Board of Education, Concord School District
March 6, 2017
Regular meeting

I. CALL TO ORDER

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

III. PRESENTATIONS
     Broken Ground School

IV. PUBLIC COMMENT – agenda items only

V. RECOGNITION .................................................................................. p. 3

VI. APPROVAL OF BOARD MINUTES
    a. Regular monthly meeting (February 6) ...................................... pp. 4-10
    b. Budget Work Session (February 8) ............................................ pp. 11-12
    c. Special Board meeting (February 15) ......................................... pp. 13-14
    d. Budget Work Session (February 15) ......................................... pp. 15-19
    e. Budget Work Session (February 20) ......................................... pp. 20-22
    f. Budget Work Session (February 22) ......................................... pp. 23-26

VII. PERSONNEL
    a. Leave of absence
    b. Coach nominations .................................................................... pp. 27-28
    c. RMS Principal update

VIII. COMMUNICATIONS AND POLICY
    a. Committee meeting report (February 13) ................................. pp. 29-32
    • Policy #131 – Meetings (first reading) ...................................... pp. 33-35
    • Policy #131.1 – Agenda Administration (first reading) ............ pp. 36-37
    • Policy #132 – Agenda Preparation (first reading) .................. pp. 38-40
    • Policy #134 – Non-Public Sessions (first reading) .................. pp. 41-43
    • Policy #135 – Rules of Order (first reading) ......................... pp. 44-46
    • Policy #140 – School Board Policies (first reading) ............... pp. 47-48
    • Policy #140.1 – Superintendent Duties (first reading) ............ pp. 49-50
    • Policy #140.2 – Administrative Prerogative (first reading) ...... pp. 51-52
    • Policy #141 – Policy Development (first reading) ................. pp. 53-54
    • Policy #142 – Exceptions to Policy (first reading) ................. pp. 55-56
    • Policy #143 – Suspension of Policies (first reading) .............. pp. 57-58
    • Policy #121 – Election of Officers (second reading) ............... p. 59
    • Policy #124 – School Board Standing Committees (second reading) ... p. 60
    • Policy #530 – Wellness (second reading) ............................... p. 61
    • Policy #711 – Student Transportation (second reading) .......... pp. 62-63
IX. OTHER BUSINESS
   a. Update on steam conversion project
   b. Update on June calendar
   c. Approve bond sale

X. PROPOSED CALENDARS OF MEETINGS ........................................... pp. 66-67

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

XII. ADJOURNMENT
Do you remember any of your class projects from middle school?

Rundlett Middle School students made little Strandbeests

By Jon Bodell - Feb 21, 2017, The Concord Insider

Maybe you made rockets using soda bottles, baking soda and vinegar. Maybe you built a bridge out of popsicle sticks. Or perhaps you remember making paper mache sculptures of your own head, or something of the sort. Well, the kids of today are up to a whole lot more than that, as evidenced by a quick visit to a pair of eighth-grade art classrooms at Rundlett Middle School last week.

All Concord schools have been pushing the STEAM subjects — science, technology, engineering, arts and mathematics (it's the same subjects as STEM, only with arts added to the mix) — and the project we checked out could fall into almost any of those categories.

Thanks to a generous grant from the Concord Trust for the Enhancement of Public Education, students have been introduced to the art and engineering process of Dutch artist Theo Jansen. Jansen is a visionary of sorts, spending his time since 1990 creating "new forms of life," as he calls them, known as Strandbeests. These things are made of plastic tubing, and they use the power of the wind to move around similar to the way some animals do — there are loads of videos on his website, strandbeest.com, and it’s pretty wild to watch these Strandbeests move.

The ones Jansen makes are quite big — some the size of a bus — so the students at Rundlett set out to make scaled-down versions of these exotic creations using kits that can be ordered online.

When we stopped by, the students were just getting to the fun part — racing. They had already spent a few days working in small groups to assemble the models — everybody was using the same model, one of a Strandbeest called Animalis Ordis Parvus. Now that every group had a complete model, it was time to put them up against each other in a little tournament. The Strandbeest model had a propeller on one end, and students used a hair dryer to power it. As the rotor turned, it twisted an elastic which controlled the "legs" of the creature, making it walk in a mechanical, robotic manner. The things look really bizarre in action, I have to say.

Meanwhile, art teacher Kristine Nyhan, who’s classroom abuts Bednaz’s, was recording some of her students with a school-issued iPad. She live-streamed video of students hair-drying their Strandbeests, and even took some still shots to show parents. As the Strandbeests raced, students were analyzing why their creations either worked or didn’t — most did work fine, though some had a few little quirks. They also talked among themselves about ways to improve on their designs. "We try to use everyone’s skills at the table," said art teacher Stephanie Bednaz. "It's really a lesson in working together."

The point of the students working in groups, she explained, is to maximize each student's potential. While some kids work best with a hands-on approach, some prefer to be left to their own devices. In these groups, every student can let his or her individual strength shine, and it all contributes to the same goal. If this sounds more like a science or math project than an art one, that’s because it kind of is a mix of all of them, and then some. "The project could really fit into many subjects," Bednaz said.

The artistic phase of the project is the next one on the docket. Now that students have built models using supplied materials and instructions, their next task is designing and building their own. They'll use materials like ping pong balls, straws, glue sticks, cups and wires to see what kinds of creations they can come up with.

And it won’t just be the students in Bednaz and Nyhan’s classes. "By the end of March, all six eighth-grade classes will have done this," Bednaz said. In the meantime, it will be a lot of brainstorming and collaborating, revisions and improvements, trial and error. One of the major purposes of the project, Bednaz said, is to teach kids about revision — when you think you’ve made it as good as it can be, go back again and try to make it even better. When the time comes to put the original creations to the test, the fun part will be seeing what kinds of designs the kids came up with. The kinetic sculptures, as they’re called, do not have to “walk” or “crawl” around the way Jansen’s Strandbeests do, but they do have to move in some way or another.

No matter what the final designs end up looking like, one thing will be certain: they will be completely original creations, and they'll be interesting for sure.
Concord School District
Board of Education
Regular monthly meeting
February 6, 2017

Board members: Clint Cogswell, Tom Croteau, Nathan Fennessey, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Pam Wicks; student representatives Esther Elonga and Rebecca Proulx

Board member absent: Jim Richards

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda
Superintendent Forsten asked to amend the agenda to add an action item to consider the $12 million loan resolution, and to add a non-public meeting after Agenda Item 12, Public Comment.

The Board voted 8-0 to approve the revised agenda (motioned by Nathan Fennessey, seconded by Tom Croteau).

Agenda Item 3. Presentation by Beaver Meadow School (BMS) students
Principal Michele Vance introduced student Ambassadors Isabella Langley, Sara Martel, Casey Thompson, Laney Watts, Ava Mullen, who explained their roles and presented an abbreviated version of a BMS monthly all-school meeting. Ambassadors are student role models who have daily responsibilities assisting in several areas. They showed a brief video, sang a song the entire school had sung together for Martin Luther King, Jr. Day, discussed BMS “featured artists,” discussed the Global Read Aloud, which included “skype-ing” with classes in Virginia and California and communicating with the author about the book they were reading; shared information about their recycling program; performed a song from “Peter Pan.”

Mr. Cogswell noted teachers Sharon Nicosia, Clint Klose and John Hatab in particular for their high-quality, dedicated work with students.
Agenda Item 4. Public Comment—agenda items only
There were no comments.

Agenda Item 5. Recognitions
Student Board representative Esther Elonga noted that the CHS drama club recently presented three sold-out shows of Godspell. Auditions are now being held for the May show, "Into the Woods." Bedford High School invited CHS students to do a "TedTalk" on Feb 18 at Bedford High School, about how to create their own "Be the Change" club. Students in the ELL program will be undergoing ACCESS testing in the next week, to measure their progress learning American English. Scholarship Day on February 11 will help students apply for scholarships and review their scholarship essays; volunteers will come in to help students at this time. The Be The Change Club is planning a youth leadership summit on March 18; its purpose is to expose students to different forms of leadership and inspire them to become leaders.
Student Board representative Rebecca Proulx noted that 34 of 423 students in the senior class (8%) were honored by NHIAA for their athletic excellence and academic achievement; students must play two sports and have B+ average to be eligible. A SOCK (Save Our Cold Kids) drive to improve conditions of homeless people will be held soon, collecting socks mainly for preschoolers and families. Spirit Week will be held from Feb. 20-24, ending with Winter Carnival. She noted that the Techno Dance had its highest attendance so far, and raised money for the senior class.
Tom Croteau recognized student representative Esther Elonga, who sang the National Anthem for the New Hampshire Legislature in January.

Agenda Item 6. Approval of Board Minutes
Mr. Cogswell reviewed the minutes of the annual organizational meeting and regular monthly meeting on January 3.
He also reviewed the minutes of the Public Hearing on January 18, which was about the $12 million bond that will fund various projects, and the minutes of the Special Board meeting on January 18.

The Board voted 8–0 to approve the minutes of the organizational meeting and the regular monthly meeting on January 3, the Public Hearing on January 18 and the minutes of the Special Board meeting on January 18 (moved by Barb Higgins, seconded by Maureen Redmond-Scura).

Mr. Cogswell reviewed the minutes of the Legislative Breakfast on January 27, noting that the conversation is always a highlight of the year.
He also reviewed the minutes of the opening budget presentation on February 1, noting that this will be a very challenging budget season.
Mr. Cogswell noted that Patrick Taylor has graciously agreed to serve again as Deputy School Board Clerk.

The Board voted 8-0 to approve Patrick Taylor as Deputy School Board Clerk (moved by Mr. Cogswell, seconded by Ms. Patterson).

Agenda Item 7. Personnel
Larry Prince presented several staff nominations.

Catherine Baylus, Language Arts Teacher, Rundlett Middle School, $32,589, M-1, one year only, prorated 133 days. Cathy replaces Jodi Ostroumoff (133 days at M-14 = $57,476) – LOA. Budgeted at $57,476

Holly Denoncourt, Special Education Teacher, Concord High School, $22,740, M-2. Holly replaces Meagan Comstock (88 days at M-3 = $23,916) – LOA. Budgeted at $34,501

Katie Griffin, Special Education Teacher, Broken Ground School, $19,179, 50% at M-10, one year only, prorated 105 days. Katie is filling this vacancy for the remainder of the school year. Budgeted at $23,390

The Board voted 8-0 to approve the staff nominations as presented (moved by Ms. Redmond-Scura, seconded by Ms. Patterson).

Larry Prince presented a winter coach nomination.

Shawn Moseley, RMS Wrestling Supplemental Coach, Rundlett Middle School, $917, 75% of Step 3, Group 14, 3.0%. Shawn replaces Mark Feigl (RMS Assistant Wrestling Coach)

The Board voted 8-0 to approve the coach nomination as presented (moved by Mr. Croteau, seconded by Ms. Higgins).

