/or.'

Committee members agreed to recommend to the full board that Policy 414 be revised, substituting the language from the NHSBA policy for the original language, with revisions described above. The Committee will work on a new policy 521 (currently a duplicate of Policy 414) on sexual harassment as it relates to students, at one of its upcoming meetings.

**Policy #422.1 Health Insurance (NHSBA Policy GBJA Health Insurance Portability and Accountability Act [HIPAA])**

Larry Prince noted that the Board last revised Policy 422.1 in 1984. The administration recommended that this policy be deleted, as each bargaining unit’s contract and the individual contracts of unaffiliated staff speak to health benefits. It was also recommended that NHSBA Policy GBJA be adopted, as it addresses important issues related to privacy rights regarding health information.

Committee members agree to recommend to the full Board that CSD Policy 422.1 be eliminated and that a new policy, based on the wording from NHSBA GBJA, be brought to the Board for a first reading as Policy 422 Health Insurance Portability and Accountability Act.

**Policy #422.3 Tax Sheltered Annuity Program Benefits (NHSBA Policy OKA)**

The Board last revised this policy in 1984. Mr. Prince noted that the policy was outdated and recommended that it be deleted. This benefit is currently offered to every employee. It is administered through the HR Department and not authorized by the Superintendent. Tax sheltered annuity programs are referenced in the recently reviewed Policy #421 'Payroll Procedures.'

The Committee decided to propose to the full Board that Policy 422.3 be eliminated.

**Policy #422.4 Worker’s Compensation (NHSBA policy GBG)**

This policy was adopted by the Board in 1966. Mr. Prince suggested that the Committee eliminate the current policy text, and adopt the language of the NHSBA model policy.

The Committee decided to propose to the full Board that Policy 422.4 be eliminated. The Committee will discuss the issue further at an upcoming meeting, after Superintendent
Forsten has sought feedback from legal counsel regarding the language of the NHSBA model policy GBG on Employee Protection. The wording regarding indemnification seemed to go over and above the language of the statute.

Mr. Fennessy summarized the discussion on each policy and made a motion to bring revisions and recommendations for elimination to the full Board.

The Committee voted 4-0 to recommend to the full Board that Policies 422.1, 422.3 and 422.4 be eliminated, and that Policies 124, 414, 422 and 537 be recommended to the full Board for a first reading, with revisions as discussed. (moved by Mr. Fennessy; seconded by Ms. Redmond-Scura)

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

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Nathan Fennessy, Chair

Donna Palley, Recorder
Concord School District Policy #124
School Board Standing Committees

At, or shortly after, the School Board organizational meeting each January, the president shall appoint members to serve on the various committees and designate committee chairpersons. The Board standing committees are listed below with their primary roles. The committees shall perform such other duties as the Board may assign from time to time.

**Capital Facilities Committee** conducts short- and long-range planning including monitoring enrollment trends; reviews facilities maintenance plans; and reviews capital improvement plans and implementation makes recommendations for full Board approval.

**Communications and Policy Committee** reviews, develops and maintains policies for the District; hears and decides on appeals; decides on grievances; and hears concerns from parents, students and/or community members.

**Executive Committee** decides and delegates the work of the Board; approves Board meeting agendas; and conducts other activities as assigned by the entire Board.

**Finance Committee** directs the preparation of the District budgets for full Board review; and conducts short- and long-range fiscal planning of all manner of budget proposals and preparation; reviews the annual audit; and recommends bonding for capital improvements as needed for full Board review.

**Instructional Committee** reviews and recommends curricular and co-curricular goals and programs; reviews assessment processes and results; reviews requests for new curricular materials and course offerings; and hears sabbatical leave applications.

**Joint City Council/School Board City and Community Relations Committee** explores opportunities for joint action; coordinates services and programs between the city and the District; oversees the implementation of cooperative agreements between the city and the District; and reviews city/state/school issues; and explores opportunities for joint action and consultation with the City and other community stakeholders.

**Negotiations Committee** prepares for negotiations with groups both affiliated and unaffiliated with unions; develops short- and long-range plans for negotiations; oversees contract proposals submitted to the District bargaining units; and recommends contracts for full Board approval.

The entire Board shall be informed of all committee meetings.

Approved June 18, 1984. Revised February 3, 1992; March 1, 1993; December 3, 2001; January 2, 2007; March 7, 2016; March 6, 2017; 2018
Corresponds to NHSBA Policy BDE
Concord School District Policy #124
School Board Standing Committees

At, or shortly after, the School Board organizational meeting each January, the president shall appoint members to serve on the various committees and designate committee chairpersons. The Board standing committees are listed below with their primary roles. The committees shall perform such other duties as the Board may assign from time to time.

**Capital Facilities Committee** conducts short- and long-range planning including monitoring enrollment trends; reviews facilities maintenance plans; and reviews capital improvement plans and makes recommendations for full Board approval.

