I. CALL TO ORDER

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

III. PUBLIC COMMENT – agenda items only

IV. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (June 4) .................................................................................. pp. 3-9
   b. Special Board meeting (June 20) .................................................................................. pp. 10-12

V. RECOGNITIONS / REPORTS
   a. Superintendent report

VI. PERSONNEL
   a. Leaves of absence
   b. Staff confirmations ........................................................................................................ pp. 13-15
   c. Coaching confirmations ................................................................................................ p. 16

VII. NEGOTIATIONS
   a. Committee meeting reports (June 11, June 18)

VIII. COMMUNICATIONS & POLICY
   a. Committee meeting report (June 11) ............................................................................. pp. 17-19
      • Policy #132 Agenda Preparation and Dissemination (1st reading) ................ pp. 20-21
      • Policy #428 Death Benefits (Sick Leave) (1st reading) ........................................ p. 22
      • Policy #430 Restraint and Seclusion (1st reading) ............................................... pp. 23-28
      • Policy #431 Professional Expectations (1st reading) ........................................... pp. 29-30
      • Policy #433 Acceptable Internet Use – Staff (1st reading) ................................. pp. 31-33
      • Policy #434 Social Media – Staff (1st reading) ..................................................... pp. 34-35
      • Policy #436 School District Social Media Websites ............................................. pp. 36-37
         (NEW – 1st reading)
      • Policy #441 Assignments, Secondary ................................................................. p. 38
         (1st reading; recommended for deletion)
      • Policy #441.1 Department Chairpersons/Coordinators .................................... p. 39
         (1st reading; recommended for deletion)
      • Policies #521 Sexual Harassment – Students (1st reading) .............................. pp. 40-47
      • Policy #530 Student Wellness (1st reading) ......................................................... pp. 48-49
      • Policy #758 Video/Audio Surveillance and Recordings ....................................... pp. 50-51
         (NEW – 1st reading)
IX. CAPITAL FACILITIES
   a. Committee meeting report (June 13) .................................................. p. 52-65

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

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

XII. ADJOURNMENT
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
Nathan Fennessy asked to amend the agenda with the addition of a non-public session after Item 12 Public Comment.

The Board voted 8-0 to amend the agenda with the addition of a non-public session under 91-A 3 (II. (c) after section 12 (motioned by Mr. Fennessy, seconded by Tom Croteau).

The Board voted 8-0 to approve the amended agenda (motioned by Maureen Redmond-Scura, seconded by Chuck Crush).

Agenda Item 3. Presentations
Retirees
Superintendent Forsten welcomed the retirees and recognized each one, with thanks.
Lorna Austin retired with 21 years of service.
Mary Barnum retired with 25 years of service.
Linda Becker retired with 38 years of service.
Peter Bombaci retired with 25 years of service.
Deb Converse retired with 11 years of service.
Laurie Earp retired with 19 years of service.
Diane Fink retired with 31 years of service.
Jim Harvey retired with 28 years of service.
Nancy Keane retired with 26 years of service.
Jonathan Kelly retired with 32 years of service.
Joan Kirkpatrick retired with 14 years of service.
Marianne LaPlante retired with 31 years of service.
Miriam Lebby retired with 24 years of service.
Katherine Mitchell retired with 21 years of service.
John Moss retired with 11 years of service.
Sharon Nicosia retired with 34 years of service.
Deborah Schulte retired with 10 years of service.
Luanne Snow retired with 31 years of service.
Jill Whitmore retired with 21 years of service.
The Board thanked each and every retiree, expressing appreciation for their many years of dedicated service to Concord school children and to the entire community.

Agenda Item 4. Public Comment—agenda items only
There was no public comment.

Agenda Item 5. Approval of Board Minutes
Ms. Patterson briefly reviewed the minutes of the May 7 regular Board meeting and the May 16 Special Board meeting.

The Board voted 7-0 (Mr. Fennessy abstained from approval of May 16 meeting minutes) to approve the minutes of the May 7 regular Board meeting and the May 16 Special Board meeting (moved by Maureen Redmond-Scura, seconded by Mr. Crush).

Agenda Item 6. Recognitions
Student Board representative Logan Stevens highlighted activities and accomplishments among CHS students since the last Board meeting:

- Ethan DeAngelis will receive the Billy Michal Student Leadership Award from the National World War II Museum in New Orleans, given out annually to one
student from each state who demonstrates the American spirit in their community. Ethan, using the ArcGIS system, a highly detailed mapping system, marked and photographed all the graves at the New Hampshire State Veterans Cemetery in Boscawen. When a name is queried, the search will show where the grave is located in the cemetery, a picture of the grave, and the name. This will be available to be used by the public in the upcoming months online and on a computer at the NH State Veterans Cemetery.

