I. CALL TO ORDER

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

III. PUBLIC COMMENT – agenda items only

IV. RECOGNITIONS ................................................................ p. 3
   Concord School District Retirees
   Student representatives and student videographer

V. APPROVAL OF BOARD MINUTES
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VI. PERSONNEL
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VII. COMMUNICATIONS & POLICY
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      • Policy #215 – Transfer Within the District (1st reading) pp. 42-43
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      • Policy #248 – Response to Public Records Requests (1st reading) pp. 46-47
      • Policy #249 – Data/Records Retention (1st reading) pp. 48-49
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      • Policy #252 – Local/State Grant Authorization
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         and/or City of Concord and the School District (1st reading) pp. 53-54
VIII. NEGOTIATIONS

IX. CURRICULUM AND INSTRUCTION
   a. Committee meeting report (May 17) .............................................. pp. 64-66

X. PROPOSED CALENDAR OF MEETINGS ............................................ pp. 69-71
   a. July School Board meeting date
   b. HMFH RMS Facility Study presentation

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

XII. ADJOURNMENT
Retirees

Margaret Barry
Toni Crosby
Sara Dallman
Angel Douglas
Lucy Gentilhomme
Barbara Hemingway

Diane Johnston
Marianna Latchis
Susan Maher
Ronald Michaud, Jr.
Ann Rines
Theo-Anne Winch
Concord School District
Board of Education
May 1, 2017

Board members present: Clint Cogswell, Tom Croteau, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards, Pam Wicks, Nathan Fennessy; student representative Esther Elonga

Board members absent: Barb Higgins; student representative Rebecca Proulx

Administration: Superintendent Terri L. Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities and Planning 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
The Board voted 8-0 to approve the agenda with the adjustment that the Board also approve the minutes from January 31 and February 16 when the Board met on a personnel matter (motioned by Jennifer Patterson, seconded by Tom Croteau).

Agenda Item 3. Recognitions
Distinguished Educators:
Mill Brook School – Barbara Hemingway. “Some would say that after 31 years educating the youngest population in Concord School District, one would automatically be considered distinguished. Just being present at work each day, however, was never how Barbara Hemingway approached her 31 years here. She has not only dedicated herself to the Concord Developmental Preschool, but to the children and families it serves. Her wealth of knowledge about students and families can be traced back many years: when a question comes up about a new student entering the Pre-K program, Barbara knows something about nearly every family and their experience at the Concord Developmental Preschool. Always putting the child first, she has excelled at working with staff and families to identify resources and the most appropriate level of services for students requiring special education services. Barbara has provided learning opportunities for preschool program staff, been a mentor, a colleague, a friend, and always present to step in when needed. She mentors each new staff person, ensuring they understand the developmental needs of students arriving at age 3. As a colleague,
she has been willing to learn, taking the time to listen to the administration, her staff and families to make the best decisions. The high level of collaboration in the program has been integral to its success, and these characteristics will be tough to match going forward. Barbara will have many memories of the program, but her goal was to create something special, and she certainly has done this – thank you for 31 years of service!"

Broken Ground School – Jane Dodson. “Jane Dodson is a creative, dedicated, and inspiring educator who strives to make learning relevant and fun – she models an enthusiasm for learning and life that is contagious for her students and colleagues. Jane is always looking for the next opportunity to enhance students’ experience by writing grants, developing new projects, pursuing creative ideas, or attending professional training. Her positive attitude and high energy make working with Jane an adventure. She is an instructional leader at BGS and on the district reading team. Teachers value her insight and ideas to help even the most reluctant learners become successful. She sets high academic standards for all students and shares her expertise to engage teachers in a goal-oriented collaborative process. Her reflective nature and natural curiosity facilitate school improvement discussions. Jane has mentored many BGS teachers and supports first-year teachers by co-teaching reading in their classes. Every summer, she participates in summer curriculum development projects. Thanks to her efforts, BGS has started each year with a school-wide read-aloud book which teachers have shared with their classes. These read-aloud lessons provide teachers detailed information about their students’ reading skills, and engage students in rigorous discussions about text. Through a Concord Chamber of Commerce grant, Jane opened the BGS school store, in which students are not only hired but trained by Jane in customer service and using their math skills. Jane organizes the BGS Yearbook; offers the after-school Krypto Club; serves as the emcee for the annual Lip Sync Show in February; and holds the annual Pet Fair, when students bring their pets to school as a fundraiser for the SPCA! She offers opportunities for parents to learn about Title I services, and creative ways for students to showcase their reading progress and learning for their families. “Breakfast and Books” and her theme-based literary cafes are always well-attended events. Jane always has a new idea up her sleeve; for example, last summer Mrs. Dodson provided a new spark for the Summer Literacy Program by setting up a camp in the school library – students started each morning by the “campfire,” reading jokes and singing songs. In partnership with Pope Memorial SPCA, these campers spent time each week reading to rabbits, dogs and ferrets. We are proud to recognize her many talents as a Concord Distinguished Educator for 2017.”

Beaver Meadow School – Melisa Scott. “Melisa Scott is a highly respected, innovative leader. Her dedication to the professional growth of staff and students is inspirational. She models the ideals of a growth mindset, continuously seeks ways to improve her pedagogy, and strengthens her colleagues’ skills. She is a passionate teacher who loves to share her knowledge, mentoring new teachers and volunteers to support staff professional development. It is pure joy to witness her distinguished, instructional skills and how students respond to these amazing talents. BMS would not be the forward-thinking, caring, nurturing school it is without the strong supportive foundation that
our extraordinary educator Melisa Scott is responsible for building. Melisa has offered afterschool workshops that provide teaching and tech tips on best ways to integrate technology, and she has introduced innovative programs and apps that enhance engagement. As an active member of both the leadership and the PBIS teams, she has collaborated to create an Innovation Plan. Her suggestions and ideas have enhanced BMS’ climate and culture in an optimistic direction. Melisa created a PBIS teaching video, which was ranked in the top 25 at the global PBIS conference this year! she has taken a leadership role in planning the presentations for monthly all school meetings, and volunteered to assist the students who presented at the February School Board meeting, which received high compliments from Board members and the community. At the district level, she is an OGAP trainer and recently volunteered to become BMS’ Project Lead the Way trainer. Melisa is responsible for scheduling state assessments, and oversees all the preparational details that involve technological resources. The staff would describe Melisa as a silk thread in the fabric of our school: on any given day, one could observe her team teaching a STEM lesson in one classroom; providing a teacher with additional support in developing cross-curricular lessons; in another classroom teaching kindergarten students the process to log into their Lexia accounts; and sitting with a child having a discussion on a book recommendation. She challenges students, and they rise to her high expectations. She models universal respect and genuine sense of caring for each of them, and they love her. Melisa is passionate about her own learning – just recently, she has taken two online courses and currently holds three certificates. When something that pertains to recent staff meeting topics or school climate work resonates with her, she has shared with the principal related articles and highlights. It is with pleasure that Melisa Scott is named a Distinguished Educator for 2017."

Rundlett Middle School – Ann Rines. “It is with immense pride that we recognize and honor Ann Rines as recipient of this year’s Distinguished Educator Award. Ann is a 39-year servant to Concord’s youth and her work in the District has shaped the lives of countless students. Throughout her career, she has effectively cared about kids. Ask any teacher, parent or student and they will invariably desire that the person working with them in the classroom have the capacity to demonstrate they “care” about the individual person first. We all know that learning is dependent on relationship in so many ways. What matters, however, is in the effectiveness or impact of that caring. Does it transfer to the student? Does it assist them in forming their own aspirations? Ann has effectively cared about youth, and the evidence can be seen everywhere in the RMS community because her effective care has helped transform lives and opened previously unseen doors. Ann has lived a professional life that represents what education can be and should be; a life of effectively caring about students in a way that changes them positively. She has served the District as a teacher, reading specialist, and RMS administrator during a career spanning 39 years. Throughout that time, she has modeled first and foremost “caring about the child.” Ann has been instrumental in the development and implementation of literacy programs; has served tirelessly on the district’s LARC Team; has shepherded the Lucy Caulkins Units for Writing that are
currently used at RMS; has been the building leader in ELL and Title I for the past 8 years; has been responsible for shaping programming for ELL and also the neediest learners. As she prepares to retire, folks from around Blue Duke Nation will reflect on her significant impact on curricula, on inclusion, on discipline and on how-anyone-can-manage-supervising-three-lunches-a-day-in-our-cafeteria-for-so-long-without-going-insane. But what will be forever fixed in our minds is that Ann cares about kids effectively. She reaches them where they are, and brings them to a better place. She teaches them to understand the value of learning and builds relationships, including with students who previously have not been able to trust in adults due to their life experiences. Ann Rines is our Distinguished Educator of the Year; she is also a role model who has dedicated her career to positively transforming the lives of young people.”

Concord High School – Jonathan Flower. “Jonathan Flower is completing his 20th year of service as a school counselor at CHS. Regardless of the Commons to which he has been assigned – A, B, D or W – Jonathan’s professionalism, genuine care for students, and dedication to building a vibrant school community have remained consistent, firmly set as the touchstone of his work with CHS faculty, students, and families. Helping adolescents to understand and meet the challenges of growing up and developing into healthy young men and women is work that Jonathan joyfully embraces. Whether he is speaking to a group of incoming freshmen, assisting families with understanding the financial aid process, or helping students develop their post-secondary plans, Jonathan is there to listen, and to provide feedback, guidance, and reassurance. While not surprisingly the job of a school counselor involves a significant amount of paperwork, including letters of recommendation, school and inter-agency reports, and responding to emails, Jonathan never allows this aspect of his work to overshadow what matters most: connecting with students. Whether meeting with a group of students at lunch, talking with a student who has a scheduled appointment or someone who has stuck their head in to see Mr. Flower “just because,” Jonathan will find the time to be present. He consistently shows respect, empathy, and fairness to students. His leadership, intellectual curiosity, and desire to improve programs and increase opportunities for students are qualities that promote genuine professional relationships. In both formal and informal meetings, Jonathan contributes valuable ideas and expertise to teacher teams to further the school and District’s mission. Over the years, he has developed the expertise needed to design the school’s master schedule, which requires not only the mind of the master puzzler, but also a tremendous amount of patience and collaboration. Jonathan brings positive energy and leadership to this work. For the past seven years, he has coached the Concord Tide’s Girls Varsity Volleyball team. Both on and off the court, Coach Flower strives to impart – through word and example – a love for the game and the values of sportsmanship, dedication, hard work and respect. Jonathan is a professional who communicates respectfully and proactively with parents, is consistently sensitive to families’ diverse needs, and makes sure that parents hear positive news about their students. CHS is both privileged and fortunate to have Jonathan Flower as a member of its faculty. Recognizing him as a Distinguished
Educator seems like a humble tribute for a teacher who has had such a positive impact on so many young lives.”