**Communications and Policy Committee** reviews, develops and maintains policies for the District; hears and decides on appeals; decides on grievances; and hears concerns from parents, students and/or community members.

**Executive Committee** decides and delegates the work of the Board; approves Board meeting agendas; and conducts other activities as assigned by the entire Board.

**Finance Committee** directs the preparation of the District budget and conducts short- and long-range fiscal planning of all manner of budget proposals and preparation; reviews the annual audit; and recommends bonding for capital improvements as needed for full Board review.

**Instructional Committee** reviews and recommends curricular and co-curricular goals and programs; reviews assessment processes and results; reviews requests for new curricular materials and course offerings; and hears sabbatical leave applications.

**City and Community Relations Committee** coordinates services and programs between the city and the District; oversees the implementation of cooperative agreements between the city and the District; reviews city/state/school issues; and explores opportunities for joint action and consultation with the City and other community stakeholders.

**Negotiations Committee** prepares for negotiations with groups both affiliated and unaffiliated with unions; develops short- and long-range plans for negotiations; oversees contract proposals submitted to the District bargaining units; and recommends contracts for full Board approval.

The entire Board shall be informed of all committee meetings.

Approved June 18, 1984. Revised February 3, 1992; March 1, 1993; December 3, 2001; January 2, 2007; March 7, 2016; March 6, 2017; _________, 2018

Corresponds to NHSBA Policy BDE
Concord School District Policy #432 *
Child Abuse and Neglect

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building Principal. The reporting employee shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services (NH DHHS). The Principal will then notify the Superintendent that such a report to DHHS has been made.

A written report to NH DHHS shall be made by the reporting employee within twenty-four (24) hours if requested by state officials. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child’s welfare, the specific information indicating neglect/abuse or the nature and extent of the child’s injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse and any other information that might be helpful in establishing neglect or abuse or that may be required by DHHS.

The School Board recommends all District employees receive routine training or information on how to identify child abuse and neglect.

The Principal or Administrator of each school shall post a sign in a public area within the school that is readily accessible to students, in the form provided by DHHS, Division for Children, Youth and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division’s website.

Legal References:
NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
RSA 169-C:29, Persons Required to Report
RSA 169-C:30, Nature and Content of Report
RSA 169-C:31, Immunity from Liability
RSA 169-C:34, I., Duties of the Department of Health and Human Services
RSA 189:72, Child Abuse or Neglect Information

It is the policy of Concord School District to comply with the requirements of RSA 169-C in reporting suspected child abuse and/or neglect. Further, it is our policy to cooperate with the New Hampshire Division for Children, Youth and Families (DCYF) and law enforcement agencies in the course of investigations into alleged child abuse or neglect as outlined in RSA 169-C.

If a school employee suspects that a child has been abused and/or neglected, he/she will make a report immediately to DCYF. Once a report is made, the school principal must be informed. The principal shall then inform the Superintendent.
An oral report shall be made immediately to DCYF by telephone and followed within 48 hours by a report in writing, if so requested by DCYF. Each report shall, if known, contain the name and address of the child suspected of being neglected and/or abused; the name of the parent or caregiver responsible for the child’s welfare; the specific information and/or observations indicating neglect or the nature and extent of the child’s injuries; the identity of the person(s) suspected of being responsible for such abuse and/or neglect; and any other information that might be helpful in the investigation or that may be required by DCYF.

Adopted June 1984. Revised May 5, 2003; 2018

* Also Policy #537

Corresponds to NHSBA Policy JLF
Concord School District Policy #432 *
Child Abuse and Neglect

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building Principal. The reporting employee shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services (NH DHHS). The Principal will then notify the Superintendent that such a report to DHHS has been made.

A written report to NH DHHS shall be made by the reporting employee within twenty-four (24) hours if requested by state officials. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child’s welfare, the specific information indicating neglect/abuse or the nature and extent of the child’s injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse and any other information that might be helpful in establishing neglect or abuse or that may be required by DHHS.

The School Board recommends all District employees receive routine training or information on how to identify child abuse and neglect.

The Principal or Administrator of each school shall post a sign in a public area within the school that is readily accessible to students, in the form provided by DHHS, Division for Children, Youth and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division’s website.

Legal References:
NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
RSA 169-C:29, Persons Required to Report
RSA 169-C:30, Nature and Content of Report
RSA 169-C:31, Immunity from Liability
RSA 169-C:34, III, Duties of the Department of Health and Human Services
RSA 189:72, Child Abuse or Neglect Information

Adopted June 1984. Revised May 5, 2003; __________, 2018
* Also Policy #537
Corresponds to NHSBA Policy JLF
Concord School District Policy #414 *
Sexual Harassment

I. Purpose
The purpose of this policy is to maintain a learning environment that is free from sexual harassment or other improper and inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against School Board policy. Any form of sexual harassment is strictly prohibited and will not be tolerated. It is a violation of this policy for any employee or third party to harass any person through conduct or communication of a sexual nature as defined by this policy.