Amanda Bacher, Girls Freshman Lacrosse Coach, Concord High School, $2,446, Step 3, Group 11, 5.5%. Position not filled 16-17

Brian Chase, Girls JV Softball Coach, Concord High School, $3,057, Step 3, Group 8, 7.5%. Brian replaces Kathleen O’Connor

Jenna Tewksbury, Girls JV Lacrosse Coach, Concord High School, $2,650, Step 1, Group 8, 6.5%. Replaces: Skylar Stavros

Spring coach nomination: Katherine Weeks CHS Girls Freshman Softball Coach, $2,242, Step 2, Group 11, 5.5%

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

Mr. Prince asked for a vote to approve the list of returning coaches for the spring.
The Board voted 8–0 to approve the list of existing coaches (moved by Mr. Fennessy, seconded by Ms. Higgins).

Agenda Item 8. Communications and Policy Committee
Communications and Policy Committee chairperson Jennifer Patterson presented the report of the meeting on January 11. She noted that the committee reviewed a number of policies, including Policy #122 Treasurer and Policy #123 Clerk Duties, which have been deferred for a legal opinion and future discussion. She reviewed the discussion about and changes to the four policies that were before the Board for a first reading: Policy #121 Election of Officers; Policy #124 School Board Standing Committees; Policy #530 Wellness; and Policy #711 Student Transportation.

Mr. Fennessy asked how busing for Concord residents in private schools worked in practice. Superintendent Forsten described the concept of a central gathering point. Ms. Patterson noted that 5-10 student at Bishop Brady ride District buses, and 20-30 elementary students at St. John’s Regional School ride District buses.

Mr. Fennessy suggested additional discussion of Policy 711 Student Transportation Services to consider changes in walking distances in the context of the budget. Ms. Patterson noted that additional changes could be made in this policy in the future, and that there may be a legal requirement for the walk zone distances. Superintendent Forsten noted that both walking distances and transportation fees could be discussed during the budget work sessions.

Ms. Patterson also noted that Policy #121 Elective Board Officers and Policy #124 School Board Standing Committees had very minor changes, including the addition of references to NHSBA policies.

Ms. Patterson reviewed the two policies before the Board for a second reading: Policy #683 School, Family and Community Partnerships and Policy #684 Family and Community Engagement with Respect to Title I Programs. There was no further discussion of these policies.

The Board voted 8–0 to adopt revisions to Policy #683, as revised (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

The Board voted 8–0 to adopt Policy #684, a new policy (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

Agenda Item 9. Joint City Council/School Board Committee
Joint City Council/School Board Committee chairperson Maureen Redmond-Scura presented the report of the meeting on January 20, which was a discussion of factors impacting the school district budget; factors related to the discussion of full-day kindergarten; steam heating costs and the cost of conversion from steam to natural gas;
city valuation rates; the impact of lost tax revenue from the Steeplegate Mall; the new City Economic Development Office; the status of the opioid crisis; the impact of the new women’s prison on the city and the schools; and joint marketing efforts.

Agenda Item 10. Joint Capital Facilities / Instructional Committee

Instructional Committee chair Alana Kimball presented the report of the meeting on January 25, which was a presentation by HMFH Architects about the process they will follow to develop the educational specifications study and architectural report. Mr. Cogswell noted that this is an opportunity to look closely at the RMS facility for its strengths and needs. Ms. Patterson noted that the point of the activities is to engage the entire community. Superintendent Forsten noted that those people who are interested are encouraged to contact her, or Mr. Cashman. A few dates in March will be scheduled, to engage a number of people in the visioning process.

Agenda Item 10. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for February and March.

Loan Resolution

Mr. Croteau made the following motion:

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Useful Life (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and Concord High School</td>
<td>30</td>
</tr>
<tr>
<td>Computer Hardware and Software Technology</td>
<td>5</td>
</tr>
<tr>
<td>School Buses</td>
<td>10</td>
</tr>
<tr>
<td>Child Care Building Renovation</td>
<td>30</td>
</tr>
</tbody>
</table>

(7) This vote shall take effect upon its passage.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS Heat Conversion (ADS, CMS, RMS, CHS and CRTC)</td>
<td>$9,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>CRTC Childcare Facility</td>
<td>$1,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>Type A, C &amp; D Buses</td>
<td>$1,000,000</td>
<td>10+ Years</td>
</tr>
<tr>
<td>iPad Replacement and Chromebooks</td>
<td>$1,000,000</td>
<td>5 Years</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$12,000,000</td>
<td></td>
</tr>
</tbody>
</table>

1. The Board voted 8-0 to approve the borrowing of $12 million in a bond as presented on January 18, 2017, referencing DOCUMENT AM59074406.1-R (moved by Mr. Croteau, seconded by Ms. Patterson).
Mr. Fennessy asked for clarification why the Board appeared to be re-visiting this issue. Mr. Dunn noted that the School District Charter does not mention that a public hearing on the loan resolution needs to be placed in the newspaper, but State law does require this; so the exact action taken by the Board in December needed to be re-done.

Agenda Item 11. Public comment
There was no public comment.

Ms. Patterson made a motion to move into non-public session at 8:15 p.m. under RSA 91-A:3 II (d) that states: “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.”

The Board voted 8-0 on a roll call vote to move into non-public session at 8:15 p.m. under RSA 91-A:3 II (d) (motioned by Ms. Patterson, seconded by Mr. Fennessy) to discuss a property matter.

Ms. Redmond-Scura moved to come out of non-public session at 8:34 p.m.

The Board voted 8-0 to come out of non-public session (motioned by Ms. Redmond-Scura, seconded by Ms. Patterson).

TO SEAL:

The Board by roll call voted 8-0 to seal the minutes under RSA 91-A:3 II (d) – property matter (motioned by Ms. Patterson, seconded by Ms. Redmond-Scura).

Agenda Item 12. Adjournment

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

The Board adjourned at 8:35 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District Board of Education  
Board Work Session  
February 8, 2017

Board members present:  
Clint Cogswell, President, Tom Croteau, Nathan  
Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson,  
Maureen Redmond-Scura, Jim Richards, Pam Wicks

Administration:  
Superintendent Terri L. Forsten, Assistant Superintendent Donna  
Palley, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:34 p.m., noting that the agenda was to review enrollments, staffing and benefits in the proposed FY17-18 budget. Superintendent Terri Forsten reviewed several items related to the budget.

1. Enrollment and Demographic Trends (Slides 5-6)
   A. Superintendent Forsten reviewed enrollment trend comparisons between Concord School District and several Merrimack County school districts. She noted that while enrollments are decreasing at a similar rate, the rate of Concord enrollment drop is slightly steeper. Superintendent Forsten reviewed the 10-year trend of overall enrollment decline, at a rate of approximately 1% per year.

2. Enrollment Projections (Slides 8-10)
   A. Superintendent Forsten reviewed projected enrollment trends through 2023-2024, noting a slight, unanticipated drop in kindergarten enrollment and a relatively stable Concord High School (CHS) enrollment rate.

3. Proposed Staffing Changes for 2017-2018 (Slides 12-17)
   A. Superintendent Forsten reviewed average class sizes by grade level, noting a collective average of 16-29 students per class throughout all grade levels, with exceptions in Music, English, and ELL classes. She also noted that one of the budget process goals is to maintain staffing to support class sizes that stay within state guidelines. Mr. Cogswell and Barb Higgins both noted a need to be mindful of class sizes at the middle and high school levels in addition to the elementary level, when taking staff reductions into consideration.

   B. (Slide 17) Superintendent Forsten reviewed teaching staff reductions and additions at the school level. Mr. Dunn noted that this slide does not reflect additional changes to the staffing plan, but is simply a breakdown of the existing plan within the draft budget. Of particular note was the addition of
6.51 Educational Assistants to support a proposed full-day kindergarten option.

4. Benefits

A. Mr. Dunn reviewed costs of staff health insurance (Slide 26), noting a comparatively small increase in employer costs compared to peer districts. Jennifer Patterson clarified that many retirees are on the more expensive HMO plan, so those costs will drop off and the number of employees on that plan will decrease, thus decreasing costs to the District.

B. Mr. Dunn reviewed dental insurance costs, pointing out that those costs are increasing due to more employees opting into the dental plan as it has been made available to them. (Slide 29)

C. Mr. Dunn reviewed workers' compensation costs (Slide 30), unemployment compensation (Slide 32), and life and AD&D insurance (Slide 33), noting that these costs are difficult to plan as they are based on unanticipated incidents/events.

5. Budget Base

A. Mr. Dunn reviewed high-level budget planning at the school level, highlighting a number of budget lines, average budget, and notable line item changes. He clarified that the vast majority of the budget increase ($1.375M of $2.7M) is due to the necessary steam-to-natural gas conversion.

6. Review schedule

A. Upcoming meetings are scheduled for February 15 and 22, and March 6 and 8. Mr. Dunn noted that the budget must be posted for public review and comment by March 6 or 8 to comply with the current schedule.

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District Board of Education  
Special Board Meeting – Affirmation of $12 million Bond Sale  
February 15, 2017

Board members present:  
Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards, Pam Wicks

Board members absent:  
Barb Higgins

Administration:  
Superintendent Terri L. Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:16 p.m., noting that it was a Special Board meeting to affirm the $12 million bond sale. Business Administrator Jack Dunn then reviewed the agenda items, as follows:

1. Bond Approval History
2. Projects
3. Bond Structure
4. Estimated Payment Schedule
5. Decisions and Flexibility
6. Proposed Motion: Affirmation to move forward with $12 million Bond Sale

He noted that this meeting was primarily an administrative meeting for the Board’s purpose, in order to officially record moving forward with the proposed $12 million bond. He reviewed the bond structure, explaining that the principal remains the same throughout the course of the bond. The clarification was made that this is a projected schedule, as the actual debt schedule will not be finalized until the bond sale occurs on February 22. (Slide 8)

Mr. Dunn reviewed the decisions and flexibility available (Slide 9) and schedule of important bond dates, and reminded the Board that the bond proceeds can be reprioritized with the Board’s vote. Mr. Cogswell asked whether the whole $12 million must be spent or whether this is an upper limit; Mr. Dunn clarified that based on the bond structure, the administration is proposing to request and use the full $12 million.

Thomas Croteau formally proposed the motion at 5:24 pm. The motion was seconded by Mr. Cogswell, who then asked Board members to discuss the proposal.

Nathan Fennessy expressed some concern with the priority of spending $1 million on the CRTC facilities and whether or not this decision will “tie [the Board’s hands]” with respect to the budget moving forward. Mr. Dunn clarified that the CRTC payment had
been discussed for several years and that the funds would essentially be a placeholder for funds that may be needed to assist with capital improvement projects, particularly with the impending steam-to-natural gas conversion. Matt Cashman used piping at CHS as an example of a capital improvement project that would need to be addressed sooner rather than later. Mr. Fennessy asked for clarification, and Mr. Cashman explained that this piping is on all five floors of the west side of CHS, and that these will need to be fixed sooner rather than later, particularly in light of the steam-to-natural gas conversion. Pam Wicks asked for clarification regarding reprioritization of these bond funds; Mr. Dunn reiterated that any change in project prioritization would need to be voted on by the Board.