- Envirothon – 8 teams of AP Environmental students competed in a statewide competition. Concord teams placed second, third, and fourth overall, taking 5 of the top 10 positions. Additionally, Concord teams scored first place in aquatics, second and third in forestry, second and third in soils, third in wildlife, and second and third in presentation.

- NH Scholars ceremony recognized 162 seniors (45% of the senior class) – each student received a medal to wear at graduation. All of these scholars were invited to attend a Fisher Cats game and celebration.

- Yearbooks: Yearbooks were distributed this past week to all students. Students were thrilled with the way they came out.

- Les Misérables: The CHS Drama club put on three showings of Les Misérables, open to the public. It was an amazing production, with all the tickets sold out to all the performances beforehand.

- CRTC Graduation: Recently, The CRTC program held its graduation, recognizing all seniors who successfully completed one or more of the programs through CRTC. It was great to see the result of these students' hard work and dedication.

- Eighth Grade transition: Eighth grade students and their parents had a chance to attend the eighth-grade transition night, at which clubs, sports and more set up tables with information about all CHS has to offer.

- Prom will be June 14 – most students are excited to experience this night

- Graduation is June 16 at Memorial Field – seniors are excited

- Logan thanked the Board for allowing him the opportunity to serve the Board

The Board thanked Logan Stevens, Helen Massa, Chris Renaud and Keisha Johnson for their service to the Board during this past year.

Superintendent Forsten thanked the Board and the Concord community for its support of the Mill Brook School community after the tragic death last week of Principal Phil Callanan. She expressed hope that his family is seen through difficult days ahead with the support of their community. Ms. Patterson noted that Mr. Callanan brought great energy and passion to his position and was loved and deeply appreciated.
Agenda Item 7. Personnel

Larry Prince presented two professional and one person leaves of absence.

The Board voted 8–0 to approve the leaves of absence as presented (moved by Clint Cogswell, seconded by Ms. Redmond-Scura).

Superintendent Forsten presented one administrator nomination, Anthony Blinn, as the new Principal of Abbot-Downing School.

Anthony Blinn, Principal, Abbot-Downing School, $113,483, Step IV. Anthony replaces Kathleen Riordan (step IV = $113,483) – resignation. Budgeted at $113,483

The search committee was unanimous in its endorsement of this candidate.

The Board voted 8–0 to approve the nomination of Anthony Blinn as the new Principal of Abbot-Downing School (moved by Mr. Fennessy, seconded by Liza Poinier).

Mr. Prince presented several teacher nominations for the 2018-2019 school year.

Alex Scarelli, English Teacher, Concord High School, $63,202. M+30-7*. Alex replaces Jonathan Kelly (M-14 = $80,665) – retirement. Budgeted at $80,665

John Giles, Special Education Teacher, Rundlett Middle School, $48,234, M-2*. John replaces Amanda Knight (M-9 = $65,696) – resignation. Budgeted at $65,696


Robert Fogg III, Music Teacher, Beaver Meadow School, $59,044, B-8, one year only. Robert replaces Clint Klose (B-13 = $73,182) – LOA to Concord Regional Technical Center theater arts position. Robert is requesting a leave of absence from his 40% music teacher position. Budgeted at $73,182

Kevin Parsons, Physical Education Teacher, Beaver Meadow School, $41,580, B-1*. Kevin replaces Sharon Nicosia (B-13 = $73,182) – retirement. Budgeted at $73,182

Ernest Rowe, Special Education Teacher, 17-1, Christa McAuliffe School, $41,580, B-1. Ernie replaces Dana Davidson (M-10 = $68,191) – resignation. Budgeted at $68,191

Mary Brown, Classroom Teacher, Mill Brook School, $48,234, M+30-1*. Mary replaces Nancy Bannon (M-14 = $80,665) – retirement. Budgeted at $80,665

Courtney Giddis, Classroom Teacher, Mill Brook School, $41,580, B-1*. New Position. Budgeted at $46,569

The Board voted 8–0 to confirm the teacher nominations as presented (moved by Tom Croteau, seconded by Ms. Redmond-Scura).