“Employee” shall include, but not be limited to, all School District staff, teachers, non-certified personnel, administrators, volunteers, coaches and/or other such personnel whose employment or position is directed by the District.

“Third parties” include but are not limited to parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another person.

II. Sexual Harassment Defined
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and/or conduct of a sexual nature when:

(1) Submitting to the unwelcome conduct is made a term or condition of an individual’s employment, either explicitly or implicitly

(2) Submitting to or rejecting the unwelcome conduct is used as the basis for decisions affecting a person’s employment; or

(3) The unwelcome conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive working environment

(4) Sexual violence
Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;

2. Subtle pressure for sexual activity;

3. Inappropriate patting, pinching or other touching:
4. Intentional brushing against an employee’s body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

III. Reporting Procedures

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.

2. Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) to the building Principal. If the alleged perpetrator is the Principal, the alleged victim may report the allegation to any other District employee. That employee shall then report the allegation to the Superintendent. The Board encourages the reporting employee to use the Report Form available from the Principal or Superintendent.

3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment, report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

4. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address. If the complaint involves the Superintendent, the complaint shall be filed directly with the President of the Board.

5. Submission of a complaint or report of sexual harassment will not affect the employee’s standing in school, future employment, or work assignments.

6. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the District’s legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

IV. Investigation and Recommendation

The Human Rights Officer will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third party designated by the Board.
If District officials conduct the investigation, the investigation should consider the circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party’s methods of investigation.

Upon completion of an investigation conducted by either District officials or a third party, the Board and the Superintendent will be provided with a written factual report and recommended action.

V. District Action

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending employee. Such discipline may include, but is not limited to, a warning, training, temporary suspension and/or dismissal. Any discipline will be in accordance with all laws and collective bargaining agreements, if applicable.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent, who may order the offending employee to engage in some remedial action.

VI. Appeal of Investigator’s Recommendation

Either the complainant or the accused may appeal the investigator’s recommendation and subsequent District action, if any, to the Board.

After a hearing, the Board will vote to either accept or deny the investigator’s recommendation and resulting discipline.

Either party may then appeal the Board’s decision in accordance with applicable law.

VII. Reprisal

The District will discipline any employee who retaliates against any other employee who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment
complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. Right to Alternative Complaint Procedures
These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. Sexual Harassment as Sexual Abuse
Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all applicable laws.

Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged sexual abuse.

X. By-pass of Policy
Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights at 2 Chennell Dr., Concord, NH 03301, phone 603-271-2767 or the US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Legal References:
Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy
Ed 306.04(a)(9), Sexual Harassment
RSA 354-A:7, Unlawful Discriminatory Practices
Appendix: GBAA-R, BBA-R

Adopted June 3, 1991, Revised August 1, 1994; June 3, 1996; August 6, 2001;____________________, 2018
Corresponds to NHSBA Policy GBAA
Attachment

1. Concord School District's commitment to providing an educational environment free from sexual harassment.

We are committed to providing an educational environment in which everyone is respected, and no one is harassed because of their sex. Sexual harassment of any employee or student by any other employee or student, or by anyone with whom an employee or student interacts while fulfilling job or school responsibilities, is against the law and violates this policy. Concord School District will not tolerate sexual harassment.

Concord School Board has adopted this policy so that everyone will know what sexual harassment is, and how to report complaints of sexual harassment. This policy defines sexual harassment and gives some examples of the behaviors we will not tolerate. It also explains how any employee, student, or parent can report harassment. We will not tolerate-
retaliation against anyone who complains of harassment. Retaliation violates this policy and the law.

When Concord School District receives a complaint of harassment, we will investigate the complaint. If we find that harassment has occurred, we will take action to correct the situation and to stop the harassment. An employee or student who engages in harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

2. What is sexual harassment?

Sexual harassment is against the law. It is a form of sex discrimination that is prohibited by three different laws: Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and New Hampshire’s Law Against Discrimination. Under these laws, the legal term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or nonphysical conduct of a sexual nature when:

☐ Submission to such conduct is made explicitly or implicitly a term or condition of an employee’s employment or of a student’s academic status;

☐ Submission or rejection of the conduct is used as a basis for employment or academic decisions affecting the individual, or for awarding or withholding favorable employment or academic opportunities, evaluations, or assistance; or

☐ The conduct has the purpose or effect of unreasonably interfering with an individual’s performance at work or school or creates an intimidating, hostile, or offensive work or educational environment.

