Board of Education, Concord School District  
Regular meeting  
July 1, 2019

1. CALL TO ORDER  

2. APPROVAL OF AGENDA ................................................................. p. 1  

3. PUBLIC COMMENT – agenda items only

4. APPROVAL OF BOARD MINUTES  
   a. Regular monthly meeting (June 3) ................................................. pp. 3-13  
   b. Special Board meeting (June 17) ................................................ pp. 14-16

5. RECOGNITIONS / REPORTS  
   a. Superintendent’s report  
   b. Adrienne Shoemaker, National Federation of the Blind distinguished educator

6. PERSONNEL  
   a. Administrator confirmation ....................................................... p. 17  
   b. Staff confirmations ................................................................. pp. 18-20

7. CAPITAL FACILITIES  
   a. Report of June 5 meeting ............................................................ pp. 21-22  
      • To vote on a recommendation to build a new middle school facility  
        and not renovate the existing facility

8. COMMUNICATIONS & POLICY  

9. CITY & COMMUNITY RELATIONS  
   a. Report of June 14 meeting ........................................................ pp. 29-30

10. PROPOSED CALENDARS OF MEETINGS ...................................... pp. 31-32

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

12. ADJOURNMENT
Board members present: Tom Croteau, Chuck Crush, Barb Higgins, Nancy Kane, Jennifer Patterson, Liza Poinier, Jim Richards, Danielle Smith, Pam Wicks; student representative Helen Massah

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

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

Agenda Item 2. Approval of Agenda
Chuck Crush suggested amending the agenda to include a report of the Negotiations Committee and a vote on the Transportation collective bargaining agreement. This item will become Agenda Item 10.

The Board voted 9-0 to approve the agenda as amended (motioned by Chuck Crush, seconded by Jim Richards).

Agenda Item 3. Retirees
The Superintendent and Assistant Superintendent recognized retiring staff.

Paul Bourassa began as a classroom teacher at Walker School in 1998, later working at Kimball and Christa McAuliffe Schools. He earned his bachelor’s degree from the University of Massachusetts (UMass) in Amherst, Massachusetts, his master’s degree from Notre Dame College in Manchester, and retired with 21 years of service.

Sophia Ellis started working at Beaver Meadow School in 1988 as a classroom teacher, and has also worked at Conant, Rumford, and Abbot-Downing Schools. She earned her bachelor’s degree from the University of South Carolina in Columbia, South Carolina and her master’s degree from Notre Dame College. She retired with 29 years of service.

Patricia Fahey was hired in 1994 as a classroom teacher at BMS, and has worked there her entire 25 years with the District. She earned both her bachelor’s and master’s degrees from Notre Dame College.
Raymond Ferreira began working as a custodian at BMS in 1993. He retired in January 2019 with 25 years of service.

Susan Gamache was hired in 1994 as a social studies teacher at Rundlett Middle School. She earned her bachelor's degree from St. Anselm's College, her master's degree from Notre Dame College, and retired with 25 years of service.

Kevin Greene began his career as a music teacher at RMS in 2000 and has taught there his entire 19 years with the District. Kevin earned his bachelor's degree from Plymouth State College and his master's degree from the University of Hartford in West Hartford, Connecticut.

Joan Griffin worked at Kimball School from 1990-1992 as an instructional assistant, left for a time, then returned to Kimball in 1993. She worked at Kimball/Walker Schools, Broken Ground and Concord High Schools. She retired with 28 years of service.

Jon Hall was hired in 2008 as a custodian at Kimball School. He completed his employment with the District at CMS and retired with 11 years of service.

John Hatab started teaching in 1997 as an art teacher at BMS. He earned his bachelor's degree from the University of Hartford and his master's degree from Plymouth State College, and retired with 22 years of service.

Bonnie Larochelle began teaching at Dame School in 1996. Throughout her 25 years of teaching, she has worked at Dewey, Kimball, Walker and CMS. Bonnie earned her bachelor's degree from UNH and her master's degree from Notre Dame College.

Marjorie Mead started working as an instructional assistant at CHS in 2000 and in 2001, was hired as a special education teacher. She earned her bachelor's degree from the University of Denver in Denver, Colorado, her master's degree from UNH, and retired with 18 years of service.

LuAnn Pigeon began working as the Project SEE assistant in 1994, eventually heading the program in 2001. She earned her bachelor's degree from UMass Boston. LuAnn retired with 25 years of service.

Norma Robinson started in 1984 as an occupational therapist for the District. She earned her bachelor's degree from UNH. Norma retired with 35 years of service.

Nancy Siff began working as a tutor in 1991. In 1993, she became a classroom teacher at Dame, then at RMS in 1997. In 2000, Nancy became a District reading specialist, also working at Dame and Mill Brook Schools. She earned her bachelor's degree from Plymouth State College and her master's degree from UNH. Nancy retired with 28 years of service.

Susan Stockley started working as a tutor in 1998 at Rumford School. She completed her employment with the District at ADS and retired with 21 years of service.

Kathleen Sullivan was hired in 1994 as a reading tutor at Conant School and in 1995 became a classroom teacher. Kathleen also taught at Rumford and Abbot-Downing
Schools. She earned her bachelor's degree from Notre Dame College and her master's degree from Lesley University. Kathleen retired with 25 years of service.

Monica Unger worked for one year as a 3-R teacher at RMS in 1982, then returned to the District as a Job Developer at CHS in 1997. In 2016, Monica was hired to run the Project Search program. She earned her bachelor's degree from Fitchburg State College in Fitchburg, MA. Monica retired with 24 years of service.

Cynthia Ward started in 2002 as a bus driver, retiring after 17 years with the District.

Agenda Item 4. Public Comment – agenda items only

There was no public comment.

Agenda Item 5. Approval of Board Minutes

Ms. Patterson asked for a motion to approve the draft minutes of the regular Board meeting on May 6.