The Board voted 8-0 to affirm moving forward with the $12 million bond sale (motioned by Mr. Croteau, seconded by Mr. Cogswell).

The meeting adjourned at 5:36 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District  
Board of Education  
Board Work Session – Special Education Services  
February 15, 2017

Board members present: Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards, Pam Wicks

Administration: Superintendent Terri L. Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Student Services Bob Belmont

Board President Clint Cogswell called the meeting to order at 5:39 p.m., noting that it was a Board Work Session to discuss Title I, Title III, and Special Education services within the District and the budget impacts thereof. She then turned the presentation over to Director of Student Services Bob Belmont, who clarified that Title III addresses the needs of ELL students, who make up a large segment of the District student population.

(Slides 3, 4) Mr. Belmont reviewed the purpose, staff and student participation numbers, and of Title I grant programs. He noted that principals supervise the Title I services at each school.

Nathan Fennessy asked for clarification regarding the “school-wide” program at Mill Brook School (MBS) mentioned by Mr. Belmont, who clarified that MBS currently is able to use Title I funds to support all students throughout the school, rather than a specialized group. He noted that the District is also seeking school-wide participation status for Beaver Meadow (BMS) and Broken Ground Schools (BGS).

(Slides 5, 6) Mr. Belmont reviewed the purpose, staff, and student participation of Title III grant programs. He noted that over 44 languages are spoken in the District, and that from July 1 to present, 52 new refugee/immigrant students were enrolled, with particularly high populations from Nepal, Rwanda, and Tanzania.

Maureen Redmond-Scura asked for clarification regarding student participation numbers as they relate to students testing out of the program via ACCESS testing.

Barb Higgins asked if Concord High School (CHS) students are able to move into the general education curriculum if they choose, and Mr. Belmont clarified that yes, the District is still able to provide assistance to these students so they are completely integrated into the general student population.

(Slides 7, 8) Mr. Belmont reviewed IDEA, a federal program that provides students with disabilities with free appropriate public education (FAPE). He reviewed the participation numbers at each school, including students, teachers, coordinators, psychologists, occupational therapists, LPNs, and SLPs. Mr. Belmont explained that
each school’s principal currently serves as overseer for special education programs, with shared coordinators and other staff.

Mr. Cogswell asked for clarification regarding whether special education teachers should be considered these students’ primary educators; Mr. Belmont clarified that general education teachers are considered these students’ primary educators as these students are students first, and students with disabilities, second. Mr. Cogswell asked to see participation numbers at a future meeting, and Mr. Belmont agreed to provide these.

Mr. Fennessy asked for clarification regarding staffing levels at the elementary schools, particularly at BMS. Mr. Belmont clarified that one of the positions, while technically housed at BMS, is actually a district-wide position.

Jim Richards asked for clarification regarding student-teacher distribution. Mr. Belmont and Superintendent Forsten explained that early intervention with K-2nd graders is common, and that these students may benefit from these programs in such a way that they may be able to move out of the special education program in later grades.

Tom Croteau asked for clarification regarding the function of school psychologists. Mr. Belmont noted that there are two school psychologists distributed among the five elementary schools, and they frequently conduct risk assessment and eligibility testing. Mr. Belmont clarified that the LPNs currently employed at CHS, Rundlett Middle School (RMS), and BGS each work on a 1:1 basis with one student at each of those schools, and that these cases are regularly assessed for propriety.

Mr. Richards asked for a comparison of the special education staffing level as related to student population. Mr. Belmont clarified that he believes these levels have remained the same, but that he would verify. He then clarified that in New Hampshire, if a parent chooses to enroll their child in a charter school, and if the student is already enrolled in an IEP, that the public school district will provide special education services. He noted that this is unique to this state, and that in other states, the charter schools provide special education services.

Ms. Redmond-Scura asked why special education staff numbers have remained the same while the actual student population has decreased slightly. Mr. Belmont clarified that children with multiple disabilities and/or severe disabilities do need more intensive care, so staffing levels reflect the District’s commitment to these students. Donna Palley, Alana Kimball, and Mr. Cogswell shared their anecdotal experiences working in special education, all emphasizing how intense and time-consuming this work is.

Ms. Higgins asked if very high out-of-district costs might be mitigated by increasing in-District special education staff. Mr. Belmont and Superintendent Forsten agreed, with Mr. Belmont noting that it is the District’s ultimate goal to move toward enabling the special education program to bring these students back in-district.
(Slide 10) Mr. Belmont explained the function of Educational Assistants (EA), explaining a projected need for 6.51 EAs based on a proposed full-day kindergarten program.

Ms. Kimball asked for clarification whether this need is reflective of an increased need for students transitioning back in-district. Mr. Belmont explained that yes, this need is fulfilled by the EA staff.

Mr. Cogswell asked for the number of students who receive 1:1 EA services, and Mr. Belmont said that he would verify the exact number, but that the ballpark figure is 40.

Mr. Croteau asked for clarification regarding the 6.51 staff increase figure. Mr. Belmont explained that this number is based on current pre-K enrollment numbers and having a personal knowledge of the intense needs of these particular students. Superintendent Forsten added that this is a firm calculation.

(Slide 11) Mr. Belmont reviewed the proposed budget costs for this school year at just over $22 million, explaining the lengthy list of services that fall under the purview of special education, including EAs, audiology and visual services, special transportation, health services, and speech and language services, on top of special education teaching services.

Mr. Fennessy asked for clarification regarding the contractor services noted in this services list, and Mr. Belmont explained partnerships with Bill White & Associates Services, New Hampshire Association for the Blind, and other outside contracted services for particularly severe student cases. He further broke down the contracted services through Bill White, which include autism specialist services, behavior specialists, and stuff consultant training.

Mr. Croteau asked whether it might be more cost-efficient to utilize Bill White services for the neediest students rather than in-District resources. Superintendent Forsten clarified that some students are intense enough that in-District staff are better equipped than contracted services.

Discussion then centered on recent past budgets and prior conversations regarding ongoing need for contracted services and how to most efficiently integrate these services while best serving students. Mr. Croteau noted that one of the benchmarks for the success of a special education program is a decrease in the number of out-of-district placements. Mr. Belmont responded that an additional benchmark is individual student improvement and engagement in general education and after-school programs.

Mr. Croteau asked for clarification regarding services offered and whether the District getting the best value for what it is spending. Superintendent Forsten responded that she, Mr. Belmont, and Ms. Palley will review that data.

Pam Wicks asked where there is an advantage of outsourcing these services over hiring in-District special education staff. Superintendent Forsten clarified that this topic is reviewed monthly and is frequently a high-priority topic at team meetings. She continued to note that Bill White & Associates’ services focus strongly on autism.
support services, and that when the District initially engaged their services, this was a huge learning boon for internal staff. She noted that special education student needs have changed notably over the years, particularly in severity, so these services are still extremely valuable and not something easy to hire for. The conversation moved to a general support of outsourcing vs. hiring internal staff as salary-plus-benefits is significantly higher vs. paying a contractor fee, and that there would be additional need for roles like ABAs and support staff to supervise internal staff members.

(Slide 13) Mr. Belmont reviewed out-of-district placements, noting that he would add actual costs to each placement type in response to a request from Mr. Cogswell.

Ms. Redmond-Scura asked if there is a time limit on court-ordered services, to which Mr. Belmont responded that these are complicated and nuanced issues that he addresses almost daily.

Ms. Palley clarified that there is no time limit and these placements will stay in place until appropriate for the child to transition out of the program.

Mr. Fennessy asked for insight into how the opening of the women’s prison may impact special education services, to which Ms. Palley responded that she has recently spoken with her contact there and that there is no anticipated impact on the District.

(Slide 14) Mr. Belmont reviewed out-of-district costs and enrollment numbers per school level, noting that the District’s actual costs are higher than projected costs.

(Slide 16, 17) Mr. Belmont reviewed entitlement grants (IDEA K-12, IDEA Preschool, Title IA, and Title III), noting that these are federal funds that come through the state. He then reviewed the Medicaid for schools program revenue from FY10 to present.

(Slide 18) Mr. Belmont reviewed the proposed budget 2018 items, consisting of an increase in EAs of 2.57, an increase in special education leadership of 2.5, and an increase in ELL teachers of 1.0.

Ms. Wicks emphasized an observed strong need for a dedicated ELL teacher at MBS as this position provides a safe space and aids in the transition of ELL students. Mr. Croteau asked if the administration has a place in mind for the proposed 2.5 special education leadership positions, to which Mr. Belmond and Superintendent Forsten clarified that these were existing emergent needs carrying over from mid-year hires this current school year.

Superintendent Forsten reviewed the upcoming meeting schedule of February 20 and 22 for Work Sessions, and March 6 and 8 to post the budget and vote. Mr. Dunn clarified that this schedule is contingent on a need to have new contracts out by April 15 and that pushing these meetings out further would alter this current timeline. Ms. Higgins noted that the Board would like additional information on full-day kindergarten that may require a separate Work Session to fully discuss that item. The Board agreed that the open Work Session currently scheduled for February 22 would be a good time for this.
The Board voted 9-0 to adjourn (motioned by Mr. Cogswell, seconded by Mr. Croteau).

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District  
Board of Education  
FY18 Budget Work Session Meeting

Date: February 20, 2017

Board members present: Jennifer Patterson, Maureen Redmond-Scura, Alana Kimball, Tom Croteau, Nathan Frennessy, Jim Richards, Pam Wicks, Barb Higgins

Board members absent: Clint Cogswell

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

Jennifer Patterson called the meeting to order at 5:30 p.m.

Director of Facilities Matt Cashman presented information about the Facilities budget and reviewed plans for the $130,000 proposed for summer maintenance work. This will include HVAC work at Beaver Meadow School (BMS), interior painting in all schools, bathroom partitions at Concord High School (CHS), Broken Ground School (BGS) bathroom upgrades and site repairs.

Mr. Cashman was asked about projects that he may have had to postpone for another year given budget limitations. He noted that there are roof systems and mechanicals that need attention but will need to wait until the future. Roofs are checked regularly and patched as needed. Mr. Cashman would like to be able to revise the mechanicals at BGS, BMS and CHS sometime in the future. This would provide dehumidified air and make these buildings consistent with the others. Mr. Cashman noted that there was a replacement cycle for middle school student bathrooms, with two left to be renovated. $140,000-$150,000 will be needed for these, so they are not in the plans for FY18. Mr. Cashman noted that, in addition to summer maintenance funds, the budget includes money for other routine maintenance and repairs during the school year, as well as contingency funds.