Concord High School – Jeff Fullam. “Jeff Fullam has been a member of the CHS faculty for 18 years. He holds a BA in Philosophy from Swarthmore College; a BFA in Painting from the Tyler School of Art at Temple University; an MA in Art and an MFA in Painting from the University of Iowa. Over the course of his teaching career, he has taught Art to both middle and high school students, and since 1999, Jeff has invested his many talents in teaching CHS students. An exceptional educator committed to the needs of all students, Jeff has earned the respect and esteem of his colleagues – his classroom is a place where students discover not only the beauty and power of expression through the visual arts but also the joy of learning. His knowledge of how students learn promotes a positive classroom environment as well as professional discussion among his peers. Consistently, Jeff fosters strong relationships with students and staff to support an effective and caring learning environment; his sense of humor and infectious laughter are never in short supply. He has been involved in the Scholastic Art Awards of New Hampshire program, which fosters creative expression and artistic achievement in students grade 7 through 12, giving generously of his time and personal resources to nurture and advance the artistic talent of students. Jeff is about creating opportunities for students – if a student has an idea for a mural, Mr. Fullam is sure to find, not only a barren wall in need of a splash of color, but also the time for additional mentoring. Whether advising a group of students in the National Art Society or chaperoning a trip to New York City so students can explore some of the world’s greatest museums, Jeff is a teacher who regularly goes beyond what is expected. In addition to being an active member of the Art Department, he serves as a Curriculum Facilitator, providing leadership for the Art and PE/Wellness departments. His ability to listen and to understand differing viewpoints, in a calm thoughtful manner, promotes discussion and builds consensus. In an unassuming manner, he encourages teachers to strive for excellence. His strong work ethic and high expectations for self are powerful examples that promote excellence. Have you ever considered serving on a committee for the New England Association of Schools and Colleges? Talk to Jeff. He has become quite the expert on this topic. Jeff’s contributions as a member of the NEASC Steering Committee for CHS, as well as his participation on NEASC visitation teams, speak not only of his commitment to the CHS community but also of his desire to engage in thoughtful reflection and collaboration to foster academic, social and civic growth for students. Jeff’s commitment to these beliefs is not limited to NEASC committee work – he has given generously to school and District committees including the CHS Advisory Committee and the District’s K-12 Art department. Pablo Picasso once said, “The purpose of art is washing the dust of daily life off our souls.” As an artist himself, and as a teacher, Jeff shares his talent in such a way that we are given the eyes to see things anew. He embodies what it means to be a lifelong learner: last summer, Jeff participated in an international artist residency program in Berlin, Germany. During the month of July, he worked with approximately 20 other visual artists and writers from around the world visiting art galleries, making art and conducting formal art critiques. His
participation in the artist residency program broadens his own expertise and enriches our students’ classroom experience. It is with deep gratitude and great pride that Jeff Fullam is recognized as a Distinguished Educator for 2017.”

Concord High School – Val Koch. “It is our honor to recognize Val Koch as a 2017 Distinguished Educator. Val is the teacher for the CRT: Teacher Preparation program, which supports students on a career pathway to be employed, after their post-secondary studies, in the education field as Pre-K-12 teachers, counselors and specialists. Like all CTE programs, the person and the program are intertwined. Under Val’s dedicated leadership, the Teacher Preparation program has grown in leaps and bounds. Val’s skills have likewise blossomed – and interestingly, Val is also a graduate of the program she teaches. When she attended as a student, and even when she began teaching in 2000, the program’s focus was targeted to preschool teaching assistants. Like all CTE programs, the scope has widened considerably over the past 10+ years with a clear objective to train future career professionals – and Val has led this transformation. She has created deep programmatic ties with Southern New Hampshire University’s Education Department, in which Teacher Prep students can earn 16 concurrent college credits in education classes – essentially more than a semester of college – over their two years in the program, giving CHS students a huge head start. Teacher Prep students engage in at least a 12-week internship/job shadow during their second year; for Val, maintaining, as well as finding new relationships with two dozen or so mentors, is an incredibly taxing undertaking requiring constant care and upkeep. These invaluable work-based learning experiences prepare students for their leap to post-secondary education (and then to careers) with the necessary confidence and skills to succeed. Val and preschool teacher Jennifer Strong-Rain manage the Crimson Tide Lab Preschool. First-year Teacher Prep students, with guidance and oversight from Val and Jen, design and deliver their very first lessons in the Tide Preschool. This is where students quickly realize, in a trial-by-fire manner, that preparation and professionalism truly matter. Val supports them through this emotional, energizing and always reflective endeavor. The curriculum for Teacher Preparation, including books read, remarkably parallels much of what the District’s professional teachers do presently. This ranges from UbD lesson planning to understanding how the brain works (Brain Rules) to learning about special needs (Lost at School) and engaging in CPI training to demonstrating classroom management (Teach Like a Champion). On a statewide level, Val has been the catalyst for New Hampshire to adopt Educators Rising, as the statewide Career and Technical Student Organization (CTSO) for all New Hampshire’s Teacher Preparation students. Educators Rising provides a research-driven progressive sharing network for future teachers. Val provided the leadership and put in the arduous work to offer the first-ever Educators Rising Conference this past October at NHTI, with attendance from over 350 statewide CTE Teacher Prep students. In addition, a multi-activity statewide future teacher competition took place this spring, with Val’s leadership, with 75 competitors from eight different CTE schools. Val will be voluntarily chaperoning a team of CRT: students who either won the competition, or who have taken on statewide officer roles in Educators Rising NH, to the national conference in Phoenix Arizona in June. She has
become a recognized leader of teacher professional development, an influential
colleague, and leader within the CRTC, mentoring numerous teachers from other NH
CTE centers and sharing all her curriculum work without reservation. Finally, she is also
the lead teacher for statewide CTE Boot Camp to orient new CTE teachers. To state what
is obvious, Val has matured as a leader in her 16 years at CRTC. We are proud to call her
a 2017 Distinguished Educator."

Student Board representative Esther Elonga noted that the ELL program recently hosted
a “St. Paul’s parent information night” to inform parents/students about its Advanced
Studies Program each summer, for which students must apply during their junior year.
She also noted that Ms. DiPasquale took students to UNH for a campus tour, which was
beneficial to both accepted and potential students. A new Chinese Club was formed to
help students become aware of Chinese culture. The recent Week of Action included Be
the Change Club; Tide Pride’s Day of Silence, and Environmental Club activities. An
upcoming student-led Diversity Dance will be held after school. International Night on
May 19 will celebrate diverse cultures, and the community is invited to participate.

Agenda Item 4. Public Comment– agenda items only

There was no public comment.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the regular monthly meeting on April 3.
Champions for Children – accomplishments of that meeting

The Board voted 8-0 to approve the minutes of the regular monthly meeting on
April 3 (moved by Ms. Patterson, seconded by Mr. Croteau).

The Board voted 8-0 to approve the minutes of the public portion of the non-
public meetings on January 31 and February 16 on a personnel matter (moved
by Ms. Patterson, seconded by Nathan Fennessy).

Agenda Item 6. Personnel

Larry Prince presented several leaves of absence requests. Superintendent Forsten spoke
specifically about teacher Heather Drolet, who is Concord’s first teacher awarded the
Christa McAuliffe Sabbatical. The sabbatical was created by the NH Charitable
Foundation shortly after CHS teacher Christa McAuliffe was killed in the Challenger
explosion.

The Board voted 8-0 to approve the leaves of absence as presented (moved by
Ms. Patterson, seconded by Mr. Fennessy).

Larry Prince presented several teacher confirmations.
Jessica Anderson, English Teacher, Concord High School, $40,582, 80% of M-3. Jessica replaces Heather Ouellette-Cygan (60% of M-14 = $48,399) – transfer, and Elizabeth York (20% of M+30-14 = $16,632) – LOA. This is in addition to Jessica’s 20% ELL teacher assignment. Budgeted at $65,031

Frank Harrison, Jr., ROPE Teacher, Concord High School, $8,067, 10% of M-14, one year only. Frank is requesting a 10% leave of absence from his full-time science teacher position to continue in this assignment. Budgeted at $8,067

Heather Ouellette-Cygan, English Teacher, Concord High School, $80,665, M-14. Heather replaces Elizabeth Chambers (M+30-12 = $76,508) – retirement. Budgeted at $76,508

Sara Pratt, Science Teacher, Concord High School, $15,468, 30% of B-5. This is in addition to Sara’s 70% science teacher position. Sara held this position one-year-only for the 2016-2017 school year. Budgeted at $16,715

Kirsten Woody, Mathematics Teacher, Concord High School, $32,848, 50% of M-9. Kirsten replaces Theo-Anne Winch (50% of B-13 = $36,591) – retirement. This is in addition to Kirsten’s existing 50% mathematics teacher position. Budgeted at $27,859


Philip Klose, Stagecraft Teacher, Concord Regional Technical Center, $36,591, 50% of B-13, one year only. Clint is requesting a 50% leave of absence from his full-time music teacher position to continue in this assignment. Federal Funds

Elizabeth York, English Teacher, Concord Regional Technical Center, $16,632, 20% of M+30-14, one year only. Beth is taking a 20% leave of absence from her CHS English teacher position to continue in this assignment. Federal Funds

James Clute, Special Education Teacher, Abbot-Downing School, $40,333, 50% of M-14, one year only. Jim has requested a one-year-only leave of absence from his full-time special education teacher position to continue in this assignment. Budgeted at $27,859

Lynda Masaites, Special Education Teacher, Abbot-Downing School, $44,075, rate of B-2, one year only. Lynda replaces James Clute (rate of M-14 = $80,665) – LOA. Budgeted at $80,665

Ashley Blake, Guidance Counselor, Beaver Meadow School, $51,559, B-5. Ashley replaces Lucy Gentilhomme (M-14 = $80,665) – retirement. Budgeted at $55,718

Meredith Shepherd, Classroom Teacher, Beaver Meadow School, $24,117, 50% of M-2. Meredith replaces Margaret Barry (50% B-11 = $33,264) – retirement. Meredith was RIFed from her full-time elementary classroom teacher position for 2017-2018. Budgeted at $33,264

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Jennifer Allen, Kindergarten Teacher, Christa McAuliffe School, $46,569, B-3. Jennifer replaces Diane Johnston (M-14 = $80,665) – retirement. Jennifer’s full-time kindergarten position at Mill Brook School was cut for 2017-2018. Budgeted at $55,718

Casey Barnewall, Technology Integrator, Christa McAuliffe School, $64,032, B-10, one year only. Casey replaces Heather Drolet (M-14 = $80,665) – sabbatical. Budgeted at $80,665

Mary Maccini, Special Education Teacher, Christa McAuliffe School, $41,580, B-1. Mary replaces Marissa McGahan (M-3 = $50,728) – resignation. Budgeted at $46,655 plus Federal Funds

Shawni Ogle, Classroom Teacher, Christa McAuliffe School, $44,075, B-2, one year only. Shawni replaces Casey Barnewall (B-10 = $64,032) – LOA. Shawni was RIFed from her full-time elementary classroom teacher position for 2017-2018. Budgeted at $64,032

Ernest Rowe, Special Education Teacher, Christa McAuliffe School, $41,580, B-1, one year only. Ernie replaces Dana Davidson (M-10 = $68,191) – LOA. Budgeted at $68,191

Marley Martin, Preschool Special Education Teacher, Mill Brook School, $44,075, B-2. Marley replaces VictoriaArsenault (B-9 = $61,538) – resignation. Budgeted at $61,538

Jennifer Prospere, ELL Teacher, Mill Brook School, $50,728, M-3. New position. Budgeted at $50,728

Susan Carignan, Preschool Coordinator, Preschool, $80,665, M-14. Susan replaces Barbara Hemingway (M-14 = $80,665) – retirement. Federal Funds

The Board voted 8-0 to confirm the teacher hires as presented (moved by Ms. Patterson, seconded by Mr. Croteau).