The Board voted 9-0 to approve the minutes of the regular Board meeting on May 6 (moved by Mr. Crush, seconded by Barb Higgins).

Agenda Item 6. Recognitions

Student Board representative Helen Massah thanked the Board for the opportunity to report events at CHS every month and thanked Principal Sica for choosing her for this position. Concord High students took time from May 5 to 11 to recognize the staff at the school for all their hard work for students and their families. The administration also hosted a breakfast for staff members during this week to further show our gratitude for their efforts. The high school observed Peace Officer Memorial Week on May 15. Officer Hassapes traveled to Washington, D.C. to participate in the national Parade. The most recent blood drive, hosted by Mrs. Bean’s LNA class on May 8, was a big success, involving 37 donors. The 8th grade transition night was held on May 14 for incoming freshmen and their families, who were invited to CHS to learn about the many clubs and answer their questions about the transition process. NH Scholars, a program that encourages students to take more rigorous course loads, made its awards to senior student participants on May 21. These students will have a special sticker on their diplomas, denoting their achievement. The CRTC program held its graduation ceremony on May 29 with 246 graduates, the biggest class of students so far. Four senior students reflected on their two-year programs. The Junior National Honor Society, assisted by the Red Arrow Diner, hosted a senior breakfast last week to congratulate the class, at which 74 of the senior NHS members were given their tassels. On May 31 the Be the Change Club hosted its 8th annual International Night highlighting CHS’ diversity. This year’s theme was “coming together.” The hosts were students Hamza Abdulrahman and Ennoson Yen,
one from Sudan and the other from South Sudan. Rwandan and Congolese students, as well as Indian and Pakistani students, were represented. On May 11, Be the Change hosted its 8th annual Youth Leadership Summit. The keynote speaker was Anthony Valentine. Through Ms. DiPasquale’s involvement on the NH Charitable Foundation Board, fellow Board member (and former School Board member) Bill Glahn and his wife Hansi made a donation to continue both the International Night and the Youth Leadership Summit.

Superintendent Forsten noted that the 2019-2020 school year calendar contained an error, and suggested modifying it to change the dates of the parent-teacher conferences from November 14 and 18, 2019 to November 21 and 25, 2019.

Mr. Crush asked whether parents are asked for input on the school year calendar. Superintendent Forsten noted that there is no formal process including parents, but that over time feedback is received. Ms. Patterson noted that the calendar development typically comes before the Instructional Committee in the fall before the next year. Mr. Richards noted that parents are welcome to speak at that Committee meeting. Feedback from the CEA is part of the calendar development process.

The Board voted 9-0 to modify the 2019-2020 school year calendar as presented (moved by Ms. Higgins, seconded by Mr. Croteau).

Superintendent Forsten referenced several recent non-public Board meetings and “non-meetings” related to the recent arrest of a District teacher. She recommended that, in the wake of these events, the Board move forward to review, revise and adopt several policies, as well as review student, parent and staff handbooks to ensure that specific and consistent standards are in place across the District. Professional development for all employees and instructional programs for all students relative to the areas listed below will be developed and provided. The focus of this work will be to “promote and support a safe environment for all;” more specifically, the work will include the following:

Policies, handbooks, training
- Guiding all staff (administrators, teachers, educational assistants, administrative assistants, custodians, bus drivers)
- Guiding all students (preschool through grade 12)
- Focus on promoting and supporting a safe environment for all

Policies: review, revise, adopt
- Employee-Student Relations (NHSBA)
- Staff Concerns and Complaints (NHSBA)
- Reporting Child Abuse or Neglect (NHSBA)
- Child Abuse and Neglect (CSD)
- Staff Ethics (NHSBA)
- Staff Conduct (NHSBA)
- Professional Expectations (CSD)
- Employee-Student Relations (NHSBA)
- Student Conduct (NHSBA)
• Pupil Safety and Violence Prevention – Bullying (NHSBA)
• Student Safety and Violence Prevention - Bullying (CSD)
• Bullying, Cyberbullying, Harassment, Retaliation incident report form (CSD)
• Sexual Harassment and Sexual Violence, report form (NHSBA)
• Reporting Child Abuse or Neglect (NHSBA)
• Child Abuse and Neglect (CSD)
• Relations with Police Authorities (CSD)
• MOU for Administering Safe School Zones (NHSBA)
• Public Complaints about school personnel, employees, students or administration (NHSBA)
• Communication of Concerns to School Officials (CSD)

Standards for handbooks
• District elements to student and parent handbooks
• District elements to staff handbooks
• Update relevant District policies
• Processes and procedures related to policies

Professional Development
• Title IX discrimination: laws, policies, procedures
• Harassment: laws, policies, procedures
• Child abuse and neglect: laws, policies, procedures
• “If you see something, say something”

Instructional development
• Title IX discrimination: laws, policies, procedures
• Harassment: laws, policies, procedures
• Child abuse and neglect: laws, policies, procedures
• “If you see something, say something”

Superintendent Forsten presented background information on the federal civil rights law Title IX Discrimination, passed in 1972, which: protects people from gender-based discrimination in schools; protects people from gender-based discrimination in workplace; and includes being free from sexual harassment and sexual violence. The District is subject to this law’s provisions based on the statement “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Mr. Richards asked about the timeline for this work. Superintendent Forsten said that developing and reviewing the policies will take some time but will begin in the summer and across several Communications & Policy Committee meetings. Mr. Croteau suggested prioritizing policies that need to be in place before the start of the school year. Mr. Crush asked how the District will partner with the Concord Police Department and the NH Department of Education. Superintendent Forsten noted that a meeting will be set up with NHDOE and that CPD Chief Osgood and she will meet over the summer. Mr.
Crush said that the Board needs to work to make sure these policies are what are needed and that, without professional development the policies will not have meaning or impact. He encouraged community members to attend the Committee meetings.

It was also noted that agendas must be available in advance for all committees.