Business Administrator Jack Dunn presented the technology budget, providing a look-back at the history of the 1:1 device implementation. In FY13, students in grades 1-5 at the new elementary schools received 1:1 iPads. In FY14, grade 6 students received 1:1 iPads and students at BMS and BGS received iPads. In FY15, grade 7 students received iPads, and in FY16, grade 8 students received them. Grades 9 and 10 students received 1:1 Chromebooks in FY17.

Funds proposed in the FY18 budget, to be paid through the bond, would provide new Chromebooks in grades 4-8 and 11-12, with middle school iPads replacing outdated iPads in grades K-3. In addition, 119 staff laptops are in the budget, as well as funds to hire individuals to configure the new devices.
Board members questioned whether it would be appropriate to set up a technology fund within the budget to support the ongoing sustainability of District technology and avoid bonding in the future. Mr. Dunn noted that the bond used previously to purchase technology has just one more year of payments. The initial iPads for the new schools were purchased through the building bond. Mr. Dunn recalled that several years ago he spoke to the Board about ongoing costs for technology and predicted that approximately $500,000 would be needed annually. He noted that, in addition to devices, the District’s servers, which cost about $40,000, will need to be replaced in the near future.

Superintendent Forsten noted that the administration is working on a question-and-answer document to provide detailed information in response to questions that have come up in the work sessions and from individual members. At the next work session, these questions and answers will be discussed, and there will also be time for a conversation about full-day kindergarten options.

Board members noted that it will be helpful to have clear information about the impact of costs on the tax rate. Maureen Redmond-Scura also asked Superintendent Forsten to consult with the District’s attorney to see if the use of a lottery for kindergarten, as is described in the Plan B option, would be legal.

Board members briefly discussed the option to include in the budget kindergarten tuition revenue from families. This was initially discussed by the Early Childhood Committee, but there was little interest, as anecdotal information reviewed at that time suggested that there was a variety of negative aspects connected to this. There is uncertainty about whether funds for kindergarten may be coming from the State. Several members felt that tuition might still be something to consider going forward; other members felt that tuition payment would not be appropriate.

Mr. Dunn explained that the proposed budget uses .38% as the anticipated growth in real estate valuation in Concord. This rate is based on a prediction of ‘real growth’ and not market value. Real growth reflects the value of additional property that is being added to the base of properties in Concord, such as new construction or additions to existing homes. The value of individual property already counted by the City may go up or down in market value, so a tax rate increase can have a different effect on homeowners in different neighborhoods. The question-and-answer document will include more detailed information about the tax situation.

Ms. Redmond-Scura raised concerns about class size given the possible elimination of several upper elementary teachers. She noted that class size within the proposal would still fall within the Board’s guidelines, but said she appreciates the difficulty teachers have in differentiating instruction for a wide range of student needs in large classrooms. She suggested that the Board consider putting additional money into the contingency fund so that another teacher could be added if needed. Jim Richards also suggested that reducing teachers at the middle and high schools should be considered along with elementary schools. Superintendent Forsten indicated that further
discussion of teachers for the middle and high schools would be discussed at the
March 15 work session, when enrollment would be considered. She also noted that
middle and high school teacher cuts are already included in the budget.

Mr. Cashman noted that the budget includes a request for a new plow truck. One of
the plow trucks is currently not roadworthy, and may need to be replaced this spring.
If that is the case, then this item could be removed from the proposed FY18 budget.

Mr. Dunn indicated that the District has a special education trust fund that could be
used to pay for all or some of the out-of-district cost overage. He also explained that
the school administrators have been informed that they will no longer be able to use
decreasing balance amounts for this year without working directly with him. He is
hoping that there may be some cost reductions this year with items budgeted but
found not to be needed.

The Board voted 5-0 to adjourn (motioned by Mr. Croteau, seconded by Ms.
Redmond-Scura).

The meeting adjourned at 6:54 p.m.

Respectfully submitted,

Jennifer Patterson, Vice-President
Donna Palley, Recorder
Concord School District Board of Education
Board Budget Work Session #4
Q&A Session, Full-Day Kindergarten, Scenario Proposals
February 22, 2017

Board members present: Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards, Pam Wicks

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

Board President Clint Cogswell called the meeting to order at 5:41 p.m., noting that the meeting would include time to discuss full-day kindergarten program scenarios and for the administration to respond to questions from the Board. Business Administrator Jack Dunn then presented the agenda items:

1. Q&A review
2. Discussion of full-day kindergarten programming proposals
3. Optional budget scenarios

Jennifer Patterson asked for a review of the question topics, which were as follows:

- Reductions proposed by administrators
- Enrollment & related staffing changes
- Special education
- Full-day kindergarten options – information
- 5% debt service
- Board member questions
- Past items for consideration
- Calculating the tax rate
- Bond proceeds

Mr. Dunn noted that many of the questions were elaborations or clarifications on topics covered at previous Board meetings.

Tom Croteau asked if a 3-hour program for special education students has been considered or discussed. Superintendent Terri Forsten clarified that staff has been distributed at the middle school level to help provide additional support for these students.
Maureen Redmond-Scura asked for clarification regarding out-of-district placements for preschool-aged children. Superintendent Forsten explained that under IDEA federal funding guidelines, the District is obligated to provide services for 3-5-year-old special needs students.

Assistant Superintendent Donna Palley reviewed numbers of referrals to behavior specialists, to help clarify the special education staff numbers presented at the previous work session. She noted that these numbers show that 25 students represented 123 incidents in the month of February, and that these students and numbers would be directly impacted by the proposed staffing changes. She summarized that the data strongly suggests that these incidents have been reduced by additional support staff in the schools.

Superintendent Forsten reviewed the history of full-day kindergarten, beginning with initial parent requests in fall 2015. She reviewed a hybrid option involving both full- and half-day kindergarten programs, with the key points as follows:

- This option offers 2 half-day programs and 1 full-day program at ADS, BMS, CMS and 4 half-day programs and 2 full-day programs at MBS
- The full-day programs would enroll a combination of ELL students and socioeconomically disadvantaged students
- The full-day programs would also have a lottery to enroll other students
- Can the District legally run a lottery for enrollment?
  - Superintendent Forsten noted that this is often the process used with special education preschool programs
  - The Board should consider charging tuition for those who are accepted through a lottery *

Barb Higgins asked if the tuition would be comparable to current preschool rates; Superintendent Forsten responded that this has not yet been determined. Ms. Higgins added that a rate comparable to current preschool rates would be reasonable, as her own children had very positive experiences in similar programs. Ms. Patterson added that if the District instituted a tuition payment, it should have an opt-in program for those who are willing and able to pay.

Ms. Redmond-Scura noted that this hybrid program would primarily help special needs and ELL populations, without detracting heavily from the regular education program. Ms. Higgins expressed concern about combining half- and full-day programs in terms of maintaining consistency in the classroom. The discussion was divided between keeping the program as-is and doing the best job possible while planning for an all-day program in the future, or taking the budget hit and instituting a full-day program this year.

Mr. Cogswell expressed strong support for a full-day program based on the 40% of students eligible for the free and reduced-cost lunch program, and that research
supports that this population will benefit from such a program. He also added that if the tax rate increases too much, the Board’s favor with the community may dwindle. Ms. Patterson expressed a general support for a full-day program, but in a way that does not dramatically decrease programs currently in place for all District students. Ms. Patterson and Pam Wicks expressed concern about increasing class sizes due to staff decreases, as this relates to the quality of differentiated education.

Mr. Dunn emphasized the need to differentiate between operating expenses and long-term debt, highlighting the fact that many of the large budget items (the steam-to-gas conversion, out-of-district placements, New Hampshire Retirement System [NHRS]) are unavoidable costs the District would be paying regardless of a full-day kindergarten program.

Mr. Dunn introduced the budget option worksheet, explaining each option, its budget and practical implications, and its effect on the tax rate. [See accompanying worksheet.]

The discussion focused heavily on the need to balance the desire expressed by some in the community for full-day kindergarten without gutting current educational programs and staff positions (thereby increasing class sizes), and significantly increasing the tax rate. Mr. Dunn emphasized that the majority of the built-in budget increases are attributable to increasing NHRS costs.

Mr. Croteau asked about vocational education increases he noted while reviewing the budget summary; Mr. Dunn clarified that this was due to the addition of a health teacher.

Mr. Dunn noted that he would continue pursuing kindergarten tuition options in case the issue is brought up at subsequent meetings.

Ms. Wicks and Jim Richards earnestly asked that community members please attend the upcoming Public Hearings to voice their opinions and experiences.

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

The meeting formally adjourned at 7:36 p.m.

Respectfully submitted,

Tom Croteau, Secretary
<table>
<thead>
<tr>
<th>BOARD</th>
<th>DESCRIPTION</th>
<th>AFFECTATION ($)</th>
<th>NO OPTION</th>
<th>OPTION A</th>
<th>OPTION B</th>
<th>OPTION C</th>
<th>PROPOSED ACCOUNT</th>
<th>OPTION D</th>
<th>OPTION E</th>
<th>OPTION F</th>
<th>OPTION G</th>
<th>OPTION H</th>
<th>BOARD OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>RELEASES</td>
<td>(264,745)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>SPEED-OCC PLACEMENTS</td>
<td>(341,534)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>ORANGEBURGH</td>
<td>(18,798)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>REDUCE STUDENT REDUCTIONS</td>
<td>(264,745)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>REDUCTION</td>
<td>(18,798)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>INCREASES</td>
<td>(93,249)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>114</td>
<td>REDUCE 1 OF 2</td>
<td>(92,743)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>REDUCE 2 OF 2</td>
<td>(92,743)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>REDUCE 3 OF 2</td>
<td>(92,743)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>REDUCE 4 OF 2</td>
<td>(92,743)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201</td>
<td>REDUCE 5 OF 2</td>
<td>1,079,687</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>REDUCE 6 OF 2</td>
<td>1,079,687</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>203</td>
<td>REDUCE 7 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>204</td>
<td>REDUCE 8 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>205</td>
<td>REDUCE 9 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>206</td>
<td>REDUCE 10 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>207</td>
<td>REDUCE 11 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>REDUCE 12 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>209</td>
<td>REDUCE 13 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>REDUCE 14 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>211</td>
<td>REDUCE 15 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>212</td>
<td>REDUCE 16 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>213</td>
<td>REDUCE 17 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>214</td>
<td>REDUCE 18 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>215</td>
<td>REDUCE 19 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>216</td>
<td>REDUCE 20 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>217</td>
<td>REDUCE 21 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>218</td>
<td>REDUCE 22 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>219</td>
<td>REDUCE 23 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>220</td>
<td>REDUCE 24 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>221</td>
<td>REDUCE 25 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>222</td>
<td>REDUCE 26 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>223</td>
<td>REDUCE 27 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>224</td>
<td>REDUCE 28 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>225</td>
<td>REDUCE 29 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>226</td>
<td>REDUCE 30 OF 2</td>
<td>(532,214)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- **NO OPTION**
- **OPTION A**
- **OPTION B**
- **OPTION C**
- **OPTION D**
- **OPTION E**
- **OPTION F**
- **OPTION G**
- **OPTION H**
- Board Option