3. What behavior is prohibited?

The definition of sexual harassment is broad, so it is not possible to list all of the behaviors that may constitute sexual harassment. The following are some examples of conduct which may constitute sexual harassment if they are unwelcome:

☐ Sexual advances or pressure for sexual activity;

☐ Sexual jokes, pictures, cartoons;

☐ Comments about sexual conduct;

☐ Verbal abuse of a sexual nature;

☐ Offensive sexual behavior;

☐ Requests for sexual favors accompanied by implicit or explicit threats concerning one’s job, grades, letters of recommendation, etc.;

☐ Comments about someone’s body, clothing, or sexual activity;

☐ Leering, staring, whistling;

☐ Sexual gestures or suggestive comments;

☐ Asking someone about their sexual experiences or gossiping about them;

☐ Brushing, touching, patting, or pinching someone;
5. Displaying sexually suggestive or demeaning objects, pictures, writings, graffiti, or posters; or

6. Verbal abuse consistently targeted at any one sex, even if the content of the abuse is not sexual.

The above behaviors are prohibited in any form, whether they are said or done in person, over the telephone, via e-mail, over the Internet, or using any other form of communication.

All employees and students should also be aware that retaliation against someone who has complained of harassment is prohibited. Retaliation against anyone who has complained or who has participated in an investigation is unlawful and will not be tolerated by Concord School District.

4. Who might be a “harasser”?

Sexual harassment can occur between supervisors and subordinates; between faculty or staff and students; between students or co-workers; between contractors or visitors and students or employees; or between any combination of these people. The alleged harasser and alleged victim may be of different sexes or of the same sex. “Same sex” harassment is prohibited like any other form of harassment.

5. What should you do to stop unwelcome behavior?

Sometimes, telling the harasser that his or her behavior is unwelcome will stop the behavior or comments. Employees or students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but are not required to do so.

In addition, any employee or student who believes that he or she has been harassed should report the incident in accordance with our complaint procedure, which is described below. Parents or guardians may also file complaints on behalf of students.

Employees who observe harassment of students are required to report the harassment in accordance with the complaint procedure. Employees who fail to report will be subject to disciplinary action. If you are not sure whether something you have observed may constitute harassment, report it so that the District can make that determination.

6. How do you report a complaint of harassment or retaliation?

Each building in the Concord School District has one or more assigned sexual harassment investigators. We also have sexual harassment investigators assigned to the whole District. A complete list of all our investigators and their addresses and telephone numbers is attached to this policy. Each year every school will list the names, addresses and telephone numbers of their investigators, as well as the Central Office investigators, in their student handbooks.

In addition, this policy will be posted in or near the main office of each building.

Employees, students, and parents or guardians should report complaints of sexual harassment or retaliation to their building sexual harassment investigator. If for any reason you are not comfortable discussing the matter with your building investigator, you may contact the District investigator directly. If the District investigator is not available, you should report the complaint directly to the Superintendent of Schools.
Complaints may be made orally or in writing. Whenever possible, complaints should include a description of the alleged harassment, the date(s) of the alleged harassment, and the name(s) of the alleged harasser(s).

In order to ensure a prompt investigation and corrective action, complaints should be filed as soon as possible. Delays in reporting can make an investigation more difficult, and may also delay corrective action.

7. What happens once a complaint is filed?

When the District receives a complaint of sexual harassment, we will promptly and fairly investigate the complaint. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, and consistent with the District's legal obligations, including the obligation to thoroughly investigate complaints. If the complaint involves a student under the age of eighteen, his or her parents will be notified.

The investigation will include a private interview with the person filing the complaint. If the person making the complaint is a student, his or her parent(s) or guardian(s) may also participate in the interview. Where appropriate, the investigation will also include interviews with other witnesses. The investigator will also conduct a private interview with the person(s) alleged to have committed sexual harassment.

The investigator will provide a written investigation report to the Superintendent of Schools within twenty (20) days of receiving a complaint of sexual harassment. If the allegation of sexual harassment involves the Superintendent of Schools, the investigation report will be sent directly to the President of the Concord School Board.

Within ten (10) days of receiving the investigation report, the Superintendent of Schools will determine what, if any, corrective action is appropriate. In the event the complaint involves the Superintendent of Schools, the determination will be made by the President of the Concord School Board. In circumstances where it is appropriate to do so, we will inform the person who filed the complaint and the person alleged to have committed the harassment of the results of the investigation and/or the corrective action, if any.

8. What corrective actions might the District take?

If it is determined that inappropriate behavior has occurred, Concord School District will act promptly to eliminate the offending conduct and, where appropriate, impose disciplinary action. Appropriate corrective actions will vary depending on the circumstances. Examples of corrective actions include, but are not limited to:

- Monitoring the treatment of an employee or student;
- Issuing an oral or written warning;
- Training or counseling the harasser to ensure he or she understands why his or her conduct violated the harassment policy;
- Job or class transfer or reassignment;
- Suspension;
- Expulsion; and
- Termination of employment.

9. How are students, staff, and parents notified of policy?

The Superintendent shall provide notice to students, staff, and parents of this policy through appropriate references in the student and employee handbooks, or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this policy.