Agenda Item 7. Personnel

Mr. Prince presented one current and several new teacher confirmations for 2019-2020:

EXISTING

Heidi Vibert, Special Education Teacher, Abbot-Downing School, $53,540, M-3, one year only. Heidi is currently a 50% Special Education Teacher. Heidi has been employed with Concord School District since 2018. Heidi replaces Laura-Beth Ulwick (M+30-14 = $86,572) – LOA from CEA to accept CAA position one-year-only. Budgeted at $86,572

NEW

Diana Liz, Special Education Teacher, Concord High School, $83,926, M-14. Diana replaces Howie Leung (M+30-14 = $86,572). Budgeted at $86,572

Andrea McMillan, ELL Teacher, Concord High School, $35,282, 80% of B-1, one year only. Andrea replaces Karrie Hanson (20% M-2 = $10,205) – transfer, Natasha Berlin (20% M+30-14 = $17,314) – LOA and Jane Newton (40% M-14 = $33,570) – LOA. Budgeted at $61,089

Kathleen Barnfield, Special Education/3R Teacher, Beaver Meadow School, $63,683, M-7. This is a new position. Budgeted at $86,572

Lily Blau, Classroom Teacher, Beaver Meadow School, $44,102, B-1. Lily replaces Jennifer Follansbee (M-5 = $58,612) – resignation. Budgeted at $58,612

Hannah Linquata, Preschool Teacher, Beaver Meadow School, $31,753, 72% of B-1. Hannah replaces Tracey Huppe (long-term sub). Budgeted at $42,201

Emily Grohs, Classroom Teacher, Christa McAuliffe School, $51,026, M-2. This is a new position. Budgeted at $53,540

The Board voted 9-0 to approve the confirmations as presented (moved by Mr. Crush, seconded by Mr. Croteau).

Zachary Procek, Spring Track Coach, Concord High School, $4,070, 0Step 3, Group 6, 9.5%. Zachary replaces Tristan Black-Ingersoll

The Board voted 9-0 to approve the confirmations as presented (moved by Mr. Croteau, seconded by Mr. Richards).

Larry Prince – interviewed a CHS Assistant Principal candidate and will bring the confirmation forward in July. Mr. Croteau was on the search committee and said they were all happy with the finalists and the final candidate.
The Board voted 9-0 to approve the roster of returning fall coaches as presented (moved by Nancy Kane, seconded by Ms. Higgins).

Agenda Item 8. Security Grant Update

Jack Dunn presented a chart indicating the number of cameras installed and doors electrified and replaced at the high school and the elementary schools, as well as cost accounting charts.

<table>
<thead>
<tr>
<th>School</th>
<th>Cameras</th>
<th>Doors</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS</td>
<td>12</td>
<td>N/A</td>
</tr>
<tr>
<td>ADS</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>MBS</td>
<td>16</td>
<td>N/A</td>
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<tr>
<td>BGS</td>
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<td>7</td>
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<tr>
<td>BMS</td>
<td>19</td>
<td>7</td>
</tr>
<tr>
<td>CHS</td>
<td>192</td>
<td>59</td>
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<table>
<thead>
<tr>
<th>Summary</th>
<th>PROJECT BUDGET (APPLIED)</th>
<th>UP TO AWARD (80%) (max $100,000)</th>
<th>TOTAL EXPENSES</th>
<th>80% REIMBURSEMENT</th>
<th>STATE FUNDS AVAILABLE</th>
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<tbody>
<tr>
<td></td>
<td>$153,670.00</td>
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<td>$120,197.67</td>
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<td></td>
<td>$613,080.00</td>
<td>$445,784.00</td>
<td>$523,562.22</td>
<td>$418,849.78</td>
<td>$26,934.22</td>
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Applied: November 26, 2018; awarded: January 14, 2019; extension granted: March 27, 2019

High School Projects

### Access Control and Inclusion

<table>
<thead>
<tr>
<th></th>
<th>Project Budget</th>
<th>Total Award (80%)</th>
<th>Total Expenses</th>
<th>80% reimbursement</th>
<th>Available balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Budget</td>
<td>$589,089</td>
<td>$471,271</td>
<td>$589,089</td>
<td>$471,271</td>
<td>$0</td>
</tr>
<tr>
<td>Total Award (80%)</td>
<td></td>
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<tr>
<td>Total Expenses</td>
<td></td>
<td></td>
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<tr>
<td>80% reimbursement</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Available balance</td>
<td></td>
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</tr>
</tbody>
</table>

### Video Surveillance

<table>
<thead>
<tr>
<th></th>
<th>Project Budget</th>
<th>Total Award (80%)</th>
<th>Total Expenses</th>
<th>80% reimbursement</th>
<th>Available balance</th>
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</thead>
<tbody>
<tr>
<td>Project Budget</td>
<td>$354,632</td>
<td>$283,706</td>
<td>$382,567</td>
<td>$283,706</td>
<td>$(27,935)</td>
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<td>Total Award (80%)</td>
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<tr>
<td>Total Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80% reimbursement</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Available balance</td>
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</tbody>
</table>
Mr. Crush asked what doors, security and camera work the District has planned at RMS and suggested getting a quote for the same work as at CHS. Mr. Dunn noted that no money was budgeted for security work at RMS, primarily as it is anticipated that the building will be completely renovated or built new within the next few years, but that there is security on all its doors right now, and the building has alarms. He stated that if the District applies for and accepts security grant money from the state, it is bound to pay it back even if the District does not keep the middle school building. In response to a comment from Mr. Richards that any HD cameras could be removed and re-used in a new or renovated building, Mr. Dunn noted that the District would not be likely to re-use those cameras.

Agenda Item 9. City & Community Relations

Ms. Poinier reported that the Committee met on May 15 to meet Stefanie Breton, the City’s new Public Information Officer, and to discuss the District’s website and the draft brochure. The web page has improved over the past couple of years; Committee members discussed what they liked and how they could support staff. They will discuss the brochure at a summer meeting.