**Educational Savings:**
- **$6,000 Assessed Value Reduction or 4.5%**
  - 2022 Value: $101,000
  - 2021 Value: $102,000
  - 2020 Value: $103,000
  - 2019 Value: $104,000

- **$6,000 Assessed Value Increase or 4.5%**
  - 2022 Value: $106,000
  - 2021 Value: $105,000
  - 2020 Value: $104,000
  - 2019 Value: $103,000

**Revenue:**
- **$6,000 Assessed Value Reduction or 4.5%**
  - 2022 Revenue: $101,000
  - 2021 Revenue: $102,000
  - 2020 Revenue: $103,000
  - 2019 Revenue: $104,000

- **$6,000 Assessed Value Increase or 4.5%**
  - 2022 Revenue: $106,000
  - 2021 Revenue: $105,000
  - 2020 Revenue: $104,000
  - 2019 Revenue: $103,000
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: March 6, 2017
REFERENCE: Spring Coach Nominations

Ross St. Onge
Dunbarton, NH
Education:
Plymouth State University, Plymouth, NH
   Physical Education Major, BS/anticipated 5/17
Professional:
Plymouth State University, Plymouth, NH
   College Student
Experience:
   Concord High School
   Winter Indoor Track Coach, 16-17
   Pleasant Street School, Laconia, NH
   Elementary Physical Education Practicum, spring, 2016
   Four seasons of spring track experience, grades 9-12
   Three seasons of winter indoor track experience, grades 10-12
   Ross replaces Nicholas Zeras

Jessica Boezeman
Concord, NH
Education:
Southern New Hampshire University, Manchester, NH, BA/10
Professional:
Rundlett Middle School
   Special Education Teacher, 16-17
Experience:
   Concord High School
   Girls Outdoor Track Head Coach, 11-14
   Girls Indoor Track Assistant Coach, 09-14
   Rundlett Middle School
   Girls Cross Country Head Coach, 09-10
   Co-Ed Track Coach, 09-10
   Jessica replaces Erica Pac
## SPRING - 2017 COACHING NOMINATIONS

**CONCORD SCHOOL DISTRICT**
**CONCORD, NEW HAMPSHIRE**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SALARY</th>
<th>NAME</th>
<th>Group</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONCORD HS</td>
<td></td>
<td>New TBA - Open</td>
<td></td>
<td>Spring 2017</td>
</tr>
<tr>
<td>BOYS SPORTS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball (Head)</td>
<td>5,299</td>
<td>Scott Owen</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>Baseball (JV)</td>
<td>3,057</td>
<td>Mark Paveglio</td>
<td>X</td>
<td>8</td>
</tr>
<tr>
<td>Baseball (Fr)</td>
<td>2,446</td>
<td>Kevin Steed</td>
<td>X</td>
<td>11</td>
</tr>
<tr>
<td>Lacrosse (Head)</td>
<td>5,299</td>
<td>Jeffrey Smith</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>Lacrosse (JV)</td>
<td>3,057</td>
<td>Stephen Shippos</td>
<td>X</td>
<td>8</td>
</tr>
<tr>
<td>Lacrosse (Fr)</td>
<td></td>
<td>TBA</td>
<td>X</td>
<td>11</td>
</tr>
<tr>
<td>Tennis</td>
<td>3,873</td>
<td>David Page</td>
<td>X</td>
<td>6</td>
</tr>
<tr>
<td>Intramural Strength Training</td>
<td>1,223</td>
<td>Eric Brown</td>
<td>X</td>
<td>14</td>
</tr>
<tr>
<td>GIRLS SPORTS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Softball (Head)</td>
<td>5,299</td>
<td>Duke Sawyer</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>Softball (JV)</td>
<td>3,057</td>
<td>Brian Chase</td>
<td>X</td>
<td>8</td>
</tr>
<tr>
<td>Softball (Fr)</td>
<td>2,242</td>
<td>Katherine Weeks</td>
<td>X</td>
<td>11</td>
</tr>
<tr>
<td>Lacrosse (Head)</td>
<td>5,299</td>
<td>Stephanie Johnson</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>Lacrosse (JV)</td>
<td>2,650</td>
<td>Jenna Tewksbury</td>
<td>X</td>
<td>8</td>
</tr>
<tr>
<td>Lacrosse (Fr)</td>
<td>2,446</td>
<td>Amanda Bacher</td>
<td>X</td>
<td>11</td>
</tr>
<tr>
<td>Tennis (Head)</td>
<td></td>
<td>TBA</td>
<td>X</td>
<td>6</td>
</tr>
<tr>
<td>COED SPORTS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Track (Head)</td>
<td>6,930</td>
<td>Hayden Daly</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Spring Track (Asst)</td>
<td>2,854</td>
<td>Patrick Casey</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>Spring Track (Asst)</td>
<td>2,854</td>
<td>Kyle Brown</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>Spring Track (Asst)</td>
<td>2,854</td>
<td>Tristan Black-Ingersoll</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>Spring Track (Asst)</td>
<td>2,854</td>
<td>Colin Brown</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>Spring Track (Supplemental)</td>
<td>1,223</td>
<td>Ross St. Onge</td>
<td>X</td>
<td>13</td>
</tr>
<tr>
<td>COED Unified Track</td>
<td>1,223</td>
<td>Jacqueline Deans</td>
<td>X</td>
<td>14</td>
</tr>
<tr>
<td>RUNDLETT MS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOYS SPORTS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Track Boys (Head)</td>
<td>2,446</td>
<td>Richard Bragg</td>
<td>X</td>
<td>11</td>
</tr>
<tr>
<td>Spring Track Boys (Asst)</td>
<td>1,019</td>
<td>Meghan Malone</td>
<td>X</td>
<td>14</td>
</tr>
<tr>
<td>GIRLS SPORTS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Track Girls (Head)</td>
<td>2,446</td>
<td>Jessica Boezeman</td>
<td>X</td>
<td>11</td>
</tr>
<tr>
<td>Spring Track Girls (Asst)</td>
<td>1,019</td>
<td>Peter Barraud</td>
<td>X</td>
<td>14</td>
</tr>
</tbody>
</table>

March 6, 2017
Concord School District
Board of Education
Communications and Policy Committee

Date: February 13, 2017

Committee members present: Jennifer Patterson, Chair; Tom Croteau, Alana Kimball, Maureen Redmond-Scura
Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent

Jennifer Patterson called the meeting to order at 5:38 p.m. The purpose of the meeting was to continue to review and revise District policies. Ten policies were reviewed at the meeting.

Policy #131: Regular School Board Meetings

Superintendent Forsten proposed a revised version based on the New Hampshire School Boards Association (NHSBA) policy on this topic. Several additional revisions were proposed by members.

Paragraph 4: Additional meetings may be scheduled at the call of the Chair or the request of at least five members of the Board.

Paragraphs 3 and 5: note the specific policy where it indicates ‘Board Policy.’

Paragraph 6: Substitute the word ‘performance’ for ‘operation.’

Legal References: include the District Charter in this section.

The Committee voted 4-0 to recommend Policy #131 to the full Board for consideration, with changes as noted (moved by Maureen Redmond-Scura, seconded by Tom Croteau).

Policy #131.1: Agenda – Administration and Publication

Superintendent Forsten proposed a revised policy, with an additional paragraph related to emergency meetings. Other revisions were recommended:

Paragraph 1: Change ‘city library’ to ‘Library Director;’ ‘all schools’ to ‘School Principals,’ and ‘city counselors’ to ‘City Councilors.’ All titles in this section should be capitalized.

Paragraph 2: The Board may need to hold an emergency meeting in the case where immediate undelayed action is deemed to be imperative by the President or presiding officer of the Board, who shall notice the meeting in accordance with RSA 91-A and employ whatever means are available to inform the public that a meeting is to be held.

Legal References: Add RSA 91-A to this section.
The Committee voted 4-0 to recommend Policy #131.1 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #132: Agenda/Preparation/Inclusion of Items

Superintendent Forsten presented a revised version of the policy on this topic, with a new title, Agenda Preparation and Dissemination.

Paragraph 2: Switch the order of sentences 1 and 2.

Paragraphs 3 and 4: Switch the order of these two paragraphs.

Paragraph 7: When the final agenda has been established, it will be publicized in accordance with Policy #131.1 and will be made available to the public, upon request.

The Committee voted 4-0 to recommend Policy #132 to the full Board for consideration, with changes as noted (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Policy #134: Executive Sessions

Superintendent Forsten presented a revised version of this policy, with a new title, Non-Public Sessions. Several other revisions were recommended by members:

First paragraph: The motion calling for a non-public session will state the general type of matter to be discussed and will state the statutory provision under which the Board is entering a non-public session.

Paragraph 3: Board members will refrain from publicly discussing matters that were discussed in a non-public session, unless and until the minutes of that meeting are unsealed.

This is a significant change from the current policy.

The Committee voted 4-0 to recommend Policy #134 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Alana Kimball).

Policy #135: Rules of Order

Superintendent Forsten proposed a shortened version of the Board's current policy. Committee members suggested retaining three of the current policy's paragraphs, with the revision noted for the first paragraph:

All meetings of the School Board shall be conducted in accordance with Robert's Rules of Order, unless these are inconsistent with statutes of the State of New Hampshire and the School Board's policies.

Whenever a vote is to be taken, any member of the Board may demand that the vote be taken by roll call.

All regular and special meetings of the Board shall be public, but no person shall be allowed to create disorder or to interrupt or to interfere with the business of the Board.
The Committee voted 4-0 to recommend Policy #135 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #140: School Board Policies

Superintendent Forsten noted that the NHSBA has several lengthy policies dealing with this same issue. After discussion, committee members decided to retain the current District policy, with one revision. Relevant NHSBA policies will be referenced for those who want additional information.

Revision to Paragraph 3, second sentence: The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, including, but not limited to, posting them on the District website.

The Committee voted 4-0 to recommend Policy #140 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #140.1 Superintendent, Duties

The proposed revisions include adopting the NHSBA language, and renaming the policy School Superintendent Duties.

A further revision was recommended to paragraph 2, Section 3: Overseeing the observance of all Board policies by all those persons employed by the district;

In addition, it was noted that this is also Policy #211 and should be referenced this way. At a later date, a decision will be made about whether or not to include duplicate policies.

The Committee voted 4-0 to recommend Policy #140.1 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Ms. Kimball).

Policy #140.2: Administrative Prerogative in the Absence of Policy

The current policy is very similar to the NHSBA version. Committee members recommended the following revisions: mark the policy with the date of review, and reference NHSBA’s Policy BFE: Administration in Policy Absence. Consistent capitalization (the word “Board,” for instance) should be maintained throughout.