Larry Prince presented several coach confirmations.

Andrew Briers, Girls Varsity Field Hockey Coach, Concord High School, $3,950, Step 3, Group 6, 9.5%. Andrew replaces Bonnie Proulx

Philip Tuttle, Girls Varsity Soccer Coach, Concord High School, $5,405, Step 3, Group 3, 13.0%. Philip replaces Jeremy Duclos

Mr. Prince also asked the Board to approve coaches returning in the fall, as Director of Physical Education and Sport Steve Mello asks them to do some work over the summer.

The Board voted 8-0 to confirm the coach hires as presented, and the list of coaches returning in the fall. (moved by Mr. Croteau, seconded by Maureen Redmond-Scura).

Larry Prince presented two administrator confirmations. Mr. McCollum spoke about the selection and interview process for both candidates, noting that Cynthia Courounis was the single finalist for the Special Education Coordinator, and that both he and Superintendent Forsten had previously worked with David Bartlett in Laconia.
Cynthia Courounis, Director of Special Education, Rundlett Middle School, $103,586,  
Step IV. Cynthia replaces Meeta Brown, one year only. Budgeted at $115,096

David Bartlett, Assistant Principal, Rundlett Middle School, $107,422, Step IV. David  
replaces Ann Rines ($115,096) – retirement. Budgeted at $115,096

The Board voted 8-0 to confirm the administrator hires as presented (moved by  
Mr. Fennessy, seconded by Mr. Croteau).

Larry Prince presented the list of those electing to participate in the Veterans Salary  
Scale option. One teacher has declined the veteran salary scale for 2017-2019, and the  
administration is recommending Monica Unger as the next applicant, in order of  
seniority, from the applicant list. She will have 20 days to accept or decline the offer.  
These individuals will then retire in June 2019.

1. Nancy Siff, Reading Teacher, Mill Brook School – 23.50  
2. Susan Gamache, Social Studies Teacher, Rundlett Middle School – 23.00  
3. Patricia Fahey, Classroom Teacher, Beaver Meadow School – 23.00  
4. Kathleen Sullivan, Classroom Teacher, Abbot-Downing School – 22.00  
5. Norma Robinson, Occupational Therapist, Preschool & Elementary – 21.80  
6. Louise Pigeon, Project SEE Teacher, Elementary – 21.00  
7. Bonnie Larochelle, Classroom Teacher, Christa McAuliffe School – 20.40  
8. Jill Whitmore, Science Teacher, Rundlett Middle School – 20.00  
9. John Hatab, Art Teacher, Beaver Meadow School – 20.00  
10. Monica Unger, Project SEARCH Teacher, Concord High School – 19.50

The Board voted 8-0 to approve Monica Unger as the next applicant on the  
Veterans Salary Scale for 2017-2019 (moved by Mr. Croteau, seconded by Ms.  
Redmond-Scura).

Agenda Item 7. Communications and Policy

Acting Chair Tom Croteau presented the report of the committee meeting on April 5. A  
number of policies came before the Board for a first reading. He noted that the  
committee also accepted public input from several Concord parents of special needs  
children who requested the Board review the Restraint and Seclusion policy and offered  
their expertise and experience in the review process.

Policy #150 – School Board Electronic Communication. Nathan Fennessy asked whether  
an email received by a Board member who then circulates it to a quorum of the Board  
would be considered a public document (consisting of a “meeting” of the Board). Ms.  
Patterson suggested that an email that is not originated by a Board member but has been  
forwarded to Board members would not necessarily be considered a public document.  
Mr. Fennessy suggested tweaking the language somewhat. It was agreed this language  
would be worked on more before the policy is brought back for a second reading.
Policy #160 – Non-Discrimination. Mr. Croteau noted that additional language was added to this policy, and in response to a question from Mr. Fennessy about whether the NHSBA was recommending that “economic status” be added to the statement of non-discrimination, replied that this was the case.

Policy #170 – Board Member Development

Policy #171 – Board Member Conflict of Interest. Mr. Croteau noted that one sentence from NHSBA was added about appearance of a conflict of interest.

Policy #180 – Reports and Research, considered for deletion

Policy #210 – School District Calendar

Policy #211.2 – Foreign Study Abroad, considered for deletion

Policy #694 – Field Trips

Superintendent Forsten will check with NHSBA about the additional suggested language for Policy 150.

Agenda Item 8. Capital Facilities

Jim Richards gave the report of the committee’s meeting on April 10, at which summer projects, CRTC Preschool Center, and Capital Improvement projects (CIP) were discussed. The steam to natural gas conversion project is on schedule, with Mr. Cashman noting that all the schools are now on natural gas hot water heaters. The RMS Facility Study was also reviewed, including its next milestones. The committee will tour the stable building and several schools in June and over the summer.

Agenda Item 9. Instructional

Alana Kimball gave the report of the committee’s meeting on April 12. The agenda included updates on PACE, dual enrollments (35 college-credit courses available at both CHS and a college) and a discussion of CHS independent studies. There was also a discussion of the new Science Standards.

Agenda Item 10. Negotiations

Nathan Fennessy noted that the committee met on April 19 to begin preparing for negotiations with several bargaining units. This was a “non-meeting” meeting. Five contracts are expiring: CEOPA, CEA, CEEA, Maintenance/Transportation and UAW Food Service. Negotiations will be scheduled starting this fall.
Agenda Item 11. Finance

Mr. Croteau gave the report of the committee’s meeting on May 1, the purpose of which was to discuss the copier contract. The current contract expires June 30; as of March 27, the administration bid for a new contract. Mr. Croteau noted that purchasing equipment would cost $340,000 to $540,000; leasing would cost between $19,000 and $23,000 per year. Mr. Dunn said he hopes a decision will be made by Wednesday, May 10. The contract may include a copy center. In response to a question from a Board member about whether staff had been conferred with and how they felt about the possibility of a copy center, the administration responded that staff had been queried and approved. Ms. Patterson noted that as Board Policy 322 governs the bidding process, the request was that the Board approve the administration making this decision. Ms. Redmond-Scura noted that bids would determine costs to fractions of pennies per page. Mr. Dunn noted that the total of both color and b/w pages is over 12 million copies per year; or 24,000 reams of paper.

The Board voted 8-0 to authorize the administration to award the copier equipment and services contract to the provider it has determined will best fit the District’s budget and service needs. The Finance Committee shall be notified once the vendor has been chosen (motioned by Mr. Croteau, seconded by Mr. Fennessy).

Agenda Item 12. Other Business

Mr. Cogswell shared with the Board that he received an email from taxpayer Betty Hoadley reminding him of the careful use of Robert’s Rules of Order in the conduct of Board meetings, and expressed his commitment to abiding by these protocols. He then made the following statement:

“I am going to use the President’s prerogative to make a statement in our public session concerning the disclosure of confidential and non-public information. The Board recently conducted a difficult hearing (as all termination hearings are) in non-public sessions. We conducted our deliberations and voted our views at the close of that hearing, also in a non-public session. There were only eight Board members and Board counsel who knew of those votes. Nonetheless, the record of that vote appeared in the Concord Monitor. Either by accident or on purpose, one of us has to be responsible for disclosing that information. Breaking the obligation we all have to each other to keep non-public information confidential undermines the confidence we must have in one another to candidly discuss those limited matters that are appropriately designated as non-public. Furthermore, it will inhibit our open discussion of important matters. I am not interested in who disclosed the information about our vote, but I hope we can all move forward confident it won’t happen again.”
Agenda Item 13. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board committee meetings for May and June.

Agenda Item 14. Public comment
There was no public comment.

Agenda Item 15. Adjournment
The Board voted 8-0 to adjourn (motioned by Mr. Fenessy, seconded by Mr. Croteau).
The meeting adjourned at 8:45 p.m.
Respectfully submitted,

Tom Croteau, Secretary
Concord School District
Board of Education
Meeting with Commissioner Frank Edelblut
May 22, 2017

Board members: Pam Wicks, Maureen Redmond-Scura, Tom Croteau, Jennifer Patterson, Nathan Fenessy, Alana Kimball, Clint Cogswell

Others: Terri Forsten, Superintendent, Donna Palley, Assistant Superintendent

Board President Cogswell opened the meeting by welcoming New Hampshire Commissioner of Education Frank Edelblut and asking him to highlight his day in Concord public schools. Commissioner Edelblut reviewed his day, noting that he was impressed with the new Christa McAuliffe and Mill Brook Schools. Commissioner Edelblut noted how impressed he was at the elementary schools being among the most forward-thinking schools he has visited in the state. He said he could see personalization in the elementary schools, as teachers and students worked closely together on the breadth of their studies. Commissioner Edelblut spoke to challenges at the middle school with what he described as fairly traditional instruction in some classrooms. He said that he was very impressed by the educational opportunities for students at the high school. Superintendent Forsten described the Commissioner's observation of the middle school sea perch program, underwater robotics, and the high school robotics team, as they described their adventure at the World Championship for Robotics.