10. Whom can you contact if you have questions or concerns?

Any employee, student, or parent of a student with any questions or concerns about harassment may contact their building sexual harassment investigator, a District investigator, and/or the Superintendent of Schools. Anyone who is not satisfied with the handling of a sexual harassment complaint may contact the Superintendent of Schools.
Sexual Harassment and Sexual Violence Report Form

General Statement of Policy Prohibiting Sexual Harassment

Concord School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant:

Home address:

Work address:

Home phone: Work phone:

Date of alleged incident(s):

Name of person(s) you believe sexually harassed or was sexually violent toward you:

List any witnesses that were present:

Where did the incident(s) occur?

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that has sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature: Date:

Received by: Date:
Concord School District Policy #414 *

Sexual Harassment

I. Purpose

The purpose of this policy is to maintain a learning environment that is free from sexual harassment or other improper and inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against School Board policy. Any form of sexual harassment is strictly prohibited and will not be tolerated. It is a violation of this policy for any employee or third party to harass any person through conduct or communication of a sexual nature as defined by this policy.

“Employee” shall include, but not be limited to, all School District staff, teachers, non-certified personnel, administrators, volunteers, coaches and/or other such personnel whose employment or position is directed by the District.

“Third parties” include but are not limited to parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another person.

II. Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and/or conduct of a sexual nature when:

(1) Submitting to the unwelcome conduct is made a term or condition of an individual’s employment, either explicitly or implicitly

(2) Submitting to or rejecting the unwelcome conduct is used as the basis for decisions affecting a person’s employment; or

(3) The unwelcome conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive working environment

(4) Sexual violence

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;

2. Subtle pressure for sexual activity;

3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against an employee’s body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

III. Reporting Procedures
1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.

2. Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) to the building Principal. If the alleged perpetrator is the Principal, the alleged victim may report the allegation to any other District employee. That employee shall then report the allegation to the Superintendent. The Board encourages the reporting employee to use the Report Form available from the Principal or Superintendent.

3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

4. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address. If the complaint involves the Superintendent, the complaint shall be filed directly with the President of the Board.

5. Submission of a complaint or report of sexual harassment will not affect the employee’s standing in school, future employment, or work assignments.

6. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the District’s legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

IV. Investigation and Recommendation
The Human Rights Officer will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third party designated by the Board.

If District officials conduct the investigation, the investigation should consider the circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and circumstances. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party’s methods of investigation.

Upon completion of an investigation conducted by either District officials or a third party, the Board and the Superintendent will be provided with a written factual report and recommended action.

V. District Action

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending employee. Such discipline may include, but is not limited to, a warning, training, temporary suspension and/or dismissal. Any discipline will be in accordance with all laws and collective bargaining agreements, if applicable.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent, who may order the offending employee to engage in some remedial action.

VI. Appeal of Investigator’s Recommendation

Either the complainant or the accused may appeal the investigator’s recommendation and subsequent District action, if any, to the Board.

After a hearing, the Board will vote to either accept or deny the investigator’s recommendation and resulting discipline.

Either party may then appeal the Board’s decision in accordance with applicable law.

VII. Reprisal
The District will discipline any employee who retaliates against any other employee who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. Sexual Harassment as Sexual Abuse

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all applicable laws.

Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged sexual abuse.

X. By-pass of Policy

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights at 2 Chennell Dr., Concord, NH 03301, phone 603-271-2767 or the US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Legal References:

- Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy
- Ed 306.04(a)(9), Sexual Harassment
- RSA 354-A:7, Unlawful Discriminatory Practices
- Appendix: GBAA-R, BBA-R

Adopted June 3, 1991. Revised August 1, 1994; June 3, 1996; August 6, 2001; ___________, 2018
Corresponds to NHSBA Policy GBAA
Attachment
Sexual Harassment and Sexual Violence Report Form

General Statement of Policy Prohibiting Sexual Harassment

Concord School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sexual discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: ________________________

Home address: ________________________

Work address: ________________________

Home phone: ________________________ Work phone: ________________________

Date of alleged incident(s): ________________________

Name of person(s) you believe sexually harassed or was sexually violent toward you:

______________________________

List any witnesses that were present:

______________________________

Where did the incident(s) occur?

______________________________

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

______________________________

______________________________

This complaint is filed based on my honest belief that ________________________ has sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature: ________________________ Date: ________________________

Received by: ________________________ Date: ________________________
Concord School District Policy #422

Health Insurance Portability and Accountability Act (HIPAA)

The School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual’s rights and the District’s legal obligations with respect to protected health information.

Confidentiality of Individually Identifiable Health Information

The District and its employees will not use or disclose an individual’s protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver’s licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the District are expected to comply with the administration of this policy. Any violation of the HIPAA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person’s protected health information shall immediately report such breach to his/her immediate supervisor or the Board-appointed Privacy/Security Officer. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the Privacy/Security Officer determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures.