The Committee voted 4-0 to recommend Policy #140.2 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #141: Policy Development/Revision

There are several different policies on this topic in the NHSBA manual. Members agreed to retain the District policy with several revisions:
2. Policy proposals will be considered by the Communications and Policy Committee, which will make a recommendation to the full Board.

3. Recommended policy proposals will be placed on the Board's agenda for a first reading and voted on after a second reading at the following meeting.

NHSBA policies BG, BGA, BGB will be referenced at the end of this policy.

   The Committee voted 4-0 to recommend Policy #141 to the full Board for consideration, with changes as noted (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Policy #142: Exceptions to Policy

Two policies were reviewed. The Board's policy regarding exceptions to policy focuses on situations that involve a request by someone outside of the Board. The second policy, from the NHSBA, adds a section related to policies that pertain to the internal operation of the Board.

Members proposed to retain Policy #142 with revisions, and mark it as reviewed, with reference to NHSBA Policy BGF.

   The Committee voted 4-0 to recommend Policy #142 to the full Board for consideration, with revision as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Members further proposed to add a new policy, Policy #143, Suspension of Policies Regarding Internal Board Operations, worded as follows, from the second paragraph of the NHSBA Policy BGF:

Those Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

   The Committee voted 4-0 to bring a new policy, Policy #143, to the full Board for consideration (moved by Mr. Croteau, 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 6:43 p.m.

Respectfully submitted,

Jennifer Patterson, Committee Chair
Donna Palley, Recorder
Concord School District Policy #131

Regular School Board Meetings

Regularly scheduled School Board meetings will be held on the first Monday of each month. If any such Monday is a holiday, the meeting will be held on the first Tuesday of that month.

Notice of all Board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91-A.

All meetings shall be open to the public. Agendas will be established per Board Policy #131.1. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board policy.

Additional meetings may be scheduled at the call of the Board President or the request of at least five members of the Board. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2 and Board policy 131.1.

A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in RSA 91-A:2.

The Board recognizes that the consistent attendance of Board members at Board meetings is essential for the efficient, effective performance of the Board’s duties as well as fulfilling individual obligations as elected officials.

Legal References:

RSA 91-A, Access to Public Records and Meetings
N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards
Concord School District Charter, Article 7

Revised _____________, 2017

Corresponds to NHSBA Policy BEA
Concord School District Policy #131

Regular School Board Meetings

Regularly scheduled School Board meetings will be held on the first Monday of each month. If any such Monday is a holiday, the meeting will be held on the first Tuesday of that month.

Notice of all Board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91-A.

All meetings shall be open to the public. Agendas will be established per Board Policy #131.1. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board policy.

Additional meetings may be scheduled at the call of the Board President or the request of at least five members of the Board. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2 and Board policy 131.1.

A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in RSA 91-A:2.

The Board recognizes that the consistent attendance of Board members at Board meetings is essential for the efficient, effective performance of the Board’s duties as well as fulfilling individual obligations as elected officials.

Legal References:
- RSA 91-A, Access to Public Records and Meetings
- N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards
- Concord School District Charter, Article 7

Revised ______________, 2017

Corresponds to NHSBA Policy BFA

Chapter 91-A Access to Public Records
N.H. Revised Statutes Annotated Relating to Public Schools

91-A:2 Meetings Open to the Public.

All public proceedings shall be open to the public, and all persons shall be permitted to attend any meetings of these bodies or agencies. Minutes of all such meetings, including names of members, persons appearing before the bodies or agencies, and a brief description of the subject matter discussed and final decisions shall be promptly recorded and open to public inspection within seventy-two hours of the public meeting, except as provided by section 5 of this chapter, and shall be treated as permanent records of any body or agency without
exception. Except in an emergency, a notice of the time and place of each such meeting shall be posted in two appropriate public places or shall be printed in a newspaper of general circulation in the city or town at least twenty-four hours, excluding Sunday and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate undelayed action is deemed to be imperative and the minutes of the meeting shall clearly spell out the need for the emergency meeting. If the charter of any city or guidelines set down by the appointing authority requires a broader public access to official meetings and records than herein described, such charter provisions or guidelines shall take precedence over the requirements of this chapter.
Concord School District Policy #131.1
Agenda – Administration and Publication

An agenda will be prepared by the Superintendent for regular and special School Board meetings. Copies of the agenda will be distributed at least 24 hours prior to the meeting to Board members, P.T.O. Presidents, City Councilors, City Manager, Director of Parks and Recreation, School Principals, Library Director, print and broadcast media, the President of the Concord Education Association and the President of the Concord Education Office Personnel Association.

The Board may need to hold an emergency meeting in the case where immediate undelayed action is deemed to be imperative by the President or presiding officer of the Board, who shall notice the meeting in accordance with RSA 91-A and employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

Legal Reference:
RSA 91-A

Adopted August 1985
Revised __________________, 2017
Corresponds in part to NHSBA Policy BEDA
Concord School District Policy #131.1
Agenda – Administration and Publication

An agenda will be prepared by the Superintendent for regular and special School Board meetings. Copies of the agenda will be distributed at least 24 hours prior to the meeting to Board members, P.T.O. Presidents, City Councilors, City Manager, Director of Recreation and Parks, School Principals, Library Director, print and broadcast media, the President of the Concord Education Association and the President of the Concord Education Office Personnel Association.

The Board may need to hold an emergency meeting in the case where immediate un-delayed action is deemed to be imperative by the President or presiding officer of the Board, who shall notice the meeting in accordance with RSA 91-A and employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

Legal Reference:
RSA 91-A

Adopted August 1985
Revised 2017

Corresponds in part to NHSBA Policy AEDA
Concord School District Policy #132
Agenda Preparation and Dissemination

The Superintendent shall prepare all agendas for meetings of the School Board. In doing so, the Superintendent shall consult with the Executive Committee of the Board.

Every Board member has the right to place items on the agenda. Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board President.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least three days prior to the Board meeting. Board members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be publicized in accordance with Policy #131.1 and will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only.

Legal Reference:
RSA 91-A:3, Non-Public Sessions

Adopted 1971
Revised ______________, 2017
Corresponds to NHSBA Policy BEDB
Concord School District Policy #132
Agenda Preparation and Dissemination

The Superintendent shall prepare all agendas for meetings of the School Board. In doing so, the Superintendent shall consult with the Executive Committee of the Board.

Every Board member has the right to place items on the agenda. Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board President.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least three days prior to the Board meeting. Board members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be publicized in accordance with Policy #131.1 and will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only.

Legal Reference:

RSA 91-A:3, Non-Public Sessions

Adopted 1971
Revised ____________ , 2017

Corresponds to NHISBA Policy B6DB

Agenda/Preparation/Inclusion of Items

If any member of the School District wishes to have a topic brought before the Board, he/she may do so by communicating with the chairman or with any member of the Board, or with the-
Superintendent of Schools. It will be required to submit the item in writing over the name or names of the person or persons submitting the request to the Superintendent of Schools one week prior to the regularly scheduled Board meeting (first Monday of each month). This is deemed necessary in order that the School Board members may have a clear understanding of the topic prior to the meeting. The Board also believes that any individual who feels that a certain topic should be taken up by the Board should be willing to assume responsibility for this by signing his/her request.

In this connection, it should be clearly understood that responsibility for matters involving teacher-pupil and superintendent-teacher relationships shall first be discussed with the faculty member, the school principal and the Superintendent. If, after each discussion, the individual is not satisfied he/she may submit a request for consideration by the School Board.

A topic submitted for School Board attention will be discussed at the earliest date possible after submission. Prior requests and other urgent matters may cause some delay in getting the item on the agenda.

Individuals submitting topics which are not acceptable for public discussion will be informed of the Board's disposition of their requests. They will be given an opportunity to meet with the School Board.
Concord School District Policy #134
Non-Public Sessions

The School Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon motion, the vote to enter non-public session will be a recorded roll call vote made in public session. The motion calling for a non-public session will state the general type of matter(s) to be discussed and will state the statutory provision under which the Board is entering a non-public session.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed Board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

Board members will refrain from publicly discussing matters that were discussed in a non-public session, unless and until the minutes of that meeting are unsealed.

The Superintendent or his/her designated representative may attend all non-public sessions at the pleasure of the Board, except those non-public sessions that pertain to the Superintendent’s employment.

Legal References:
- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

Adopted ______________, 2017
Corresponds to NHSBA Policy BEC
Concord School District Policy #134
Non-Public Sessions

The School Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon motion, the vote to enter non-public session will be a recorded roll call vote made in public session. The motion calling for a non-public session will state the general type of matter(s) to be discussed and will state the statutory provision under which the Board is entering a non-public session.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed Board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

Board members will refrain from publicly discussing matters that were discussed in a non-public session, unless and until the minutes of that meeting are unsealed.

The Superintendent or his/her designated representative may attend all non-public sessions at the pleasure of the Board, except those non-public sessions that pertain to the Superintendent's employment.

Legal References:
- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

Adopted ___________ 2017
Corresponds to NHSBA Policy BEC

Executive-Sessions

91-A:3 Nonpublic Sessions.—
1. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.
   (b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.
   (c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.
II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(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.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) Consideration of applications by the adult parole board under RSA 651-A.

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

(j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

I. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Concord School District Policy #135

Rules of Order

All meetings of the School Board shall be conducted in accordance with Robert’s Rules of Order, unless these are inconsistent with statutes of the State of New Hampshire and the Board’s policies.

Whenever a vote is to be taken, any member of the Board may demand that the vote be taken by roll call.

All regular and special meetings of the Board shall be public, but no person shall be allowed to create disorder or to interrupt or to interfere with the business of the Board.

Approved: 1962
Revised: December 4, 2006; August 3, 2015; __________________, 2017

Corresponds to NHSBA Policy BEDD
Concord School District Policy #135

Rules of Order

All meetings of the School Board shall be conducted in accordance with Robert’s Rules of Order, provided, however, that if Robert’s Rules should be inconsistent with statutes of the State of New Hampshire applicable to the School District or with these rules, the said statutes and these rules shall govern the Board’s policies.

Whenever a vote is to be taken, any member of the Board may demand that the vote be taken by roll call.

All regular and special meetings of the Board shall be public, but no person shall be allowed to create disorder or to interrupt or to interfere with the business of the Board.

Approved: 1962
Revised: December 4, 2006; August 3, 2015; _____________, 2017

Corresponds to NHSBA Policy BEDD

General rules of parliamentary procedure are used for every Board meeting. Robert’s Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda.

1. All meetings of the School Board shall be conducted in accordance with Robert’s Rules of Order provided, however, that if Robert’s Rules should be inconsistent with statutes of the State of New Hampshire applicable to the School District or with these rules, the said statutes and these rules shall govern.

2. Minutes of all meetings of the School Board shall be recorded by the secretary and shall be maintained in the office of the Superintendent of Schools.