Mr. Cogswell asked what Commissioner Edelblut thought of the ethnic diversity in Concord schools. Commissioner Edelblut said he knew that Concord has a high percentage of students from a variety of backgrounds. He noted that he views students as students, and simply connects and talks with students on his school visits. Jennifer Patterson shared a video she had taken on her iPhone of students during International Night at Concord High School last week, and shared that with the Board.

Commissioner Edelblut said that his greatest surprise was how many of Concord schools are doing a great job with students – teaching and learning is happening on an impressive scale. He wondered how this level of performance could be achieved across the state.

Pam Wicks commented that the PACE initiative was supportive of competency education, teaching and learning, and connected the way the state funds education to the quality of that education. Commissioner Edelblut referenced a soon-to-be-available study that examines school funding in New Hampshire. Ms. Patterson spoke to the challenges that communities are experiencing with declining enrollment as they work to support public schools. Commissioner Edelblut spoke to the Croydon issue; that School Board wanted to send students to a local Montessori School. Nathan Fenessy asked whether New Hampshire is examining the process of improving funding through
legislation. Commissioner Edelblut spoke about charter schools and how they may support public schools (citing the North Country Charter School as an example). Mr. Cogswell asked whether charter schools would have to enroll all students, including students with special education needs. Commissioner Edelblut spoke to the increasing number of special education students and costs of special education. There was a conversation about the challenges of mental and behavioral health and substance misuse, impacting schools locally and statewide.

Tom Croteau asked the Commissioner about his statement asking how to get everyone where they need to be in schools and in classrooms. Commissioner Edelblut spoke about professional development and training being a great and critical support. Mr. Croteau talked about BEST School and PBIS training and initiatives that had been part of leadership from the New Hampshire Department of Education. Commissioner Edelblut spoke to the limited funding for professional development at NH DOE. There was a conversation about how professional collegiality in the state has been facilitated and has happened in small ways; for example, with PACE and school/district visits. Maureen Redmond-Scura spoke to how teachers talk with students about “failing forward” (the idea that not all theories turn out to be true — but by experimenting, and not being deterred by the “failure” of a theory or approach, students and staff become more confident in their ability to learn), and that it is a positive aspect of learning and school culture. Alana Kimball spoke to one of the positive components of PACE being that educators can assess when students are ready and when lessons are most suitably connected to instruction.

Board members thanked Commissioner Edelblut for his time.

Clint Cogswell asked for a motion to adjourn.

**The Board voted (motioned by Ms. Patterson, seconded by Mr. Croteau).**

The meeting adjourned at 6:01 p.m.

Respectfully submitted,

Tom Croteau, **Secretary**

Terri Forsten, **Recorder**
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: June 5, 2017
REFERENCE: Administration Nomination

Michele Speckman  Concord High School  $99,702
Director of Special Education  Step III

Education:
- New England College, Henniker, NH, M.Ed./10
- Rivier College, Nashua, NH, M.Ed./02
- Herbert H. Lehman College, BA/94

Experience:
- Special Education Coordinator, Concord High School, 2012-2017
- Special Education Teacher, Rundlett Middle School, 1998-2012
- Resource Room Teacher, Public School 41, 1997-1998
  Bronx, NY
- Special Education Teacher, MS 181, January, 1997-June, 1997
  Bronx, NY
- New position replacing CEA Special Education Coordinator position.
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: June 5, 2017  
REFERENCE: Teacher Confirmations

<table>
<thead>
<tr>
<th>Name</th>
<th>School/Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Gellert</td>
<td>Concord High School, Special Education Teacher</td>
<td>$50,728</td>
</tr>
<tr>
<td>Franklin, NH</td>
<td>Plymouth State University, Plymouth, NH, M.Ed./15</td>
<td>M-3</td>
</tr>
<tr>
<td></td>
<td>Massachusetts College of Art, Boston, MA, MFA/03</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>Amherst Middle School, Amherst, NH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Education Teacher, 15-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sarah replaces Sara Dallman (B-13 = $73,182) - retirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budgeted at $73,182</td>
<td></td>
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<tr>
<td>Kara Leitner</td>
<td>Concord High School, Special Education Coordinator</td>
<td>$56,549</td>
</tr>
<tr>
<td>Manchester, NH</td>
<td>Southern New Hampshire University, Manchester, NH, BA/04</td>
<td>B-7</td>
</tr>
<tr>
<td>Education</td>
<td>Robert B. Jolicoeur School, Easter Seals, Manchester, NH</td>
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<tr>
<td></td>
<td>Special Education Teacher, 10-12</td>
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<tr>
<td></td>
<td>Granite State College, NH State Prison for Men, Concord, NH</td>
<td></td>
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<tr>
<td></td>
<td>Reading Comprehension Teacher, 8/06-2/09</td>
<td></td>
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<tr>
<td></td>
<td>Beech Street School, Manchester, NH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Title I Teacher, 05-06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kara replaces Michele Speckman (M+30-14 = $83,161) – transfer to CAA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budgeted at $83,161</td>
<td></td>
</tr>
</tbody>
</table>
Kathryn Todd  
Concord, NH  
Concord High School  
Speech-Language Pathologist  
$19,709  
30% at M-9  
one year only  
Education:  
University of Alberta, Alberta, Canada, MSLP/05  
Brigham Young University, Provo, UT, BS/03  
Experience:  
Concord High School  
Speech-Language Pathologist, 50%, 13-14  
Speech-Language Pathologist, 50%, one-year-only, 12-13, 14-17  
Hearthside Nursing and Rehabilitation, State College, PA  
Speech-Language Pathologist, 06-11  
Center for Comprehensive Services, Carbondale, IL  
Speech-Language Pathologist, 05-06  
This is in addition to Kate’s 50% Speech-Language position.  
New SLP position funded by reallocation of special education  
teacher vacancy – Sara Hans - LOA  
Budgeted at $24,200

Gail Beaudoin  
Chelmsford, MA  
Concord Regional Technical Center  
Criminal Justice Teacher  
$26,619  
33% at M-14  
Education:  
University of Massachusetts, Lowell, MA, MA/92  
University of Lowell, Lowell, MA, BS/83  
Experience:  
University of Lowell, Lowell, MA  
Instructor, Criminal Justice courses, 03-17  
Chelmsford Police Department, Chelmsford, MA  
Police Officer, 85-17  
New position

Shawn Moseley  
Franklin, NH  
Rundlett Middle School  
Science Teacher  
$56,549  
B-6  
Education:  
Plymouth State University, Plymouth, NH, BS/09  
Rundlett Middle School  
Experience:  
Grade 6 Teacher, one-year-only, 16-17; 14-15  
Mathematics Lab Teacher, one-year-only, 15-16  
The Harbour School, Hong Kong  
Grade 5 Teacher, 13-14  
Grade 4 Teacher, 12-13  
Kindergarten Teacher, 11-12  
Shawn replaces Joseph Guadagno (M-14 = $80,665) – transfer  
Budgeted at $80,665
Selina Blaine  Beaver Meadow School  $24,117
Concord, NH  Preschool Special Education Teacher  50% at M-2
Education:  New England College, Henniker, NH, M.Ed./12  one year only
Plymouth State University, Plymouth, NH, BS/08
Experience:  Beaver Meadow School
  Preschool Special Education Teacher, 50%, one-year-only, 16-17
Loudon Elementary School, Loudon, NH
  Kindergarten Teacher, part-time, 09-12
Selina held this position one-year-only for 2016-2017.
Budgeted at $24,117
<table>
<thead>
<tr>
<th>Name</th>
<th>School/Title</th>
<th>School/Title</th>
<th>Salary</th>
<th>Step Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Kingsley</td>
<td>Concord High School</td>
<td>Girls' JV Field Hockey Coach</td>
<td>$2,495</td>
<td>Step 3, Group 11</td>
</tr>
<tr>
<td></td>
<td>Education: Franklin Pierce University, Concord, NH, BS/13</td>
<td>Profession: Foxfire Property Management</td>
<td></td>
<td>6.0%</td>
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<tr>
<td></td>
<td>Experience:</td>
<td>Administrative Assistant, 05-present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rundlett Middle School</td>
<td>Girls' Field Hockey A Coach, 15-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colby Sawyer College, New London, NH</td>
<td>NCAA Division III Assistant Field Hockey Coach</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hopkinton High School, Hopkinton, NH</td>
<td>JV/Assistant Varsity Field Hockey Coach, 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Hampshire Field Hockey Association</td>
<td>Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New England College, Henniker, NH</td>
<td>Received Coaches Award; played for Division III field hockey team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>“Paige” replaces Andrew Briers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark McDonough</td>
<td>Concord High School</td>
<td>Golf Coach</td>
<td>$2,287</td>
<td>Step 1, Group 10</td>
</tr>
<tr>
<td></td>
<td>Education: University of New Hampshire, Durham, NH, BS/82</td>
<td>Profession: Homestead &amp; Fratello’s Restaurants</td>
<td></td>
<td>5.5%</td>
</tr>
<tr>
<td></td>
<td>Experience:</td>
<td>Owner and Developer, 88-present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concord Youth Hockey Coach, 06-12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concord New England Baseball Coach, 04-present</td>
<td>Mark replaces Edward Deschaies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: June 5, 2017
REFERENCE: Winter Coach Confirmation

Tim LaTorra
Warner, NH
Education:
Concord High School
Girls Varsity Basketball Head Coach
New England College, Henniker, NH, M.Ed./10
New England College, Henniker, NH, BS/05
Profession:
Hopkinton High School, Hopkinton, NH
Physical Education/Health Teacher, 06-present
Experience:
Sunapee High School, Sunapee, NH
Girls’ Varsity Basketball Coach, 12-present
New England College, Henniker, NH
Mens’ Assistant Basketball Coach, 11-12
Sunapee Middle School, Sunapee, NH
Boys’ Varsity Basketball Coach, 07-present
Girls’ Soccer Coach, 08-12
Tim replaces Michael Achilles

Salary: $7,069
Step: 3, Group: 2
Rate: 17.0%
# CONCORD SCHOOL DISTRICT
CONCORD, NEW HAMPSHIRE

**Position**  | **Salary**  | **Name** | **Elected** | **Group**  | **Notes**
--- | --- | --- | --- | --- | ---
**CONCORD HS**