Notice

The District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a
clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

Training

All employees shall receive training regarding the District’s privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District’s privacy practices or procedures.

Documentation

Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including but not limited to all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years.

Legal References:

Public Law 104-191, Health Insurance Portability and Accountability Act of 1996
Appendix GBIA-R, EHB-R and JRA-R

Adopted , 2018
Corresponds to NHSBA Policy GBIA; cross-reference Policies GBJ and IRA
Concord School District Policy #422
Health Insurance Portability and Accountability Act (HIPAA)

The School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual’s rights and the District’s legal obligations with respect to protected health information.

Confidentiality of Individually Identifiable Health Information

The District and its employees will not use or disclose an individual’s protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver’s licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the District are expected to comply with the administration of this policy. Any violation of the HIPAA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person’s protected health information shall immediately report such breach to his/her immediate supervisor or the Board-appointed Privacy/Security Officer. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the Privacy/Security Officer determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures

Notice

The District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks
and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

Training

All employees shall receive training regarding the District’s privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District’s privacy practices or procedures.

Documentation

Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including but not limited to all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years.

Legal References:

   Public Law 104-191, Health Insurance Portability and Accountability Act of 1996
   Appendix GBJA-R, EHB-R and JRA-R

Adopted ____________ 2018
Corresponds to NHSBA Policy GBJA; cross-reference Policies GBJ and JRA
Concord School District Policy #422.1

Health Insurance

Health insurance benefits will be provided in accordance with individual and bargaining group employment contracts.

Concord School District Policy #422.3
Tax-Sheltered Annuity Program Benefits

The Board of Education of the Concord School District agrees to purchase annuities for employees in accordance with provisions of Section 403(b) of the Internal Revenue Code of 1954, as amended. The Superintendent of Schools is authorized to approve, on behalf of the Board of Education, such applications from employees for agreements with the School District for reductions in salary; the amount of such reductions to be remitted to the selected annuity program for application to a non-forfeitable annuity account maintained under the terms of a contract or contracts qualifying for purposes of Section 403(b) issued by such insurers as said employees may elect.

Adopted April 1967. Revised January 1984
Concord School District Policy #422.4

Worker's Compensation

Worker's Compensation insurance is carried by the School District at no cost to the employee. An employee injured at work and receiving Worker's Compensation will receive from the District the difference between Worker's Compensation (exclusive of medical, hospital or other benefits) and his/her regular salary for the balance of his/her sick leave.

Adopted 1966
Committee Chair Maureen Redmond-Scura called the meeting to order at 5:30 p.m. The agenda included a presentation on early childhood education by Stacey Lazzar and Laurie Hart, and the student services enrollment report by Superintendent Forsten.

Early Childhood Presentation

Ms. Lazzar and Ms. Hart shared a presentation entitled ‘Children, the Bedrock of the Granite State,’ which was developed by Spark NH, the state’s governor-appointed Early Childhood Advisory Council. This presentation was being shared with a variety of state and local leaders across New Hampshire. The presentation was followed by an update on Safe Schools/Healthy Students project activities focused on early childhood education.

The Spark NH presentation focused on the impact of early development on later outcomes for children. It featured three short videos from the Center on the Developing Child at Harvard University, one on the basic architecture of the brain, another focusing on the importance of ‘serve and return’ relationships between young children and caregivers, and a third describing the negative effects of toxic stress. The presentation stressed the importance of systems that support strong foundations for healthy early development, noting that targeting the earliest years of children’s development reaps economic benefits for the community.

Ms. Lazzar and Ms. Hart described the activities associated with the Safe Schools/Healthy Children project that focus on early childhood. Over 300 families in Concord have been served at the District’s four family center sites. More than 500 children have been screened, resulting in over 90 home visits and 41 referrals to community agencies. Families have enjoyed 13 community field trips. To increase access to services, the Family Centers have offered over 90 interpretations and 68 transportation events. District staff work closely with community agencies, including Community Bridges, Riverbend, Ascentria Care Alliance, Child and Family Services and Community Bridges, to connect families with appropriate services. Some parents and other caregivers attending the
Family Centers become advocates and ambassadors, building strong connections within the elementary schools.

Spark NH has provided funding for families in Concord to access VROOM, a resource that provides parents and other caregivers with online and printed materials that provide information and tips to support healthy development, birth-5. The project has disseminated information about VROOM across the community, including at daycare and preschool centers, the hospital and at the District’s Family Centers.

Ms. Hart noted that the Safe Schools/Healthy Students grant has also allowed the District to invest in the community’s early childhood workforce. The project has provided access for 300 area childcare and preschool providers to workshop series on a variety of topics, including social/emotional development, trauma, mindfulness in the classroom, culture and diversity, and positive strategies for supporting children with behavior concerns. They are seeking additional grants to support the work going forward. Concord, along with five other districts, was selected to be part of Project Grow, a four-year initiative to support the development of trauma-sensitive environments in the schools.