3. The president, or in the president’s absence, the vice-president shall preside at all meetings of the School Board. In the absence of both, the secretary will preside. In the absence of all three officers, the Board shall elect a temporary chairman. The presiding officer shall have the discretion to set the procedures of the meeting consistent with Robert’s Rules of Order including limiting the time of public comment.

4. If the presiding officer shall so direct, or if three or more members of the Board shall so request, any motion shall be reduced to writing before it is debated and put to a vote.

5. Members of the School Board may vote affirmatively or negatively or may abstain from voting on any question or resolution.

6. Whenever a vote is to be taken, any member of the School Board may demand that the vote be taken by roll-call.

7. The School Board may adjourn and go into executive session from which all except its own members may be excluded, for the discussion of matters which, in the opinion of a majority
of the Board, would not be in the public interest or would tend or injure any person in their professional or personal affairs. When any such matter has been considered in executive session, the Board may reconvene in public session and vote on the matter considered in executive session.

8. — The president shall appoint such committees as the Board may establish.

9. — If a committee chair is unable to attend a committee meeting, the committee chair will appoint a member of the committee to be the chair.

10. — When a committee lacks a quorum at a meeting, the chair of the committee may appoint another Board member to be a temporary member of that committee for the purpose of acting on matters at that meeting.

11. — All regular and special meetings of the School Board shall be public, but no person shall be allowed to create disorder or to interrupt or to interfere with the business of the Board.

12. — The adoption of an agenda for any meeting shall not deprive any member of the Board of the opportunity to introduce new business or to speak on any problem relative to school affairs.

13. — These Rules of Procedures may be amended at any regular meeting of the School Board, or at any special meeting called for that purpose, but only if the proposed amendment is submitted in writing to each member of the Board not less than seven days prior to the meeting at which it is to be considered.
Concord School District Policy #140
School Board Policies

Purpose: The School Board views policy development as one of its major functions. Policies serve as a source of information to the public and as guidelines for the successful and efficient operation of the schools.

Policy Development: Changes in needs, conditions, purposes and objectives necessitate revisions, deletions and additions to the policy manual of present and future boards. The Board welcomes suggestions from all sources for ongoing policy development. Action on such suggestions, whatever their source, shall be taken by the Board after receiving recommendations from the Superintendent. These recommendations shall be based on research and input from the professional staff and community.

Dissemination: The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, including, but not limited to, posting them on the District website.

Adopted June 18, 1984
Revised ___________, 2017

Corresponds to NHSBA Policies BAAA, BG, BGA, BGB
Concord School District Policy #140
School Board Policies

**Purpose:** The School Board views policy development as one of its major functions. Policies serve as a source of information to the public and as guidelines for the successful and efficient operation of the schools.

**Policy Development:** Changes in needs, conditions, purposes and objectives necessitate revisions, deletions and additions to the policy manual of present and future boards. The Board welcomes suggestions from all sources for ongoing policy development. Action on such suggestions, whatever their source, shall be taken by the Board after receiving recommendations from the Superintendent. These recommendations shall be based on research and input from the professional staff and community.

**Dissemination:** The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, including, but not limited to, posting them on the District website.

Adopted June 18, 1984
Revised 2017

Corresponds to NHSBA Policies BAAA, BG, BGA, BGB
Concord School District Policy #140.1 *

School Superintendent Duties

The duties of the Superintendent are defined in his/her contract of employment, individual School Board policies, state statutes, and New Hampshire Department of Education rules. The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of Board policies;
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign;
3. Overseeing the observance of all Board policies by all those persons employed by the District;
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the Board.

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Adopted 1966
Revised 1971; 1976; May 2, 1983; ____________, 2017
* Also Policy #211

Corresponds to NHSBA Policy CB. See also Appendix CB-R
Concord School District Policy #140.1 *

School Superintendent Duties

The duties of the Superintendent are defined in his/her contract of employment, individual School Board policies, state statutes, and New Hampshire Department of Education rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of Board policies;

2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign;

3. Overseeing the observance of all Board policies by all those persons employed by the District;

4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the Board.

Regulatory Reference:
N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Adopted 1966
Revised 1971; 1976; May 2, 1983; __________________, 2017
* Also Policy #211

Corresponds to NHSBA Policy CB. See also Appendix CB-R

Superintendent, Duties

The Board expects the Superintendent to recommend appropriate school policies for its consideration and to serve as its chief executive officer in implementing and executing all policies adopted.

The Superintendent is authorized to deal directly with administrative details and with individual employees. Board members should refer all applications, complaints and other communications to the Superintendent.
Concord School District Policy #140.2 *
Administrative Prerogative in the Absence of Policy

In the absence of established School Board policy, the Superintendent shall assume responsibility for whatever decision or action must be taken under these guidelines:

1. It will be the responsibility of the Superintendent to inform the Board of such an action and the possible need for a policy on the particular matter.

2. Situations may arise within the schools where the Board has provided no guidelines for administrative action. In such instances, principals or other administrative or instructional personnel shall gain the approval of the Superintendent or his/her designated representative before taking any action.

Adopted June 8, 1984; reviewed __________, 2017
* Also Policy #231
Corresponds to NHSBA Policy BFE
Concord School District Policy #140.2 *

Administrative Prerogative in the Absence of Policy

In the absence of established School Board policy, the Superintendent shall assume responsibility for whatever decision or action must be taken under these guidelines:

1. It will be the responsibility of the Superintendent to inform the Board of such an action and the possible need for a policy on the particular matter.

2. Situations may arise within the schools where the Board has provided no guidelines for administrative action. In such instances, principals or other administrative or instructional personnel shall gain the approval of the Superintendent or his/her designated representative before taking any action.

Adopted June 8, 1984; reviewed __________, 2017
* Also Policy #231

Corresponds to NHSBA Policy BFE
Concord School District Policy #141 *
Policy Development/Revision

The following procedure shall be followed by the administration and the School Board in developing routine policies or revising existing policies:

1. The administration will prepare proposal with rationale for change.

2. Policy proposals will be considered by the Communications and Policy Committee, which will make a recommendation to the full Board.

3. Recommended policy proposals will be placed on the Board’s agenda for a first reading and voted on after a second reading at the following meeting.

4. If the policy is adopted, the administration will inform appropriate staff members of the Board’s action. If not adopted, action appropriate to the Board’s direction will be undertaken.

5. Emergency policies may be adopted by a two-thirds vote of the Board.

6. Policies will be reviewed periodically.

Adopted 1976
Revised August 1, 1983; __________, 2017
* Also Policy #241

Corresponds to NHSBA Policies BG, GA, and BGB
Concord School District Policy #141 *

Policy Development/Revision

The following procedure shall be followed by the administration and the School Board in developing routine policies or revising existing policies:

1. The administration will prepare proposal with rationale for change.

2. Policy proposals will be considered by the Board as scheduled by the President of the Board Communications and Policy Committee, which will make a recommendation to the full Board.

3. Recommended policy proposals will be placed on the Board's agenda for Board action at the subsequent meeting for a first reading and voted on after a second reading at the following meeting.

4. If the policy is adopted, the administration will inform appropriate staff members of the Board’s action. If not adopted, action appropriate to the Board’s direction will be undertaken.

5. Emergency policies may be adopted by a two-thirds vote of the Board.

6. Policies will be reviewed periodically.

Adopted 1976
Revised August 1, 1983; __________, 2017
* Also Policy #241

Corresponds to NHSBA Policies BG, GA, and BGB
Concord School District Policy #142 *

Exceptions to Policy

Unless otherwise indicated in a specific policy, exceptions to a policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

1. Any person may request an exception to any School Board policy or the application of same by submitting a letter to the Superintendent. The request shall identify: (1) the name, address and telephone number of the person making the request; (2) the policy for which the exception is being requested; (3) the action that the requesting individual desires, and (4) the rationale supporting the need for an exception.

2. The Superintendent or his/her designee shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception, and the disposition of prior requests for exceptions to the same or similar policies.

3. Following the Superintendent’s investigation, the Superintendent may place the request for exception on the agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.

4. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exception in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill advised.

5. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

Adopted August 6, 2001
Revised July 10, 2006. Reviewed __________, 2017
*Also Policy #810

Corresponds to NHSBA Policy BGF
Concord School District Policy #142 *

Exceptions to Policy

Unless otherwise indicated in a specific policy, exceptions to a policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

1. Any person may request an exception to any School Board policy or the application of same by submitting a letter to the Superintendent. The request shall identify: (1) the name, address and telephone number of the person making the request; (2) the policy for which the exception is being requested; (3) the action that the requesting individual desires, and (4) the rationale supporting the need for an exception.

2. The Superintendent or his/her designee shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception, and the disposition of prior requests for exceptions to the same or similar policies.

3. Following the Superintendent’s investigation, the Superintendent may place the request for exception on the agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.

4. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exception in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill advised.

5. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

Adopted August 6, 2001
Revised July 10, 2006. Reviewed ___________, 2017
*Also Policy #810

Corresponds to NHSBA Policy BGF
Concord School District Policy #143
Suspension of Policies Regarding Internal Board Operations

Those School Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

Adopted ________________, 2017
Corresponds to NHSBA Policy BGF
Concord School District Policy #143
Suspension of Policies Regarding Internal Board Operations

Those School Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

Adopted _________________, 2017
Corresponds to NHSBA Policy BGF
Concord School District Policy #121

Elective Board Officers

The officers of the School Board shall be a president, a vice-president and a secretary. These officers shall be elected at the annual organizational meeting in January to serve until the organizational meeting of the subsequent year. The chief administrative officer shall preside over the election of the president. The Board shall then elect a vice-president and secretary. Any vacancy in these offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting.

These three officers and the immediate past president, if serving, form the Executive Committee. The Executive Committee will consult with the Superintendent on the preparation of the agenda for each meeting.

If the president resigns from the Board or resigns from the office of president, the vice-president will become president of the Board. If the vice-president or secretary resigns from the Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

President

The president shall preside at all meetings and shall have the right to vote on all matters before the Board. The president shall have the authority to sign contracts and other instruments approved by the Board in its name and behalf, and shall have such other powers and duties as the Board may from time to time determine.

Vice-President

The vice-president shall have the powers and duties of the president in his/her absence or disability, and such other powers and duties as the Board may from time to time determine.

Secretary

The secretary shall be the keeper and signatory of the official minutes of Board meetings. He/she will also preside over meetings if both the president and vice-president are absent.

Legal References
Concord School District Revised Charter

Adopted June 18, 1984
Revised January 2, 2007; ___________, 2017
Corresponds to NHSBA Policy BDB
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 long-range planning including monitoring enrollment trends; reviews facilities maintenance plans; and reviews capital improvement plans and implementation 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; conducts long- and short-range fiscal planning of all manners of budget proposals and preparation; reviews the annual audit; and recommends bonding for capital improvements as needed.