Agenda Item 10. Negotiations

Chuck Crush reported that the Negotiations Committee met earlier on June 3 and recommended approval of a collective bargaining agreement from July 1, 2019 to June 30, 2022 with the Transportation group. He noted that Jack Dunn, Terry Crotty and Larry Prince worked toward this agreement. Robert Crosby, Jennifer Carrier, David Hathaway, Kim White represented the union. Highlights of this agreement include:

Salary: New Money:
Year 1 (2019-2020): 2% $46,900.88
Year 2 (2020-2021): 2% $37,833.08
Year 3 (2021-2022): 2% $39,287.58
Total: $124,021.55

Added one step to the top of the wage scale.

Health Insurance:
Employer/Employee contribution rates to remain at current levels for all 3 years of this agreement:

<table>
<thead>
<tr>
<th></th>
<th>Employer: 90%</th>
<th>Employee: 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those hired on or after July 1, 2013:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer: 85%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee: 15%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Longevity: Current Levels: New Levels:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Current Levels</th>
<th>New Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-14 years</td>
<td>$900</td>
<td>$1,000</td>
</tr>
<tr>
<td>15-19 years</td>
<td>$950</td>
<td>$1,150</td>
</tr>
</tbody>
</table>
Benefits-Eligibility:
- Current: must work 30 hours per week. Determination if formula-driven based on an average of 6 hours worked per school day in advance of eligibility.
- New: must have a morning and afternoon route assigned. This is a new pilot program. The District reserves the right to revisit/renegotiate this provision at any time during this 3-year agreement, which will sunset at the end of this agreement in June 2022.

Life Insurance Eligibility:
- Current: 30 hours per week
- New: 20 hours per week

Trip Meal Stipend:
- Current: Driver gets a $10 meal stipend for a seasonal athletic trip that lasts 5 hours or more. Drivers can earn up to two stipends per trip, dependent on duration of trip
- New: Driver gets a $15 meal stipend for a seasonal athletic trip that lasts 5 hours or more, however, they can only earn one stipend per trip.

Service Fee (Fair Share): remove all language as it relates to the payroll deduction of the service fee or fair share

Add to Recognitions/Definitions:
- Trainer/Instructor position
- Unassigned Bus Drivers

Remove:
- Language as it relates to mid-day kindergarten trips (no longer applicable)
- Language as it relates to spare bus drivers (no longer applicable)

Bulletin Board Postings:
The District agrees to designate a specific area for union-related postings. If the union posts a notice outside of this designated area, it shall be signed by a union official.

Longevity Payments:
- Current: Will be paid in whole in the first pay period in December
- New: Will be paid within the next two pay periods following the employee’s anniversary date of hire.

Bereavement – definition of immediate family:
The District agrees to ensure bereavement leave for “any child of whom the employee has legal custody.”

The Board voted 9-0 to approve the 3-year contract with the Transportation employees (moved by Mr. Crush, seconded by Ms. Kane).

Agenda Item 11. Communications & Policy
Ms. Patterson noted that the Committee met on May 22 including, again, a perspective on information that cannot be shared with the public or even among Board members. The Committee started a good initial review of relevant policies and their implementation.
Policies #541.3 Driving and Parking (change of title to Student Motor Vehicle Use); #551 Season Ticket Rates (change of title to Admission for Sporting Events); and #561/673 Sargent Memorial Essay Contest were also presented for a second reading and vote.

The Board voted 9-0 to revise the above policies as presented (moved by Ms. Patterson, seconded by Mr. Croteau).

Ms. Patterson noted that the committee had discussed a new, required policy on administration of federal grant funds based on recent regulations created at the federal level, which replaced the previous annual statement about distribution of funds and the District’s adherence to the entitlement regulations of federal grants. The District had received notice from its auditors that these policies were not in place; the Board has until June to have these policies adopted. The committee discussed and recommended ten shorter policies in place of the one large, unwieldy draft provided by the auditors. These include Policy #390 Administration of Federal Grants Funds; Policy #391 Determination of Allowable Costs; Policy #392 Cash Management and Fund Control; Policy #393 Procurement; Policy #394 Procurement – Provisions Pertinent to Food Service Program; Policy #395 Conflict of Interest and Mandatory Disclosures; Policy #396 Inventory Management – Equipment and Supplies Purchased with Federal Funds; Policy #397 Travel Reimbursement – Federal Funds; Policy #398 Grant Budget Accountability and Reconciliation; Policy #399 Time-Effort Reporting / Oversight.

Ms. Patterson noted that, as the Board must have these policies in place in June, that she would entertain a motion to waive the first reading of each of these policies, based on two other Board policies.

The Board voted 9-0 to suspend Policy #141 Policy Development and Revision as it pertains to first and second readings, under Policy #143 Suspension of Policies Regarding Internal Board Operations, to waive the first and second readings of new policies #390-399 (moved by Ms. Patterson, seconded by Mr. Crush).

Ms. Patterson made a motion to adopt the new policies as described above.

The Board voted 9-0 to adopt new policies Policy #390 Administration of Federal Grants Funds; Policy #391 Determination of Allowable Costs; Policy #392 Cash Management and Fund Control; Policy #393 Procurement; Policy #394 Procurement – Provisions Pertinent to Food Service Program; Policy #395 Conflict of Interest and Mandatory Disclosures; Policy #396 Inventory Management – Equipment and Supplies Purchased with Federal Funds; Policy #397 Travel Reimbursement – Federal Funds; Policy #398 Grant Budget Accountability and Reconciliation; Policy #399 Time-Effort Reporting / Oversight, as presented (moved by Ms. Higgins, seconded by Ms. Kane).
Agenda Item 12. Proposed calendar of meetings

Superintendent Forsten presented draft Board calendars for June and July, highlighting Commencement on Saturday, June 15. She said the Communications & Policy Committee meeting on June 10 will be the start of the Board’s discussion of safety policies.