Safe Schools/Healthy Students resources have also been used to support a variety of family training and workshops on parenting skills, helping with homework, supporting the development of early literacy and math skills, and others. Psychologist Cassie Yackley will present a program for families on February 7 on building healthy brains. The project also supports family visitation, a strong evidence-based intervention.

Ms. Lazzar briefly described the other aspects of the Safe Schools/Healthy Student project beyond the early childhood area. The project provides mental health clinicians from Riverbend in the schools. In addition, substance abuse prevention counselors are funded at Rundlett Middle School and Concord High School. Another area of focus is on developing a positive culture and climate in the school, working to implement multi-tiered structures in each school.

Student Services Enrollment Report

Superintendent Forsten provided enrollment information related to student services, noting that the number of students receiving special education services has declined in the last five years, consistent with the overall decline in enrollment. Currently just under 700 students were being served, representing approximately 15% of the school population overall. This is consistent with the percentage of students with educational disabilities in New Hampshire. The elementary level has the lowest percentage (13%), Concord High School serves 15% of the population, and 18% of the students at Rundlett Middle School receive services.

Superintendent Forsten noted several current areas of focus for special education programs, including an ongoing conversation about social/emotional/behavioral challenges, successful experiences with inclusionary programs, transitions from out-of-district placements to district placements, the use of technology to support students, and specialized training for educational assistants to be certified as behavior technicians. She noted that federal and state funds for special education continue to be limited.
Over the last five years the District has seen some growth in numbers of students served through programs for English Language Learners (ELL). In 2013, 300 students were receiving ELL services; in 2017 this number rose to 360. Overall, 8% of Concord’s students were receiving services through the ELL program; 10% of elementary students; 6% of RMS students; and 8% of CHS students. Mill Brook and Broken Ground Schools continue to have the highest percentage of ELL learners.

Success stories related to Concord’s ELL students have been shared over the years. The programs are inclusionary. Federal funds for this area have been waning in the last few years.

Superintendent Forsten solicited additional questions or topics from Committee members about student services programming that could be answered during the upcoming budget meetings. Committee members asked for additional information about the supports and services that are provided to meet the needs of students returning from out-of-district placements; Bill White’s contract; the use of educational assistants; data and other information that would speak to the success of the programs in place; and other considerations for programs that might be more effective than those in place.

The Committee voted 3-0 to adjourn (motioned by Mr. Cogswell, seconded by Ms. Poinier).

The meeting adjourned at 6:44 p.m.

Respectfully submitted,

Maureen Redmond-Scura, Chair
Donna Palley, Recorder
## Monthly Enrollment Report Summary
### 2017-2018 School Year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot-Downing</td>
<td>385</td>
<td>392</td>
<td>393</td>
<td>396</td>
<td>394</td>
<td>386</td>
<td>383</td>
<td>386</td>
<td>384</td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>350</td>
<td>344</td>
<td>352</td>
<td>352</td>
<td>348</td>
<td>352</td>
<td>348</td>
<td>348</td>
<td>348</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>371</td>
<td>368</td>
<td>368</td>
<td>364</td>
<td>364</td>
<td>364</td>
<td>364</td>
<td>364</td>
<td>364</td>
</tr>
<tr>
<td>Christa McAuliffe</td>
<td>413</td>
<td>408</td>
<td>408</td>
<td>399</td>
<td>401</td>
<td>401</td>
<td>401</td>
<td>401</td>
<td>401</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>326</td>
<td>326</td>
<td>326</td>
<td>328</td>
<td>330</td>
<td>328</td>
<td>330</td>
<td>330</td>
<td>330</td>
</tr>
<tr>
<td><strong>Total Elementary</strong></td>
<td><strong>1845</strong></td>
<td><strong>1838</strong></td>
<td><strong>1847</strong></td>
<td><strong>1839</strong></td>
<td><strong>1837</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>RMS</td>
<td>969</td>
<td>970</td>
<td>970</td>
<td>968</td>
<td>973</td>
<td>973</td>
<td>973</td>
<td>973</td>
<td>973</td>
</tr>
<tr>
<td><strong>Total RMS</strong></td>
<td><strong>969</strong></td>
<td><strong>970</strong></td>
<td><strong>970</strong></td>
<td><strong>968</strong></td>
<td><strong>973</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>CHS</td>
<td>1488</td>
<td>1465</td>
<td>1488</td>
<td>1471</td>
<td>1464</td>
<td>1464</td>
<td>1464</td>
<td>1464</td>
<td>1464</td>
</tr>
<tr>
<td>Deerfield</td>
<td>166</td>
<td>165</td>
<td>164</td>
<td>162</td>
<td>162</td>
<td>162</td>
<td>162</td>
<td>162</td>
<td>162</td>
</tr>
<tr>
<td><strong>Total CHS</strong></td>
<td><strong>1654</strong></td>
<td><strong>1630</strong></td>
<td><strong>1652</strong></td>
<td><strong>1633</strong></td>
<td><strong>1626</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Total K - 12</strong></td>
<td><strong>4468</strong></td>
<td><strong>4438</strong></td>
<td><strong>4469</strong></td>
<td><strong>4440</strong></td>
<td><strong>4436</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### Preschool