**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 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.

**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; ______, 2017
Corresponds to NHSBA Policy BDE
Concord School District Policy #530

Student Wellness

Concord School District recognizes that nutrition and physical education are essential components of the educational process. The District will create guidelines to encourage healthy choices for students that foster health and education.

Concord School District recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. Concord School District recognizes that scientific research has identified a positive relationship among adequate nutrition, physical activity, and academic success. It is, therefore, the goal of Concord School District

That the learning environment should positively influence a student’s understanding, beliefs and habits as they relate to good nutrition and physical activity to encourage healthy lifestyles and promote academic success.

Concord School District shall teach, encourage, support and model healthy eating habits by providing a pleasant and safe eating area, a variety of nutritious foods that meet the USDA Dietary Guidelines, and an adequate amount of time for eating.

Concord School District will provide a systemic K-12 Health and Physical Education program that integrates nutrition education that will teach, encourage, support and model age-appropriate daily physical activity to students will have the opportunities to be physically active on a regular basis.

Concord School District shall education students and employees to the important benefits of a healthy lifestyle by providing a school environment before, during and after school hours that promotes and encourages all to make healthy food choices, develop healthy eating habits, and promotes opportunities for physical activity.

Concord School District will involve students, parents, teachers and community partners in developing, implementing, monitoring and educating strategies about healthy eating and physical activity along with reviewing the Wellness Policy and guidelines.

Legal References:
RSA 189:11-a, Food and Nutrition Programs
Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004
Ed 306.04(a)(20), Wellness
Ed 306.401, Health and Wellness Education Program

Adopted December 12, 2006. Revised ______________, 2017
Corresponds to NISBA Policy JLCF
Concord School District Policy #711
Student Transportation Services

The District will provide student transportation services consistent with applicable law.

General Operating Policy
The District Transportation Director shall establish bus routes. Routes will be developed annually and communicated to parents. Students who attend chartered public schools within the District and students who attend private schools within the District shall be entitled to the same transportation privileges within the District as are provided for students in public school. Bus stops shall be established under the director of the Transportation Director. Drivers may not load or unload students at other than authorized bus stops.

Student Eligibility
Grade K-5 students residing 1 mile or more from their schools, grade 6-8 students residing 1.5 miles or more from their schools and, subject to a fee established by the School Board, grade 9-12 students residing 2 miles or more from their schools, are entitled to District transportation. Temporary permits may be issued to additional students if bus space is available and the bus schedule allows. Students entitled to transportation may be required to walk a distance not exceeding 1.5 miles to an established school bus stop.

Per RSA 193:12, students who are deemed legal residents of the school district pursuant to a divorce decree or parenting plan developed under RSA 461-A will not necessarily be provided transportation under this provision and under corresponding law. The Superintendent or designee will make all determinations as to whether transportation will be provided in such circumstances. The Superintendent or designee’s decision will be final.

Student Conduct on School Buses
Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report, in writing, misconduct to the Transportation Director or designee. Parents of children whose conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The Transportation Director or designee will have the authority to suspend the riding privileges of students failing to conform to bus rules and regulations. The Superintendent must approve suspensions of riding privileges that continue beyond twenty (20) days.

Resolution of Conflicts
Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the Transportation Director. If the
Transportation Director’s ruling does not satisfy the parent, he/she may appeal the ruling within five days to the Superintendent. As a last appeal, the parent may request to appear before the Board’s Communication and Policy Committee.

Legal References:
RSA 189:6, Transportation of Pupils
RSA 189:8, Limitations and Additions
RSA 189:9, Pupils in Private Schools
RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons
RSA 193:12, Legal Residency Required
RSA 194-B:2, V, Chartered Public Schools; Establishment

Adopted 1966
Revised 1976; September 1983; October 6, 2008; __________, 2017. This revision also replaces Policy 711.1, Student Conduct on Buses
Corresponds to NHSBA policy EEA. See also Appendices EEA-R and JICC-R
<table>
<thead>
<tr>
<th>Elementary 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>17</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>20</td>
<td>19</td>
<td>19</td>
<td>24</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>18</td>
<td>21</td>
<td>20</td>
<td>20</td>
<td>25</td>
<td>115</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>18</td>
<td>21</td>
<td>21</td>
<td>22</td>
<td>25</td>
<td>115</td>
</tr>
<tr>
<td></td>
<td>38</td>
<td>72</td>
<td>62</td>
<td>76</td>
<td>61</td>
<td>74</td>
<td>383</td>
</tr>
<tr>
<td>Beaver Meadow School</td>
<td>18</td>
<td>17</td>
<td>16</td>
<td>18</td>
<td>27</td>
<td>19</td>
<td>88</td>
</tr>
<tr>
<td>3R class</td>
<td>19</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>27</td>
<td>19</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>19</td>
<td>19</td>
<td>18</td>
<td>19</td>
<td>27</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>56</td>
<td>53</td>
<td>52</td>
<td>56</td>
<td>58</td>
<td>356</td>
</tr>
<tr>
<td>Broken Ground School</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>22</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>23</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>23</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td>69</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>130</td>
<td>134</td>
<td>134</td>
<td></td>
<td></td>
<td></td>
<td>398</td>
</tr>
<tr>
<td>Christa McAuliffe School</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>24</td>
<td>20</td>
<td>20</td>
<td>24</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>20</td>
<td>24</td>
<td>20</td>
<td>21</td>
<td>24</td>
<td>86</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>21</td>
<td>24</td>
<td>21</td>
<td>23</td>
<td>25</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>61</td>
<td>61</td>
<td>72</td>
<td>81</td>
<td>64</td>
<td>73</td>
<td>412</td>
</tr>
<tr>
<td>Mill Brook School</td>
<td>14</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>17</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>18</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>18</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>18</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>118</td>
<td>105</td>
<td>126</td>
<td></td>
<td></td>
<td></td>
<td>349</td>
</tr>
<tr>
<td>Totals</td>
<td>273</td>
<td>291</td>
<td>312</td>
<td>343</td>
<td>340</td>
<td>339</td>
<td>1898</td>
</tr>
<tr>
<td>Middle</td>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>Rundlett</td>
<td>314</td>
<td>325</td>
<td>346</td>
<td></td>
<td></td>
<td></td>
<td>985</td>
</tr>
<tr>
<td>CHS</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>Concord</td>
<td>367</td>
<td>412</td>
<td>311</td>
<td></td>
<td></td>
<td></td>
<td>1489</td>
</tr>
<tr>
<td>Deerfield</td>
<td>36</td>
<td>46</td>
<td>37</td>
<td></td>
<td></td>
<td></td>
<td>157</td>
</tr>
<tr>
<td>Total</td>
<td>403</td>
<td>458</td>
<td>348</td>
<td></td>
<td></td>
<td></td>
<td>1646</td>
</tr>
</tbody>
</table>

Preschool

<table>
<thead>
<tr>
<th>Preschool</th>
<th>Number of children</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS</td>
<td>38</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>76</td>
</tr>
<tr>
<td>Total</td>
<td>114</td>
</tr>
</tbody>
</table>

District Total
(not including preschool numbers)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>District Total</td>
</tr>
<tr>
<td>4529</td>
</tr>
</tbody>
</table>
## Monthly Enrollment Report Summary
### 2016-2017 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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot-Downing</td>
<td>374</td>
<td>375</td>
<td>379</td>
<td>378</td>
<td>384</td>
<td>388</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>362</td>
<td>362</td>
<td>360</td>
<td>362</td>
<td>356</td>
<td>356</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broken Ground</td>
<td>391</td>
<td>390</td>
<td>390</td>
<td>393</td>
<td>396</td>
<td>398</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christa McAuliffe</td>
<td>391</td>
<td>411</td>
<td>411</td>
<td>409</td>
<td>414</td>
<td>412</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mill Brook</td>
<td>344</td>
<td>346</td>
<td>343</td>
<td>344</td>
<td>348</td>
<td>349</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Elementary</strong></td>
<td><strong>1862</strong></td>
<td><strong>1884</strong></td>
<td><strong>1883</strong></td>
<td><strong>1886</strong></td>
<td><strong>1898</strong></td>
<td><strong>1998</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>991</td>
<td>991</td>
<td>988</td>
<td>990</td>
<td>992</td>
<td>985</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total RMS</strong></td>
<td><strong>991</strong></td>
<td><strong>991</strong></td>
<td><strong>988</strong></td>
<td><strong>990</strong></td>
<td><strong>992</strong></td>
<td><strong>985</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>CHS</td>
<td>1508</td>
<td>1504</td>
<td>1502</td>
<td>1492</td>
<td>1495</td>
<td>1489</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deerfield</td>
<td>159</td>
<td>157</td>
<td>157</td>
<td>156</td>
<td>159</td>
<td>157</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total CHS</strong></td>
<td><strong>1667</strong></td>
<td><strong>1661</strong></td>
<td><strong>1659</strong></td>
<td><strong>1648</strong></td>
<td><strong>1654</strong></td>
<td><strong>1646</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>4520</strong></td>
<td><strong>4536</strong></td>
<td><strong>4530</strong></td>
<td><strong>4524</strong></td>
<td><strong>4544</strong></td>
<td><strong>4529</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>Preschool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>30</td>
<td>35</td>
<td>35</td>
<td>37</td>
<td>38</td>
<td>38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mill Brook</td>
<td>56</td>
<td>64</td>
<td>66</td>
<td>65</td>
<td>71</td>
<td>76</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Preschool</strong></td>
<td><strong>86</strong></td>
<td><strong>99</strong></td>
<td><strong>101</strong></td>
<td><strong>102</strong></td>
<td><strong>109</strong></td>
<td><strong>114</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>Sun</td>
<td>Mon</td>
<td>Tue</td>
<td>Wed</td>
<td>Thu</td>
<td>Fri</td>
<td>Sat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Vacation Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 p.m. Board Meeting</td>
<td></td>
<td></td>
<td>5:30 p.m. <em>Budget Work Session</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:30 p.m. <em>Budget Work Session</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 p.m. <em>Budget Work Session</em></td>
<td></td>
<td></td>
<td>5:30 p.m. <em>Budget Work Session</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:30 p.m. <em>Budget Work Session</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 p.m. <em>Public Hearing</em> Mill Brook School</td>
<td></td>
<td></td>
<td>5:30 p.m. <em>Public Hearing</em> Rundlett Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 p.m. Executive Committee</td>
<td></td>
<td></td>
<td>5:30 p.m. <em>Special Board Meeting</em> Finalize Preliminary FY18 budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 p.m. <em>Budget Work Session</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
<td>Wed</td>
<td>Thu</td>
<td>Fri</td>
<td>Sat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:30 p.m. Communications &amp; Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. Capital Facilities</td>
<td></td>
<td>5:30 p.m. Instructional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00 p.m. Executive 6:00 p.m. Negotiations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPRING RECESS</td>
<td>SPRING RECESS</td>
<td>SPRING RECESS</td>
<td>SPRING RECESS</td>
<td>SPRING RECESS</td>
<td>SPRING RECESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>