Agenda Item 13. Public comment

Concord resident Paula Czech-Lesmerises, a retired nurse and survivor of child sexual assault, said she spends her time in retirement time advocating for the protection of children. She has developed a pamphlet about “red flags” for sexual predators, a copy of which she left with the Board. She noted that every NH citizen is a mandated reporter of child abuse or neglect. She suggested that one’s own “gut reaction” is the best gauge of trouble in a child’s life, and to “err on the side of the child.”

Concord resident Tina Smith noted that she was also a survivor and advocate, and that both she and Ms. Czech Lesmerises volunteer for the NHCADSV. She had been furious when she read in the paper how the investigation into the arrested teacher was handled and said she was happier hearing how the District intended to move forward.

Concord Resident Dellie Champagne, who works at the Children’s Behavioral Health Collaborative, thanked the Board for its work related to the teacher arrest and allegations. She said she attended the meeting to hear the plan moving forward and felt thankful and relieved about the Board’s plan. She suggested the possibility of an independent, anonymous and dedicated hotline number for students and families.

Concord resident Robin Bach appealed to the Board to allow her daughter to graduate with her class; she has completed requirements for graduation except for one gym credit due to illness. Ms. Patterson noted that she had received an email from Ms. Bach; Superintendent Forsten said that she would reach out to this parent to discuss her situation.

Agenda Item 14. Adjournment

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

The Board adjourned at 9:15 p.m.

Respectfully submitted,

Jim Richards, Secretary
Linden Jackett, Recorder
Concord School District  
Special Board Meeting  
June 17, 2019

Board members present: Tom Croteau, Liza Poinier, Danielle Smith, Pam Wicks, Jim Richards, Nancy Kane, Chuck Crush  
Board member absent: Barbara Higgins, Jennifer Patterson  
Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn

Board Vice President Tom Croteau called the meeting to order at 5:35 p.m. The purpose of the meeting was to review and accept the sale of the bond to support the roof projects.

Business Administrator Jack Dunn reviewed the roofing project that the District needed the bond to support. The presentation included pictures of the roofs at Concord High School and Broken Ground School that will be replaced.

Mr. Dunn also reviewed the bids received on the bond sale. The District rating is very strong and served the District well in this process; the rating is AA-.

Mr. Croteau referred to the public notice that was shared with the Board in the Superintendent’s weekly letter. Notice of the public meeting was also posted on the website and on the Central Office door.

Mr. Dunn received competitive bids from bond underwriters on June 13, 2019, for a $4,240,000, 10-year general obligation bond issue. UBS financial Services Inc. was the winning bidder on the bonds, with an average interest rate of 1.513%. The District received a total of four bids on the bonds. Bond proceeds will be used to finance school roof repair projects.

Prior to the sale, S&P Global Ratings, a municipal bond credit rating agency, affirmed the District’s bond rating of ‘AA-’. The rating agency cited the District’s stable local economy with good incomes, a very diverse property tax base coupled with extremely strong market value per capita, strong finances, and low debt as positive credit factors.

The bids for the bonds were accepted at the offices of the District’s Financial Advisor, Hilltop Securities Inc., at 54 Canal Street in Boston, Massachusetts.

Additional questions were asked by Board members regarding the annual payments associated with the bond, what the District would do if there were remaining funds when the project is complete, and financial planning related to bond purchases.

Mr. Croteau read the following motion provided by bond counsel for the Board’s consideration.

"Voted: that the sale of the $4,240,000 General Obligation School Bonds of the District dated June 26, 2019 (the “Bonds”), to UBS Financial Services Inc. at the price of
$5,003,721.45 and accrued interest is hereby approved and confirmed. The bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Interest Rate</th>
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<tr>
<td></td>
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<td>5.00%</td>
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<tr>
<td>2020</td>
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<tr>
<td>2029</td>
<td>420,000</td>
<td>5.00</td>
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Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 10, 2019, and a final Official Statement dated June 13, 2019 (the “Official Statement”), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the District Treasurer and the Board of Education be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that all things heretofore done, and all action heretofore taken by the School Board and its officers and agents in its authorization of the projects and their financing are hereby ratified, approved and confirmed.

Further Voted: that we authorize and direct the District Treasurer to establish post-issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that each member of the School Board, the District Clerk and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.”

Mr. Croteau called for a roll call vote. Each Board member present supported the vote by verbally agreeing to the vote.
The Board voted 7-0 by roll call to approve the above motion as read (motioned by Mr. Croteau, seconded by Pam Wicks).

Mr. Dunn asked Board members present to sign the required paperwork, and highlighted the Board’s unique governance that made this bond process manageable and flexible.

The Board voted 7-0 to adjourn (motioned by Nancy Kane, seconded by Jim Richards).

The meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Jim Richards, Secretary
Terri Forsten, Recorder
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: July 1, 2019
REFERENCE: Administrator Confirmation 2019-2020 School Year

Timothy Herbert
Dunbarton, NH
Education:
Concord High School
Assistant Principal
Plymouth State University, Plymouth, NH, CAGS/19
University of Phoenix Online, Phoenix, AZ, M.Ed./09
Plymouth State University, Plymouth, NH, B.S./05
Experience:
Pembroke Academy, Pembroke, NH
Dean of Students, 12-19
Elm Street Middle School, Nashua, NH
Team Leader/Case Manager, 07-12
Tim replaces Chali Davis (step III, M+30/CAGS = $123,734)
- resignation
Budgeted at $123,734

$123,734
Step III, M+30/CAGS
TO: Members, Concord School Board

FROM: Larry Prince, Director of Human Resources

DATE: June 3, 2019

REFERENCE: Teacher Confirmation 2019-2020 School Year – Existing Faculty

John Hatab
Gilmanton, NH
Education: John was a full-time Music Teacher at Beaver Meadow School until his retirement in June. John had been employed by Concord School District since 1997. This is a new position funded through reallocation. Budgeted at $25,971.60