**BOYS SPORTS:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Name</th>
<th>Elected</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>3,950</td>
<td>Tristan Black-Ingersoll</td>
<td>X 6</td>
<td>Step 3</td>
</tr>
<tr>
<td>Football (Head)</td>
<td>7,900</td>
<td>Eric Brown</td>
<td>X 1</td>
<td>Step 3</td>
</tr>
<tr>
<td>Football (Asst)</td>
<td>5,405</td>
<td>Kevin Nyhan</td>
<td>X 4</td>
<td>Step 3</td>
</tr>
<tr>
<td>Football (Freshman)</td>
<td>5,405</td>
<td>Colin Brown</td>
<td>X 4</td>
<td>Step 3</td>
</tr>
<tr>
<td>Football (JV)</td>
<td>5,405</td>
<td>Hamilton Munnell</td>
<td>X 4</td>
<td>Step 3</td>
</tr>
<tr>
<td>Football (JV)</td>
<td>5,405</td>
<td>Michael Pelletier</td>
<td>X 4</td>
<td>Step 3</td>
</tr>
<tr>
<td>Football (Freshman Asst)</td>
<td>3,534</td>
<td>David Levesque</td>
<td>X 6</td>
<td>Step 2</td>
</tr>
<tr>
<td>Golf</td>
<td>2,287</td>
<td>Mark McDonough</td>
<td>X 10</td>
<td>Step 1</td>
</tr>
<tr>
<td>Soccer (Head)</td>
<td>5,405</td>
<td>Scott Dunlop</td>
<td>X 3</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (JV)</td>
<td>2,911</td>
<td>Andrew Baldwin</td>
<td>X 9</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (Freshman)</td>
<td>TBA</td>
<td>TBA</td>
<td>X 11</td>
<td></td>
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</tbody>
</table>

**GIRLS SPORTS:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Name</th>
<th>Elected</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading (Head)</td>
<td>3,950</td>
<td>Laura Norwart-Owen</td>
<td>X 6</td>
<td>Step 3</td>
</tr>
<tr>
<td>Cheerleading (JV)</td>
<td>1,663</td>
<td>Lisa Waszceiak</td>
<td>X 13</td>
<td>Step 3</td>
</tr>
<tr>
<td>Cross Country</td>
<td>3,950</td>
<td>Allison Davis</td>
<td>X 6</td>
<td>Step 3</td>
</tr>
<tr>
<td>Field Hockey (Head)</td>
<td>3,950</td>
<td>Andrew Briers</td>
<td>X 6</td>
<td>Step 3</td>
</tr>
<tr>
<td>Field Hockey (JV)</td>
<td>2,495</td>
<td>Angela Kingsley</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (Head)</td>
<td>5,405</td>
<td>Philip Tuttle</td>
<td>X 3</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (JV)</td>
<td>2,911</td>
<td>Sarah Fuhrmeister</td>
<td>X 9</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (Freshman)</td>
<td>TBA</td>
<td>TBA</td>
<td>X 11</td>
<td></td>
</tr>
<tr>
<td>Volleyball (Head)</td>
<td>3,950</td>
<td>Jonathan Flower</td>
<td>X 6</td>
<td>Step 3</td>
</tr>
<tr>
<td>Volleyball (JV)</td>
<td>2,703</td>
<td>Lauren Hannum</td>
<td>X 10</td>
<td>Step 3</td>
</tr>
</tbody>
</table>

**CHS COED SPORTS:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Name</th>
<th>Elected</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer Unified</td>
<td>1,247</td>
<td>Amanda Bacher</td>
<td>X 14</td>
<td>Step 3</td>
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**RUNDERLTT MS:**

<table>
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<tr>
<th>Position</th>
<th>Salary</th>
<th>Name</th>
<th>Elected</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMS Athletic Facilitator</td>
<td>7,900</td>
<td>Scott Owen</td>
<td>X 1</td>
<td>Step 3</td>
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**BOYS SPORTS:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Name</th>
<th>Elected</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer (7 &amp; 8 Grade) A</td>
<td>2,495</td>
<td>Kerry Clock</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (7 &amp; 8 Grade) B1</td>
<td>2,495</td>
<td>Michael Serard</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (7 &amp; 8 Grade) B2</td>
<td>2,495</td>
<td>William Savage</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (7 &amp; 8 Grade) B3</td>
<td>TBA</td>
<td>TBA</td>
<td>X 11</td>
<td></td>
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<tr>
<td>Cross Country B/G (6-8) Head</td>
<td>2,495</td>
<td>Shawn Moseley</td>
<td>X 11</td>
<td>Step 3</td>
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<tr>
<td>Cross Country B/G (6-8) Asst</td>
<td>1,247</td>
<td>Jeffrey Litchfield</td>
<td>X 14</td>
<td>Step 3</td>
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<tr>
<td>Cross Country B/G (6-8) Supp.</td>
<td>1,247</td>
<td>Amy Sherr</td>
<td>X 14</td>
<td>Step 3</td>
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**GIRLS SPORTS:**

<table>
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<tr>
<th>Position</th>
<th>Salary</th>
<th>Name</th>
<th>Elected</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Hockey (6,7,8 Grade) A</td>
<td>2,495</td>
<td>Angela Kingsley</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Field Hockey (6,7,8 Grade) B</td>
<td>2,287</td>
<td>Tonya Pursell</td>
<td>X 11</td>
<td>Step 2</td>
</tr>
<tr>
<td>Field Hockey (6,7,8 Grade) Intra</td>
<td>N/A</td>
<td>N/A</td>
<td>X 11</td>
<td></td>
</tr>
<tr>
<td>Soccer (7 &amp; 8 Grade) A</td>
<td>2,495</td>
<td>Elizabeth Logan</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (7 &amp; 8 Grade) B1</td>
<td>2,495</td>
<td>Jacquelyn Cook</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Soccer (7 &amp; 8 Grade) B2</td>
<td>2,495</td>
<td>Amy Sherr</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Volleyball (6,7,8 Grade)</td>
<td>2,495</td>
<td>Christine Shea</td>
<td>X 11</td>
<td>Step 3</td>
</tr>
<tr>
<td>Volleyball (6,7,8 Gr.) B</td>
<td>1,247</td>
<td>Joan Griffin</td>
<td>X 14</td>
<td>Step 3</td>
</tr>
<tr>
<td>Volleyball (6,7,8 Grade) Intra</td>
<td>1,247</td>
<td>Katie Amrol</td>
<td>X 14</td>
<td>Step 3</td>
</tr>
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Concord School District
Board of Education
Communications and Policy Committee

Date: May 10, 2017

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

Other Board members present: Clint Cogswell, Pam Wicks

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

The meeting was called to order at 5:35 p.m.

The purpose of the meeting was to continue to review Board policies, with a focus on 12 policies from Section 200: General School Administration. The policies under review were:

1. Policy 212: Superintendent, Approval of Employees
2. Policy 212.1: Summer Vacancies
3. Policy 213: School Cancellation/Delayed Opening
5. Policy 215: Transfer within the District
6. Policy 216: Absence of Superintendent
7. Policy 231: Administrative Prerogative in the Absence of Policy
8. Policy 248: Response to Public Information Requests
9. Policy 249: Data/Records Retention (Records Retention Schedule)
11. Policy 252: Local/State Grant Authorization
12. Policy 261: Agreement between the State of New Hampshire and/or the City of Concord and the Concord School District

Superintendent Forsten provided Committee members with copies of the New Hampshire School Boards Association (NHSBA) model policies that corresponded to the topics under review.

Other topics for discussion at the meeting included a process for parent and public input, and information about coaches.

Policy #212 (also #693) Superintendent, Approval of Employees
Policy #212.1 Summer Vacancies

Superintendent Forsten recommended that the two policies be combined. The members agreed to retain Policy #212 with the current title and language, and extend it with language from the corresponding NHSBA model policy, as well as a statement that reflects the Board’s practice relative to authorizing the Superintendent to hire in the summer. Policy #212.1 will be removed.

This policy, like a number of other Board policies, resides in two different sections of the policy manual, because it relates to two categories. This will remain in place until the Committee decides whether to continue having duplicate policies.

Policy #213 School Cancellation/Delayed Opening

Committee members noted that the current Board policy provides very limited information, while the NHSBA policy seems overly detailed. Members requested that Superintendent Forsten include the first, last and perhaps one paragraph from the middle of the NHSBA policy, and include a reference to the use of social media.

Policy #214 (also #831) Acceptance of Gifts

The Committee reviewed the policy related to gifts, and an additional document that describes the criteria the Superintendent will use in accepting a gift. Members recommended keeping the Board’s current policy in place, replacing language in the last sentence related to non-discrimination with the list from the Board’s non-discrimination policy. The criteria document will be removed.

Policy #215 (also #442) Transfer within the District

Several collective bargaining agreements include language about the issue of transfer of personnel. The first sentence of the Board’s policy refers to this and will be retained, with minor revision. The second sentence will be removed. The second sentence of the NHSBA model policy will be added to the Board’s policy.

Policy #216 Absence of Superintendent

Committee members agreed to several revisions for Policy #216. The following sentence was recommended to be added to the policy: ‘If the short-term absence is anticipated to become long-term or permanent, the Board will decide the process for appointing an Interim Superintendent.’ In addition, ‘Chief Finance Officer’ was changed to ‘Business Administrator.’

The NHSBA has a model policy describing an administrative succession plan. Committee members requested that Superintendent Forsten develop a policy related to hiring administrators, with reference to District procedures. This could be reviewed at the next Committee meeting.

Policy #231 (also #140.2) Administrative Prerogative in the Absence of Policy

No revisions were recommended to this policy. The review date will be updated to reflect the Committee’s review of duplicate Policy 140.2 in April 2017.
Policy #248 Response to Public Information Requests

Several revisions were made to this policy, including changing ‘public information’ to ‘public records’ and adding one sentence from the NHSBA model policy requiring the Superintendent to review records before they are released to ensure that no confidential or exempted information is disclosed. Committee members recommended that the words ‘and shall for no reason release such information’ be removed from the third section, noting that a court could require information to be released under certain circumstances.

Policy #249 Data/Records Retention (Records Retention Schedule)

The Board’s policy is identical to the corresponding NHSBA policy. Committee members recommended keeping this policy with no revisions. It was noted that the Board also has a records retention schedule, which describes which records must be saved, and timelines for retaining various types of documents. This document is an appendix to the policy. The review date for this policy will be updated.

Policy #251 Federal Programs Authorization

Policy #252 Local/State Grant Authorization

Committee members agreed to merge Policies 251 and 252, keeping Policy 251, and changing its title to Local/State/Federal Grant Programs Authorization. The words ‘in its behalf’ in the second line of Policy 251 will be changed to ‘on its behalf.’ The last sentence of Policy 252 will be added to the end of Policy 251. The remainder of Policy 252 will be deleted.

Policy #261 Agreement between the State of NH and/or the City of Concord and the School District

This policy was revised to read as follows: ‘The Superintendent is authorized to enter into a reciprocal agreement with the State of New Hampshire and/or the City of Concord subject to authorization from other policies. The Superintendent will notify the Board of any agreements at its next possible meeting.’