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver Meadow</td>
<td>27</td>
<td>30</td>
<td>33</td>
<td>36</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td>37</td>
<td>37</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>50</td>
<td>56</td>
<td>60</td>
<td>58</td>
<td>61</td>
<td>61</td>
<td>61</td>
<td>61</td>
<td>61</td>
</tr>
<tr>
<td>Community Placement</td>
<td>28</td>
<td>30</td>
<td>30</td>
<td>29</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Preschool</strong></td>
<td><strong>105</strong></td>
<td><strong>116</strong></td>
<td><strong>123</strong></td>
<td><strong>123</strong></td>
<td><strong>128</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
# Enrollment Report February 2018

## Elementary

<table>
<thead>
<tr>
<th>School</th>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot-Downing School</td>
<td>18</td>
<td>19</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>26</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>17</td>
<td>19</td>
<td>19</td>
<td>21</td>
<td>26</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>21</td>
<td>26</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>58</td>
<td>53</td>
<td>75</td>
<td>61</td>
<td>78</td>
<td>69</td>
<td>394</td>
</tr>
<tr>
<td>Beaver Meadow School</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>21</td>
<td>16</td>
<td>15</td>
<td>18</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>3R class</td>
<td>18</td>
<td>21</td>
<td>17</td>
<td>15</td>
<td>18</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>19</td>
<td>17</td>
<td>17</td>
<td>18</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>53</td>
<td>64</td>
<td>50</td>
<td>47</td>
<td>54</td>
<td>80</td>
</tr>
<tr>
<td>Broken Ground School</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>19</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>20</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>20</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>121</td>
<td>118</td>
<td>125</td>
<td>364</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christa McAuliffe School</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>19</td>
<td>22</td>
<td>19</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>19</td>
<td>20</td>
<td>19</td>
<td>22</td>
<td>19</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>19</td>
<td>22</td>
<td>19</td>
<td>24</td>
<td>20</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>56</td>
<td>74</td>
<td>62</td>
<td>68</td>
<td>77</td>
<td>64</td>
<td>401</td>
</tr>
<tr>
<td>Mill Brook School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>20</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>20</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>21</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>109</td>
<td>119</td>
<td>102</td>
<td>330</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>276</td>
<td>310</td>
<td>289</td>
<td>297</td>
<td>327</td>
<td>338</td>
<td>1837</td>
</tr>
</tbody>
</table>

## Middle

<table>
<thead>
<tr>
<th>School</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rundlett</td>
<td>337</td>
<td>310</td>
<td>326</td>
<td>973</td>
</tr>
<tr>
<td>CHS</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>Concord</td>
<td>403</td>
<td>359</td>
<td>376</td>
<td>326</td>
</tr>
<tr>
<td>Deerfield</td>
<td>45</td>
<td>37</td>
<td>45</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>448</td>
<td>396</td>
<td>421</td>
<td>361</td>
</tr>
</tbody>
</table>

## Preschool

<table>
<thead>
<tr>
<th>Preschool</th>
<th>Number of children</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS</td>
<td>37</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>61</td>
</tr>
<tr>
<td>Community Placement</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>128</td>
</tr>
</tbody>
</table>

**District Total**

4436

*(not including preschool numbers)*
## February 2018 Board Meetings

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:00 p.m. Negotiations</td>
<td></td>
<td>5:30 p.m. Budget Session Salaries and Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 p.m. Board meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. Budget Session Student Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>5:00 p.m. Executive Committee</td>
<td>5:30 p.m. Elementary and Middle School Enrollment Post Budget</td>
<td>7:00 a.m. Joint City Council / School Board (City Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Winter Break NO SCHOOL</td>
<td>Winter Break NO SCHOOL</td>
<td>Winter Break NO SCHOOL</td>
<td>Winter Break NO SCHOOL</td>
<td>Winter Break NO SCHOOL</td>
<td>Winter Break NO SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>
### March 2018 Board Meetings

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:30 p.m. Public Hearing at BGS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:00 p.m. Budget Session High School Enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00 p.m. Board meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. Negotiations at RMS</td>
<td></td>
<td>5:30 p.m. Budget Session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 p.m. Public Hearing at RMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>5:30 p.m. Special Meeting to approve FY 19 Budget</td>
<td></td>
<td></td>
<td>5:30 p.m. Joint City / School Board Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>5:00 p.m. Executive</td>
<td></td>
<td>5:30 p.m. Communications &amp; Policy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>