Concord High School
Art Teacher

$25,177.80
30% of M-14
one year only
TO: Members, Concord School Board

FROM: Larry Prince, Director of Human Resources

DATE: July 1, 2019

REFERENCE: Teacher Confirmations 2019-2020 School Year – New to CEA

Alyson Holt

Concord, NH

Science Teacher

Education: D’Youville College, Buffalo, NY, M.S./02

Canisius College, Buffalo, NY, B.A./00

Experience: New Hampshire Technical Institute, Concord, NH

Adjunct Professor of Nutrition and Biology, 15-19

Manchester Memorial High School, Manchester, NH

Biology Teacher, 05-14

Concord High School

Biology Teacher, 02-04

Alyson replaces Frank Harrison (20% of M-14 = $16,785.20) – LOA and Lyn Vinskus (10% of M+30-14 = $8,657.20) - LOA

Budgeted at $25,442.40

Kathleen Allard

Johnstown, PA

Music Teacher

Education: Gordon College, Wenham, MA, M.Ed./14

Cedarville University, Cedarville, OH, B.A./07

Experience: Westmont Hilltop School District, Johnstown, PA

Grade 7-12 General and Choral Music Teacher, 13-19

Christian International School of Prague, Prague, Czech Republic

Grade 1-12 Music Director, 09-12

Strong Foundations Charter School, Pembroke, NH

Music and Art Teacher, 08/08-12/08

Kathleen replaces Kevin Greene (M-14 = $83,926) - retirement

Budgeted at $58,612
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<tr>
<th>Name</th>
<th>School</th>
<th>Position</th>
<th>Salary</th>
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<td>Rundlett Middle School</td>
<td>Grade 6 Classroom Teacher</td>
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<td>Kara replaces Susan Gamache (M-14 = $83,926) – retirement</td>
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<td>Science Teacher, 14-18</td>
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<td>University of New Hampshire, Durham, NH, B.S./18</td>
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<td>Paige replaces Sophia Ellis (M-14 = $83,926) – retirement</td>
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<td>Nicole LeCours</td>
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<td>University of New Hampshire, Durham, NH, B.S./18</td>
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<td></td>
<td>Nicole replaces Lindsey Elefante (M-8 = $66,197) – resignation</td>
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Concord School District  
Capital Facilities Committee

Committee members present: Jim Richards, Chair, Pam Wicks, Nancy Kane, Danielle Smith  
Date: June 5, 2019  
Other Board member(s) present: Jennifer Patterson, Liza Poinier  
Administration: Terri Forsten, Superintendent, Jack Dunn, Business Administrator, Matt Cashman, Director of Facilities and Planning

Agenda:
- Facilities and project history
- Grade levels (5-8 or 6-8)
- Middle school
- Renovate or build new
- Stay on existing site, explore other options, or both
- Financial planning
- Community engagement
- Consideration of a location

Jim Richards opened the meeting at 5:30 p.m. Focusing on Rundlett Middle School, Superintendent Forsten reviewed the project history to date, including visioning and a demographic study.

Superintendent Forsten mentioned that Rundlett currently houses grades 6-8. There have been significant discussions over time about including the 5th grade population at the middle school. The demographic study showed a steady decline in student population over 10 years. Committee members reiterated the need for more public participation, including stakeholders and students, and suggested that more opportunities to engage with the public would be of value before making the decision whether to move the 5th grade population to Rundlett.

Jack Dunn reviewed options for renovating the current building vs. building new. He explained the financial side of these options in terms of bond rates, building aid (with and without aid), tax impacts and assumptions used to calculate the costs. Some Committee members felt that the renovation option should be taken out of consideration.

Mr. Richards made a motion to build a new school.

The Committee voted 4-0 to recommend to the full Board that a new middle school should be built, and that renovation of the existing facility be removed from consideration (motioned by Mr. Richards, seconded by Pam Wicks).

Mr. Dunn presented three property options to consider along with their advantages and disadvantages as a building site. Property #1: existing site, Property #2: Curtisville Rd, and Property #3: One Monitor Drive.
Following a public conversation on three properties for the new middle school, the Committee entered non-public session to hear of other properties currently under consideration for the new middle school.

Nancy Kane made a motion to move into non-public session at 6:30 p.m. under RSA 91-A:3 II (d) that states: "Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community."

The Committee by roll call voted 4-0 to move into non-public session at 6:30 p.m. under RSA 91-A:3 II (d) (motioned by Ms. Kane, seconded by Ms. Wicks) to discuss a property matter.

Mr. Richards moved to come out of non-public session at 7:42 p.m.

The Committee voted 4-0 to come out of non-public session at 7:42 p.m. (motioned by Mr. Richards, seconded by Ms. Kane).

Mr. Richards made a motion to seal the minutes of the non-public session.

The Committee by roll call voted 4-0 to seal the minutes under RSA 91-A:3 II (d) - property matter, because it was determined that divulgence of this information likely would render a proposed action ineffective (motioned by Mr. Richards, seconded by Ms. Wicks).

Mr. Richards made a motion to adjourn.

The Committee voted 4-0 to adjourn (motioned by Ms. Kane, seconded by Danielle Smith).

Respectfully submitted,

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

Date: June 10, 2019

Committee members present: Jennifer Patterson, Chair; Tom Croteau, Nancy Kane, Chuck Crush

Other Board members present: Barb Higgins, Liza Poinier, Jim Richards, Danielle Smith

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

Jennifer Patterson called the meeting to order at 5:30 pm. The agenda included a focus on policies related to student safety; developing a pathway for reviewing the policies; a review of New Hampshire school-related policies required by law; and an opportunity for public comments.

Following events in the District this spring, the Board will review, revise and adopt several policies. In addition, student, parent and staff handbooks will be reviewed to ensure specific standards are communicated across the District; and professional development for all employees and instructional programs for all students relative to the policies and procedures will be instituted.