The Committee voted 4-0 to recommend Policies 212, 213, 214, 215, 216, 248, 249, 251 and 261 to the full Board for consideration, with changes or deletions as noted, and that Policies 252 and 212.1 be eliminated (moved by Maureen Redmond-Scura, seconded by Tom Croteau).

Committee members discussed the potential involvement of parents with policy development. Superintendent Forsten highlighted Policy #140, which provides for parent input relative to policies. She suggested that the Committee seek parent input as part of the revision process for the Special Educational Policy Manual, which is up for review by December 2017. Members noted that parent input is welcome, and if there is a specific policy that is of interest to parents, this input could be provided during a committee meeting.
Superintendent Forsten will let Student Services Director Bob Belmont know that there are parents interested in being part of the Special Education policy review process, and he will contact them. Committee members would like to hear what changes are recommended when the process is complete, and hear from the public on this issue. A member of the Communications and Policy Committee may be interested in being part of the revision work. At the next Committee meeting, Superintendent Forsten will provide information about the process and the time commitment for this work.

Ms. Redmond-Scura requested additional information about the role and responsibility of athletic coaches. She noted that individuals interested in being coaches may wonder about the responsibilities, and has asked for a policy to clarify this. Other Committee members asked about coaching contracts, job descriptions and evaluation procedures. Superintendent Forsten will bring the committee additional information on these topics. She will also ask Steve Mello, Director of Physical Education and Sport, to attend a meeting and offer his input.

Ms. Redmond-Scura indicated that a written description of expectations for coaches would be useful. She offered possible language to be included in a coaching policy:

The Concord School District expects its coaches to:

1. Treat all student athletes fairly and equally.
2. Follow all rules and policies of the sport, Concord School District, and NHIAA.
3. Work to create a positive relationship with all student athletes on the team in an effort to teach elements of the sport as well as sportsmanship, teamwork, and elements of nutrition and fitness such as stretching, recovery, preparation, etc.
4. Create a positive team attitude so that every team member has the opportunity to improve throughout the season, individually and as a group, and so that student athletes encourage each other and look forward to reuniting as a team.
5. Encourage each student athlete to be his/her best self as an athlete, a student and a person.
6. Be knowledgeable of the sport in order to teach it properly.

Jennifer Patterson noted that the Board has several policies related to athletics in Section 600, and recommended that the Committee review these policies at its next meeting.

Mr. Croteau asked whether the Committee could see revisions made to the policies on the projection screen as the changes are discussed at the meetings. This would allow members to see changes as they are suggested, which could make it easier to follow the revision process. This will be tried at the next meeting.

Pam Wicks noted that, at the last Committee meeting, members discussed a policy related to Board member emails. She recently attended a School Board orientation program where advice about emails was provided. She noted that, for example, if Clint Cogswell received an email from a constituent, he should forward the email to
Superintendent Forsten, who would then forward it to the rest of the members of the Board. Superintendent Forsten would act as the conduit for sharing information, rather than relying on Board members.

Several parents, including Penny Duffy and Adrienne Evans, attended the meeting. They thanked Committee members for considering a request they made at a previous Communications and Policy Committee meeting to provide advice and support with policies. They indicated that they were available as a resource to the Committee. Ms. Patterson encouraged them to come to the meetings if there is an issue they would like to discuss or on which they would like to provide input. They asked if the Committee packet would be available to review before the meeting. Superintendent Forsten will determine where the information, including agenda and other documents to be discussed, will be posted before the meetings so that they can be reviewed by the public.

Committee members agreed to schedule two summer meetings, one each in July and August. The Committee will continue to review Board policies, moving first to Section 600 and eventually to Section 300.

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

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Jennifer Patterson, Chair

Donna Palley, Recorder
First Readings
Concord School District Policy #212 *
Superintendent, Approval of Employees

Staff recruitment is the responsibility of the Superintendent. Principals and other staff will assist the Superintendent as needed.

First consideration will be given to those applicants seeking permanent rather than temporary employment.

All teachers, administrators and coaches must be recommended by the Superintendent and approved by the School Board.

The Superintendent shall ensure a thorough check is made of the candidate’s prior record, prior to nomination to the Board.

The Superintendent shall approve or disapprove personnel recommendations emanating from Principals or directors for sponsors/advisors of student extracurricular or school-oriented activities that have been approved and budgeted in advance by the School Board, exclusive of coaches and department heads.

The Superintendent of Schools is authorized to offer contracts throughout the spring and summer with the approval of the School Board. Candidates’ names will be brought to the Board for confirmation.

Legal References:
RSA 189:13-a, School Employee and Volunteer Background Investigations
RSA 189:39, How Chosen

Adopted May 2, 1983. Revised ______________, 2017
* Also Policy #693
Corresponds to NHSBA Policy GCEB
Concord School District Policy #212 *
Superintendent, Approval of Employees

Staff recruitment is the responsibility of the Superintendent. Principals and other staff will assist the Superintendent as needed.

First consideration will be given to those applicants seeking permanent rather than temporary employment.

All teachers, administrators and coaches must be recommended by the Superintendent and approved by the School Board.

The Superintendent shall ensure a thorough check is made of the candidate's prior record, prior to nomination to the Board.

The Superintendent shall approve or disapprove personnel recommendations emanating from Principals or directors for sponsors/advisors of student extracurricular or school-oriented activities that have been approved and budgeted in advance by the School Board, exclusive of coaches and department heads.

The Superintendent of Schools is authorized to offer contracts throughout the spring and summer with the approval of the School Board. Candidates’ names will be brought to the Board for confirmation.

Legal References:
RSA 189:13-a, School Employee and Volunteer Background Investigations
RSA 189:39, How Chosen

Adopted May 2, 1983. Revised __________, 2017
* Also Policy #693
Corresponds to NHSBA Policy GCEB
Concord School District Policy #212.1

Summer Vacancies

The Superintendent is authorized to fill vacancies throughout the summer if the School Board determines that meetings will not be held during the summer months.

Adopted May 2, 1983
No school, office or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by the Assistant Superintendent.

When the Superintendent decides it is necessary to delay opening or to close any facility or school or cancel any school event, he/she will initiate all related communications to the public by television, website, social media, phone calls to parents/guardians or other available means.

Delayed opening of schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

Closing of schools only for the entire day: When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated shall state that the school district is closed. If school is closed for the entire day, all evening programs will be cancelled.

Afternoon and evening program cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Students, parents and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

To approve of the concept of a delayed opening due to inclement weather.

The Superintendent would then have three options: delayed opening, no school or maintaining a regular school day.

Adopted December 1982. Revised __________, 2017
Corresponds to NHSBA Policy EBCE
Concord School District Policy #213
School Closings/Delayed Openings

No school, office or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by the Assistant Superintendent.

When the Superintendent decides it is necessary to delay opening or to close any facility or school or cancel any school event, he/she will initiate all related communications to the public by television, website, social media, phone calls to parents/guardians or other available means.

Delayed opening of schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school busses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

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Adopted December 1982. Revised __________, 2017
Corresponds to NHSBA Policy EBCE.
Concord School District Policy #214 *

Acceptance of Gifts

Concord School District may accept gifts that are consistent with the mission, vision and goals of the District.

A gift is defined as money, supplies, equipment, real or personal property or personal services, provided without consideration.

The District is under no obligation to accept any gift. Gifts may be refused for any reason. Individuals, organizations or groups should be encouraged to discuss the gift in advance with the building principal or Superintendent or designee.

The Superintendent or designee may accept any gift to the District or individual school or department having a value of less than $7,500. Any gift to the District having a value of $7,500 or greater may only be accepted by the School Board. Any gift of real property (land, either developed or undeveloped, and/or buildings) may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, gifts in the amount of $5,000 or more shall be noted in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

The Board, the Superintendent, or their designee shall not authorize gifts that are inappropriate, unsafe, or carry obligations or conditions that are out of proportion to the gift.

Concord School District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations or persons on the basis of sex/gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Adopted 1985. Revised July 4, 2001; ____________, 2017
* Also Policy #831
Corresponds to NHSBA Policy KCD
Concord School-District Policy #214

Administrative Criteria: Acceptance of Gifts

The Superintendent or his or her designee will use the following criteria to determine whether or not a gift shall be accepted on behalf of Concord School District:

1. The purpose or use of the gift shall be consistent with the mission, vision, goals and District Improvement Goals of the District.

2. Gifts that employ regular, part-time or additional staff shall be discouraged.

3. Gifts that involve significant costs for installation or maintenance shall be discouraged.

4. Gifts that require initial or continuing contribution of District funds or services shall be discouraged.

5. Gifts to individual members of the staff by pupils, parents or organizations shall be discouraged. Gifts given by local, regional or national organizations that are a part of recognizing excellence in education are allowed.

6. Any gift given to the District must be free of all safety and/or health hazards.

7. Any gift given to the District must be free of any direct or implied endorsements.

8. Any gift given to the District must be free of any direct or implied conditions.

9. Gifts given to the District become the property of the District and are subject to the same controls, policies and regulations that govern the use of District-owned assets.

10. Any purchase to be funded by a cash donation shall be made in accordance with District policies, procedures and criteria.

11. Gifts that meet the definition of a fixed asset as defined in Policy #350 must be processed in accordance with District policies, procedures and criteria.

12. Gifts with a value of less than $1,000 in total value may be accepted by the principal. Gifts with a value of $1,000 to $7,500 in total value may be accepted by the Superintendent or his or her designee. Gifts over $7,500 in total value must be accepted by the Board of Education.

13. At the time of acceptance, there will be a definite understanding with regard to the use of the gift, including whether it is intended for one school, a group of schools or the entire District. It shall be the responsibility of the appropriate administrator to approve and accept the gift, process the appropriate forms to update inventory, and send an acknowledgement letter to the donor.

14. Concord School District is under no obligation to accept any gift.

15. Concord School District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships, and other aids, benefits, or services to students from private agencies, organizations, or persons on the basis of sex, race, religion, national origin,
ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Adopted July 4, 2001
Concord School District Policy #214 *

Acceptance of Gifts

Concord School District may accept gifts that are consistent with the mission, vision and goals of the District.

A gift is defined as money, supplies, equipment, real or personal property or personal services, provided without consideration.

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The Superintendent or designee may accept any gift to the District or individual school or department having a value of less than $7,500. Any gift to the District having a value of $7,500 or greater may only be accepted by the School Board. Any gift of real property (land, either developed or undeveloped, and/or buildings) may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, gifts in the amount of $5,000 or more shall be noted in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

The Board, the Superintendent, or their designee shall not authorize gifts that are inappropriate, unsafe, or carry obligations or conditions that are out of proportion to the gift.