Pathway for Reviewing Policies

Concord School District Policy #141 Policy Development/Revision governs developing routine policies or revising existing policies using the following procedure:

1. The administration will prepare proposal with the rationale for change.
2. Policy proposals will be considered by the Communications and Policy Committee, which will make a recommendation to the full Board. Recommended policy proposals will be placed on the Board’s agenda for a first reading and voted on after a second reading at the following meeting.
3. If the policy is adopted, the administration will inform appropriate staff members of the Board’s action. If not adopted, action appropriate to the Board’s direction will be undertaken.
4. Emergency policies may be adopted by a two-thirds vote of the Board.
5. Policies will be reviewed periodically.

Superintendent Forsten noted that the Committee will create a process for gathering input from stakeholders and, after this, will examine student, parent and staff handbooks, create professional development for all employees, and develop instructional programs relative to policies and procedures.
The New Hampshire School Boards Association (NHSBA) has developed sample policies for the 71 policies required by law. Five of those policies are related to the topic of students and/or staff in the areas of safety, violence, abuse, neglect and/or harassment. These five, together with the specific legal requirement, are:

Employment References and Verification (GADA)
   (Prohibiting Aiding and Abetting of Sexual Abuse) required by 20 U.S.C. 7926(a) ($8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act

Sexual Harassment and Sexual Violence – Employees (GBAA)

Sexual Harassment and Student Violence – Students (JBAA)

Pupil Safety and Violence Prevention (JICK)
   RSA 189:70, Educational Institution Policies on Social Media RSA 193-F, Pupil Safety and Violence Prevention Act RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed Ed 306.04(a)(8), Student Harassment

Reporting Child Abuse or Neglect (JLF)

Superintendent Forsten suggested 19 policies (and related forms) for the Committee’s review, both from NHSBA and existing CSD policies.

   Employment References and Verifications (NHSBA)
   Staff Ethics (NHSBA)
   Staff Conduct (NHSBA)
   Professional Expectations (CSD)
   Employee-Student Relations (NHSBA)
   Sexual Harassment (CSD)
   Sexual Harassment and Sexual Violence (NHSBA)
   Reporting Child Abuse or Neglect (NHSBA)
   Child Abuse and Neglect (CSD)
   Code of Student Conduct (CSD)
   Student Conduct (NHSBA)
   Pupil Safety and Violence Prevention – Bullying (NHSBA)
   Student Safety and Violence Prevention – Bullying (CSD)
Committee Chair Patterson stated that it was important to analyze the policies that the District did have in place, to see where there might be gaps in policies that need to be filled. Equally importantly, the Committee should review how these policies appear from the perspective of a student, or a staff member. The Committee needs to view these issues from a broader perspective so that the District is prepared for the fall with clear handbooks and professional development.

Committee member Chuck Crush suggested that the Committee needs to decide how to hear from agencies, community partners and the public and to develop policies properly, in a timely manner. He asked if Committee members could receive a synopsis of the procedure attached to each policy.

Ms. Patterson suggested that Committee members each analyze a group of policies and create this synopsis. Mr. Croteau suggested that Committee members partner for this analysis.

Board member Barb Higgins suggested looking at how easily a policy can be implemented, and how parents, students, teachers and community members could be incorporated into this study.

Mr. Crush asked whether a separate area of the website could be created to display the policies under discussion, both for Committee members and the public.

Committee member Nancy Kane asked what the Committee goal was in terms of analyzing groups of policies, and how the Committee would prioritize its work. She suggested starting with the five policies required by law.

Ms. Patterson said that the five policies required by law are in place, but the bigger question is how they interact with each other. She suggested, for example, asking whether how child abuse/neglect is reported has changed, or whether the NH DOE staff ethics policy has a CSD policy counterpart.

Mr. Crush said that, in light of the recent arrest, the Board as a whole may want to address how to help the public feel more comfortable.

Superintendent Forsten wondered whether the study process that was used for the early childhood education process would work for the examination of these related policies, and described that process.
Ms. Patterson said the current committee physical set-up was not conducive to involvement with the public. Ms. Kane suggested the Committee might be interested in the public’s input but that it was the Committee’s job to create the framework. While most of the policies are in place, creating awareness and focusing on implementation might be the next necessary task.

Mr. Croteau suggested developing essential questions and keeping the work focused enough so that it could be accomplished by the fall.

Mr. Crush suggested including teachers, the police department, students, parents, community partners and others.

Ms. Kane asked if a similar process could be used to develop the professional development part of this Committee’s work.

Ms. Patterson asked whether this group and process could be assembled by the July 8 meeting. She then opened the floor to public comment, following Policy #136 Public Participation at Board Meetings.

Concord resident Paula Czech-Lesmerises, retired RN (BS in mental health), said she has thought about the June 3 Board meeting and how she could be helpful to the Committee. She suggested that changes in the hiring process might be required, cautioning that relying on the criminal background process might be insufficient. She suggested checking how frequently a teacher had moved from school to school. Instituting a hotline would be useful. She recommended annual, mandatory training once the policies are instituted. She suggested that policies start with verbs. She described how trauma affects very young children; they may not be able to process what is happening to them cognitively; the effects are primarily emotional. An abused child is not going to voluntarily tell what is happening to them. The best way to find out is to ask a general question: “Is there anyone making you feel badly about yourself?” Ms. Czech-Lesmerises described her own experience: she was in therapy about 3 months before the psychologist asked her a life-changing question: “Did your stepfather ever touch you inappropriately?” She reminded everyone that all New Hampshire residents are mandated reporters.

Concord resident Dellie Champagne said she was hoping the Committee would prioritize and focus on reporting procedures. She commented that the child who reported her suspicions when she was a student at Rundlett, was not believed and received a 3-day suspension, has been traumatized since then and is still working to get over it. She said she had been worried about retaliation against her own children in the past.

Concord resident Virginia (Gina) Cannon stated that the lack of involvement by the community had been distressing to her. She stated that it was the community’s responsibility to get involved in these issues and give their opinions.

Concord resident Sarah Sadowski thanked the Board for its work on the policies and noted that children on IEPs are at particular risk for abuse. She spoke briefly about training for staff as mandatory reporters. She asked whether it was a fact that a student
had come forward about this individual several years ago; Mr. Croteau answered that it was true. She suggested that because the process could be intimidating, "workshopping" might be productive.

Ms. Patterson remarked that where there is ongoing criminal investigation outside the Board’s control, Board members must be careful not to say anything that might impede a criminal investigation.

Concord resident Melissa Hinebauch thanked Board members for their service to the community. She said that she has three children; two in Concord schools. She said it had been difficult getting a call from CHS saying that her child’s case manager had been arrested for sexual assault against a student, knowing that her child and a number of her child’s friends spent a great deal of time with this teacher. She said she wants to know that her children are not in danger of abuse and that the Board’s priority should be on mandatory reporting. She also said she was not informed that her child had a new case manager for an entire month.

Ms. Patterson reminded the Committee that they do want to make sure the needs of special education students are taken into consideration.

Concord resident Amy Girouard asked Committee members to spend time considering how frightening it could be for a parent to send their child to school and worry that their child might not be safe. She reminded the Committee that everyone in New Hampshire is a mandated reporter. She said that the District culture needs to change. Serious work needs to be put in around the District, especially at RMS and CHS. She said that non-speaking children are at particular risk. She asked whether staff are aware of how to assess changes in behavior in non-verbal children. She said that children are in the care of the District and trust that when they go to school, they will be safe.

Concord resident Brian Harlow said he shared legal guardianship of five children, who are currently in the Bedford school system. He noted that trauma impacts learning. The younger children will be coming to live with him in Concord. He said that a hotline for adults is great; but not for middle or high schoolers — the District needs to “meet them where they are” (Snapchat; Instagram, or other). While it would be unreasonable to expect that the Concord School District will never have a predator in its midst, as taxpayers and parents, it is reasonable to expect that the response will always be on point. He stated that it is a different experience to be a parent of a child with special needs; they are much more vulnerable to predators. He said that the testimony of an emotionally delayed child, if it ever came, would be traumatic for the child. He said that there is no such thing as an appropriate “relationship” between a child and an adult.

There was no further public comment.

The next meeting was scheduled for July 8, 2019, at which time the process of review and revision of policies would continue.
Mr. Crush said that he had made notes of the salient points made by the speakers. He cited the NH RSA relative to mandatory reporting and said attention must be paid to honor that. He suggested the Committee might want to invite a representative of DHHS to the work group. He said he was disturbed to hear concerns about trust and transparency.

A motion was made to adjourn.

Committee members voted 4-0 to adjourn (motioned by Mr. Crush, seconded by Ms. Kane).

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Linden Jackett, Recorder
Mayor Bouley called the meeting to order at 7:30 a.m. The following agenda items were discussed.

City budget status

The city budget for the upcoming year was still being reviewed. A copy of the Fiscal Year 2020 Budget Transmittal Letter was offered to Committee members. This document outlined current fiscal year highlights, and fiscal year highlights for the proposed 2020 budget. There was a review of intended paving projects around the city.

Rundlett Middle School

Superintendent Forsten said that the demographics study was completed; it predicted that the elementary schools will see a slight increased enrollment in the coming decade while the middle and high schools will continue to see declines. The Capital Facilities Committee will be recommending to the full Board at its July meeting that a new middle school be built rather than renovate the current facility. Options for location, including the current location, were discussed. Grade levels at the middle school were also discussed; there was consideration for maintaining a 6-8 middle school or possibly moving grade 5 up from the elementary schools. Given some of the challenges with students who have experienced or who are experiencing trauma, given some students’ needs for smaller, more individualized learning spaces, the elementary schools would benefit from the additional space made available if the fifth grade joined the middle school. There are many models for five through eight middle schools in the state.

Stable building

Merwyn Bagan and his group continued to be interested in renovating the stable building that is in the midst of the high school parking lot. They would like to use this building to develop a museum for their Concord Coach collection. City Manager Tom Aspell and Superintendent Terri Forsten planned to meet with Mr. Bagan to review his proposal.
Memorial Field

Mayor Bouley noted that school athletic teams are the main users of the fields at Memorial Field. The annual operating costs for the fields is $120,000 annually. As the city has been feeling pressure to create a turf field to bring a variety of revenue, it was suggested that the District should own and maintain Memorial Field. The District has resisted this transfer for several years, given the upgrades needed to the fields and the bleachers, as well as the annual operating costs. The District will research whether and how other communities share their city fields with school athletic teams, and how associated costs are shared.

Stefanie Breton, City Public Information Officer

Ms. Breton visited a recent Board committee meeting and shared how she might be able to support the District's work to improve its communications. Mayor Bouley stated that he would expect that city employees would be able to support and work with school employees. However, the city would not want employees working with elected officials. That makes sense to all present.

Other item

Councilor Fred Keach commented on the public perception of safety and communications from the District given recent events around the teacher who was arrested in April 2019. He advised the Board to work on these areas. Committee members assured him that the Board was in the midst of reviewing, revising and developing policies, procedures and training to support the atmosphere of safety and trust in the schools.

The meeting adjourned at 8:47 a.m.

Respectfully submitted,

Liza Poinier, Chair
Terri Forsten, Recorder
## July 2019 Board Meetings

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- **7:00 p.m. Board meeting**
- **5:30 p.m. Communications & Policy**
- **Student safety**
- **5:30 p.m. Communications & Policy**
- **Social media, ethics, decorum**
- **5:00 p.m. Executive**
- **5:30 p.m. Communications & Policy**
- **Student safety**
- **5:30 p.m. City & Community Relations**
- **5:30 p.m. Capital Facilities at Rundlett**
## August 2019 Board Meetings

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<td>5:00 p.m. Executive</td>
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