Concord School District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations or persons on the basis of gender, race, religion, national origin, sexual orientation or disability.

Adopted 1985. Revised July 4, 2001; __________, 2017

* Also Policy #831
Corresponds to NHSBA Policy KCD
Concord School District Policy #215 *
Transfer within the District

The Superintendent may assign or transfer any professional staff member from or to any teaching or supervisory position, provided that such the transfer is accomplished within-negotiated-guidelines consistent with applicable terms of the Collective Bargaining Agreements. A staff member on tenure so transferred may request a hearing before the School Board which the Board may, at its discretion, grant.

All such assignments and/or transfers will be in the best interest of the schools in keeping with the training and experience of the personnel.

Adopted 1966. Revised 1983:********, 2017
* Also Policy #442
Corresponds to NHSBA Policy GCK
Concord School District Policy #215 *

Transfer within the District

The Superintendent may assign or transfer any professional staff member from or to any teaching or supervisory position, provided that the transfer is consistent with applicable terms of the Collective Bargaining Agreements.

All such assignments and/or transfers will be in the best interest of the schools in keeping with the training and experience of the personnel.

Adopted 1966. Revised 1983; __________, 2017
* Also Policy #442
Corresponds to NHSBA Policy CCK
Concord School District Policy #216
Superintendent, Absence of

In the event of the absence of the Superintendent from the School District, the Assistant Superintendent will assume the duties of the Superintendent.

In the event of the absence of the Superintendent and the Assistant Superintendent from the District, the Chief Finance Officer/Business Administrator will assume the duties of the Superintendent.

If the short-term absence is anticipated to become long-term or permanent, then the School Board will decide the process for appointing an Interim Superintendent.

Corresponds to NHSBA Policy CCA
Concord School District Policy #216
Superintendent, Absence of

In the event of the absence of the Superintendent from the School District, the Assistant Superintendent will assume the duties of the Superintendent.

In the event of the absence of the Superintendent and the Assistant Superintendent from the District, the Business Administrator will assume the duties of the Superintendent.

If the short-term absence is anticipated to become long-term or permanent, then the School Board will decide the process for appointing an Interim Superintendent.

Corresponds to NHSBA Policy CCA
Concord School District Policy #248

Response to Public Information Records Requests

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this District.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent or designee shall thereupon make a determination as to review the records in their entirety and shall make a determination whether or not the information records requested is are public in nature or contain confidential information (Ref. RSA 91-A:4). If public, the Superintendent shall provide the information records in a timely manner which does not disrupt the operation of the schools.

2. In accordance with RSA 91-A:4, if the Superintendent finds the information records to be public in nature, he or she shall direct that they be reproduced on the premises. The party requesting the information records is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information records. If the Superintendent is unable to make the records available for immediate inspection and copying, he/she shall, within five (5) business days of the request, make such records available or furnish written acknowledgement of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied. If the information records are in active use or otherwise unavailable, the party requesting the information records will be notified within five (5) business days upon them becoming available.

3. If the Superintendent finds the information records not to be public in nature, per RSA 91-A:5, he or she shall so inform the requesting party within five (5) business days that the records are exempt from disclosure and shall not reason release such information.

4. If the Superintendent is unable to ascertain whether or not the information records requested is are public in nature, he or she is hereby authorized to request, on behalf of the School Board, an opinion from the Board’s attorney as to the nature of the information records. The Superintendent shall notify the person requesting such information records that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Legal References:

RSA 91-A:4, Minutes and Records Available for Public Inspection
NH Code of Administrative Rules – Section Ed. 306.04(a)(4), Records Retention

Corresponds to NHSBA Policy BEDG-R
Concord School District Policy #248
Response to Public Records Requests

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1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent or designee shall review the records in their entirety and shall make a determination whether or not the records requested are public in nature or contain confidential information (Ref. RSA 91-A:4). If public, the Superintendent shall provide the records in a timely manner which does not disrupt the operation of the schools.

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3. If the Superintendent finds the records not to be public in nature, per RSA 91-A:5, he/she shall so inform the requesting party within five (5) business days that the records are exempt from disclosure.

4. If the Superintendent is unable to ascertain whether or not the records requested are public in nature, he/she is hereby authorized to request, on behalf of the School Board, an opinion from the Board’s attorney as to the nature of the records. The Superintendent shall notify the person requesting such records that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Legal References:
RSA 91-A:4, Minutes and Records Available for Public Inspection
NH Code of Administrative Rules – Section Ed. 306.04(a)(4), Records Retention

Adopted October 2004. Revised: May 4, 2009; __________, 2017
Corresponds to NHSBA Policy BEDG-R
Concord School District Policy #249  
Data/Records Retention

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

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

Appendix:
#249 Records Retention Schedule

Adopted October 2004. Revised May 4, 2009; Reviewed ______________, 2017
Corresponds to NHSBA Policy EHB
Concord School District Policy #249
Data/Records Retention

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

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

Appendix:
#249 Records Retention Schedule

Adopted October 2004. Revised May 4, 2009; Reviewed __________, 2017
Corresponds to NHSBA Policy EHB
Concord School District Policy #251

Local/State/Federal Grant Programs Authorization

The School Board authorizes the Superintendent of the Concord School District to make application, on its behalf, to the United States government for assistance under federal programs, as amended, and that said Superintendents, shall make representations and commitments as shall be required by the U.S. Secretary of Education, and otherwise to act as the authorized representative of the Board.

The Board authorizes the Superintendent to make application on its behalf, to local or state agencies or individuals for grants in a manner compatible to and consistent with applications for federal funding.

When applying for a grant not previously authorized or approved, the Board will be notified at the first available opportunity.

Adopted July 5, 1983. Revised October 7, 1985; __________, 2017
Corresponds to NHSBA Policy DD
Concord School District Policy #251
Local/State/Federal Grant Programs Authorization

The School Board authorizes the Superintendent to make application, on its behalf, to the United States government for assistance under federal programs and to make representations and commitments as shall be required by the U.S. Secretary of Education as the authorized representative of the Board.

The Board authorizes the Superintendent to make application on its behalf, to local or state agencies or individuals for grants in a manner compatible to and consistent with applications for federal funding.

When applying for a grant not previously authorized or approved, the Board will be notified at the first available opportunity.

Adopted July 5, 1983. Revised October 7, 1985; __________, 2017
Corresponds to NHSBA Policy DD
Concord School District Policy #252
Local/State Grant Authorizations

The School Board authorizes the Superintendents of Concord School District to make application on its behalf, to local or state agencies or individuals for grants in a manner compatible to and consistent with applications for federal funding. When applying for a grant not previously authorized or approved, the Board will be notified at the first available opportunity.

Adopted October 7, 1985
Concord School District Policy #261 *
Agreement between the State of New Hampshire and/or the City of Concord and the Concord School District

The Superintendent is authorized to enter into a reciprocal agreement with the State of New Hampshire and/or the City of Concord subject to authorizations defined in School District policies. The Superintendent will notify the Board of any agreements at the next possible Board meeting for reciprocal arrangements between the Concord School District and State and/or City agencies.

Adopted 1972. Revised 1976; December 6, 1982; December 6, 2017
* Also Policy #871
Concord School District Policy #261 *
Agreement between the State of New Hampshire and/or
the City of Concord and the Concord School District

The Superintendent is authorized to enter into a reciprocal agreement with the State of New Hampshire and/or the City of Concord subject to authorizations defined in School District policies. The Superintendent will notify the Board of any agreements at the next possible Board meeting.

Adopted 1972. Revised 1976; December 6, 1982; ________, 2017
* Also Policy #871
Second Readings
Concord School District Policy #160 *

Non-Discrimination

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

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

Grievances shall be processed as follows:

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

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

3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given (each party shall have the time indicated in which to investigate and report their findings and recommended remediation):

   a. Building Supervisor, five (5) school days

   b. Superintendent, ten (10) school days

   c. Communications and Policy Committee of the Board, twenty (20) school days

4. Internal grievance procedures do not have to be exhausted before going to the Office for Civil Rights. Generally, a complaint must be filed with the Office for Civil Rights within 180 calendar days of the last act of alleged discrimination. To file a complaint or make inquiry, contact the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.
Adopted July 5, 1983. Revised November 4, 2002; ______, 2017
* Also Policies #412, #571, and #631
Corresponds to NHSBA Policy AC
Concord School District Policy #170
Board Member Development

The School Board recognizes the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern, democratic society.

1. The Board regards the following as examples of activities and services appropriate for implementing this policy:
   a. Participation in conferences, workshops, and conventions
   b. District-sponsored Board orientation sessions
   c. Subscription to appropriate publications
   d. Annual Board retreat(s)

2. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures:
   a. A calendar of Board conferences, conventions, and workshops shall be maintained by the Superintendent.
   b. Funds for participation at such meetings will be budgeted on an annual basis. The Board will determine which of its members would be the most appropriate to participate at a given meeting.
   c. Board members shall be reimbursed their expenses in attending approved development opportunities.
   d. When a conference, convention, or workshop is not attended by the full Board, those who participate will share information, recommendations and materials acquired at the meeting.

Adopted December 3, 2001. Revised ______________ 2017
Corresponds to NHSBA Policy BIB
Concord School District Policy #171
School Board Member Conflict of Interest

A conflict of interest exists where there is a potential for a School Board member to influence the outcome of a matter in which he or she has a direct personal and pecuniary interest; such conflict would ordinarily arise when a Board member is acting in a judicial or legislative capacity.

To be a conflict of interest, a pecuniary interest must be immediate, definite and capable of demonstration, not remote, uncertain, contingent and speculative. To avoid a conflict of interest by this standard, the pecuniary interest must be such that men and women of ordinary capacity and intelligence would not be influenced by it. Additionally, Board members should refrain from engaging in conduct or actions that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.

A Board member shall avoid a conflict of interest and, should one arise, shall immediately disclose said conflict of interest to the Board President and Superintendent. Should a conflict of interest arise in the course of any Board meeting, the Board member shall also immediately disclose said conflict of interest to the other Board members in attendance at the meeting. If the matter is addressed in nonpublic session, the Board member will also be required to leave the room during any consideration of the matter.

In order to avoid the appearance that familial relationships may create a conflict of interest, any Board member who has a family member employed by the District shall also declare his/her relationship with the employee. If the matter is addressed in non-public session, the Board member will also be required to leave the room during any consideration of the matter.

To assist Board members with recognition and disclosure of personal and professional relationships which may give rise to a conflict of interest during their service on the Board, each Board member will complete a conflict of interest questionnaire at the beginning of his or her term on the Board and will review and update the information provided in response to that questionnaire on an annual basis.

(Related Board Policy: #110 - Code of Ethics)
Corresponds to NHSBA Policy BCB ______
Concord School District Policy #180
Reports and Research

Any member of the School Board may request the administration to conduct research or to provide certain informational data. The administration, in turn, will analyze each request as to the availability of data and the manpower, cost and time needed to satisfy the request. This information will be transmitted to the particular Board member within a reasonable time frame (one week).

Should the administrative analysis reveal that a Board member’s request may take an inordinate amount of time to fulfill, but the Board member feels that the request deserves priority, then it is incumbent upon that person to notify the Superintendent that he/she intends to seek Board concurrence at its next regularly scheduled meeting.

Adopted June 18, 1984.
Concord School District Policy #210 *

School District Calendar

The school calendar will be developed by the Superintendent and approved by the Board no later than December for the subsequent school year. Any exceptions or revisions to the calendar must be approved in advance by the Board.

The Superintendent shall ensure that the calendar conforms to the number of actual days or hours of instruction and employment as required by law, Board policy, and staff contracts.

As soon as possible, the calendar will be shared with the Concord Regional Technical Center sending school districts.

Adopted March 19, 1984. Revised ___________, 2017
* Also Policy #611
Corresponds to NHSBA Policy ICA
Considered for deletion

Concord School District Policy #211.2
Foreign Study Abroad

The School Board, recognizing the value of student participation in foreign study trips abroad, delegates to the Superintendent the authority to approve such trips.

Concord School District Policy #694

Field Trips

The School Board believes that field trips provide teachers and students with the opportunity to reinforce, enhance and broaden the academic instruction which takes place in the classroom. Field trips offer the opportunity for students and teachers to work with each other in a different environment. The Board also recognizes the value of international study trips.

All field trips must be approved by the building Principal. The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the Principal using the appropriate form. Field trips must be approved by the building Principal prior to any parent notification or any final announcement of plans to students.

A consent form should be sent to the parents of each child participating for a signature and return. No child may leave the school grounds on a field trip unless the form has been signed by the parents. If a parent fails to permit a student to participate in a field trip, the student will spend the time in an educationally appropriate, supervised setting and parents will be so informed. A student’s grades will not be negatively affected for failure to participate in a trip. Trips will always be properly supervised in accordance with District procedure. If a student’s behavior threatens his or her safety or that of others, the student will not accompany the class unless precautions are taken to provide appropriate supervision. Generally, field trips will be taken to the site which is nearest and most efficiently allows the students to achieve their educational goals unless there is compelling reason to do otherwise.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be collected before the trip is taken. The Board will annually consider funding District field trips.

Any overnight, out-of-state or international field trips must have the prior approval of the Superintendent.

Corresponds to NHSBA Policy IJOA
Committee members present: Alana Kimball, Chair, Pam Wicks, Jennifer Patterson, Maureen Redmond-Scura

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

Others: Superintendent Terri Forsten, Assistant Superintendent Donna Palley

Committee Chair Alana Kimball opened the Instructional Committee meeting with an overview of the topics to be discussed (assessment data and kindergarten programs) and then turned the meeting over to Assistant Superintendent Donna Palley, who presented a review of the AIMSweb data by a cohort that includes this year’s third grade students and their AIMSweb data over first, second and third grades. There is good growth in this cohort. The second data overview using AIMSweb looked at three different cohorts; this data indicates trends in student growth. AIMSweb is used three times a year from kindergarten through eighth grades. Tom Croteau asked for the number of students in each cohort; Ms. Palley confirmed that there are about 300 students in each cohort.

The next data was a review of grade four students, on the Fountas and Pinnell assessment, with a comparison between students who qualify for free and reduced-price lunch and those who do not qualify. Ms. Palley explained that the hope would be that the gap between these two groups would close, and that is what the data shows for these students. The next slide showed the same data, with a focus on students who attend Mill Brook (MBS) and Broken Ground Schools (BCS), where the highest number of students eligible for free and reduced-price lunch attend. This data was impressive as it showed the gap was definitely closing between these two groups. Ms. Palley reviewed innovations at these two schools. There was a conversation about the notable dip in the fall assessment.

Ms. Palley moved on to the Smarter Balanced Assessment for grade 3. SBA results for this year were reviewed; the growth in third grade across the district is impressive. Ms. Palley that teachers have been doing practice assessments with students and have worked to implement the more advanced standards into instruction.

Ms. Palley presented Rundlett Middle School (RMS) data, beginning with grade 7 Math PACE Task 2017. She described each of the domains that were presented: reasoning (68.2%), modeling (65.5%), structure (76.2). She described the PACE task required of the students in this assessment. She then reviewed AIMSweb grade 7, three years of data with this cohort. 77% – 79% – 82% of students are achieving at the average and above-average range. Ms. Palley shared a grade 8 Smarter Balanced assessment results in
English Language Arts and Mathematics over a two-year period. Students’ achievement is impressive and exceeded the state numbers, as compared with the state results in spring 2016. Ms. Palley noted that growth is evident with the new Math program. Pam Wicks concurred that she has seen that in her children at home.

Ms. Palley presented the high school assessment results in the SAT 2016 results for juniors. She reminded the Committee that all Concord High School students are now taking the SAT as part of the state assessment. CHS results are well within the average for the state. English Language Arts numbers are Concord 513; statewide 520 and Mathematics numbers are Concord 503; statewide 507. This spring’s SAT results are not available yet. Ms. Palley also reviewed the Advanced Placement (AP) Assessments from 2016; CHS students had the opportunity to take 16 different AP Tests. These results will be reviewed with the high school teachers. Ms. Palley reviewed the Gates-MacGinitie Reading Test in grade 10; this is not given to all students. CHS students are moving out of the lowest percentile and continue to grow in the average and above average group.

Superintendent Forsten presented a two-page overview, *Developing and Planning for Full-Day Kindergarten*. This overview used the costs that had been presented at the February 1, 2017 Budget meeting to project associated staffing and other related costs. The presentation included a “big picture” review of curriculum-instruction for a full-day kindergarten. Ms. Palley shared that kindergarten teachers would have some time in June to consider the development of a full-day program and its implications for curriculum and instruction. Superintendent Forsten reviewed the projected additional kindergarten teachers, educational assistants and part-time itinerant teachers that would be required. She reminded the committee of the challenge of projecting the number of educational assistants required to support students with special education needs; the number offered is reflective of the typical increase. She reviewed the spaces and places in each elementary school, as six additional classroom spaces across the District would be needed. Abbot-Downing School (ADS) would be impacted, where the Concord Regional Technical Center (CRTC) Teacher Prep program runs a preschool, as that classroom would be relocated in the building. At MBS, the challenge is that there would not be space remaining for the integrated special education preschool. There was concern about this impact expressed by committee members, and options for the preschool would continue to be considered. Part of the challenge is that per school facility codes, preschool, kindergarten, and first grades cannot be located on a second floor.

Numerous questions were posited, with topics to be considered and further developed. Tom Croteau expressed appreciation that the Board has the time to carefully consider these questions as the plan for full-day kindergarten is developed. Topics to be considered and brought forward to the Instructional Committee in September 2017:

1. Sample schedules for a full-day kindergarten program which acknowledge developmentally appropriate practices were requested.

2. A full-day program curriculum overview was requested. The idea of moving from play-based experiences to academic skill-building should be further developed.
3. More information on the costs associated with transportation was requested. Committee members discussed whether the elementary school buses were not very full; perhaps this could be looked at differently.

4. As part of the conversation about having the kindergarten day end at 1:45 p.m. rather than the 2:30 p.m. time for students in grades 1-5, more information about the options to provide onsite, afterschool childcare and its associated costs was requested.

5. There was a conversation about whether current specialist teachers (art, music, physical education) may be able to pick up the kindergarten classes. A substantial savings could be realized if the Itinerant Staff were not needed.

6. More information about the school facility codes that state first-grade students may not have homerooms on the second floor of a school was requested. This is related to MBS and wanting to maintain spaces for preschool classroom space.

7. Consideration of fifth graders moving to a new middle school facility and how that would open classrooms and spaces in the elementary schools was discussed.

Maureen Redmond-Scura made a motion to adjourn the meeting.

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

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Alana Kimball, Chair
Terri Forsten, Recorder
## Enrollment Report June 2017

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**District Total**

(not including preschool numbers)

4504
## Monthly Enrollment Report Summary
### 2016-2017 School Year

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| RMS                 | 991        | 991       | 988       | 990       | 992       | 985       | 982       | 982       | 980       |
| **Total RMS**       | **991**    | **991**   | **988**   | **990**   | **992**   | **985**   | **982**   | **982**   | **980**   | **0**      |

| CHS                 | 1508       | 1504      | 1502      | 1492      | 1495      | 1489      | 1488      | 1485      | 1480      |
| Deerfield           | 159        | 157       | 157       | 156       | 159       | 157       | 156       | 156       | 156       |
| **Total CHS**       | **1667**   | **1661**  | **1659**  | **1648**  | **1654**  | **1646**  | **1644**  | **1641**  | **1636**  | **0**      |

| **Total K - 12**    | **4520**   | **4536**  | **4530**  | **4524**  | **4544**  | **4529**  | **4525**  | **4525**  | **4504**  | **0**      |

<p>| Preschool           |            |           |           |           |           |           |           |           |           |            |
| Beaver Meadow       | 30         | 35        | 35        | 37        | 38        | 38        | 43        | 43        | 42        |
| Mill Brook          | 56         | 56        | 66        | 65        | 71        | 76        | 77        | 77        | 78        |
| <strong>Total Preschool</strong> | <strong>86</strong>     | <strong>99</strong>    | <strong>101</strong>   | <strong>102</strong>   | <strong>109</strong>   | <strong>114</strong>   | <strong>120</strong>   | <strong>120</strong>   | <strong>120</strong>   | <strong>0</strong>      |</p>
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<td>5:30 p.m. Special Board meeting (budget)</td>
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<td>LAST DAY OF SCHOOL</td>
<td>10:30 a.m. GRADUATION</td>
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### JULY 2017 Board Meetings

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<td>5:30 p.m. Communications &amp; Policy</td>
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- **9th**: 7:00 p.m. Board meeting
- **12th**: 5:30 p.m. Communications & Policy
- **30th**: 5:00 p.m. Executive
# August 2017 Board Meetings

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<td>7:00 pm School Board meeting</td>
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<td>First day for teachers</td>
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<td>5:00 pm Executive</td>
<td>5:30 pm Capital Facilities (RMS Study review)</td>
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