Superintendent Forsten noted that 119 kindergarten students have been enrolled for the upcoming year at Mill Brook School, with comparable enrollments at other schools.
Agenda Item 8. Negotiations Committee

Mr. Fennessy reported that the Committee met on May 9 and June 4 to discuss negotiations. He reported that an agreement has been reached with the Food Service workers, highlights which include:

Wage increases contain a new base in Year 1; 1.75% in Year 2, and 2.00% in Year 3. The District agreed to keep employee contributions to health insurance at current levels for all 3 years of the agreement. Six paid holidays were added. Only those who are scheduled to work 30 hours or more per week will accrue sick leave; maximum accrual is reduced from 125 to 90 days. Payout of sick days at the time of separation was eliminated. Those who leave with 10 years of service, and are contracted to work 30 or more hours per week, will be paid a flat amount of $6,000. Those who leave with 10 years of service, and are contracted to work less than 30 hours per week, will be paid a flat amount of $2,000.

The Board voted 8–0 to confirm the Food Service Workers’ contract as presented (moved by Mr. Fennessy, seconded by Mr. Cogswell).

Mr. Fennessy also reported that the Committee recommended that CO administrators have additional benefits in their contracts.

The Board voted 8–0 to confirm an increase in salary of 1.5% for Central Office administrators, an increase in the District contribution to their 403(b) accounts from $3,000 to $3,500 and increased vacation/sick days (motioned by Mr. Fennessy, seconded by Ms. Redmond-Scura).

Unaffiliated staff will bear a 2.5% increase in the employee contribution to health insurance.

The Board voted 8–0 to confirm that unaffiliated staff will bear a 2.5% increase in the employee contribution to health insurance (moved by Mr. Fennessy, seconded by Mr. Cogswell).

The Business Manager salary will be increased to $70,000. All other unaffiliated staff will receive a 1.5% salary increase.

The Board voted 8–0 to increase the salary of the Business Manager to $70,000; this increase in lieu of the 1.5% increase provided to other unaffiliated staff (moved by Mr. Fennessy, seconded by Ms. Poinier).

Agenda Item 9. Communications & Policy Committee

Mr. Fennessy reported that the Committee met on May 14 but that, as a quorum was not present, policies discussed at that meeting would not be brought to the Board for a first reading yet. A number of policies were before the Board for a second reading.

Policy #411 Physical Examinations. Several changes were made.
Policy #423 Placement on Salary Schedule Steps. This policy was recommended for deletion.

Policy #423.1 Vocational Teachers, Creditable Experience. This policy was recommended for deletion.

Policy #423.2 Salary: Advancement to a Higher Degree Category. This policy was recommended for deletion.

Policy #423.3 Advance to Higher Salary. This policy was recommended for deletion.

Policy #424 Family and Medical Leave Act. This policy would replace Policy #424.1.

Policy #424.1 Leaves of Absence for Health Reasons. This policy was recommended for deletion, to be replaced by a new policy, #424 Family and Medical Leave Act.

Policy #424.1 Military Leave. This new policy, numbered #424.1, replaces the following two policy notations:

Policy #424.2 Leaves of Absence for Military Obligations. This policy was replaced by the new Policy #424.1.

Policy #424.3 Leaves of Absence for Military Service. This policy was replaced by the new Policy #424.1.

Policy #424.4 Unpaid Leaves of Absence. The Committee recommended a change of title to Unpaid Professional Leave of Absence.

Policy #425 Subpoena/Jury Duty. The Committee reviewed this policy with no changes.

Policy #426 School Counselors - Additional Days. The Committee recommended several minor changes.

Policy #429/681 Instruction of Temporarily Home-Bound Students. Policy #429 will be deleted and Policy #681 will be retained.

Policy #521 Sexual Harassment – Students. The Committee endorsed, with minor changes, the NHSBA sample policy on this topic.

The Board voted 8-0 to adopt new and revised Policies 411, 424, 424.1, 424.4, 425, 426, 521 and 681, and to delete Policies 423, 423.1, 423.2, 423.3, 424.1, 424.2, 424.3 and 429 (motioned by Mr. Fennessy, seconded by Ms. Redmond-Scura).

Agenda Item 12. Instructional Committee

Ms. Redmond-Scura reported on the meeting of May 16. Fifth grade students presented their research on whether the fifth grade should continue in the elementary schools or move to the middle school. Ms. Palley discussed AP class enrollments. The committee discussed the autism and behavior services contract, which has been awarded to Bill White Associates.
Agenda Item 13. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board calendars for June and July.

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

Agenda Item 15. Non-public session
Mr. Fennessy made a motion to move into non-public session at 7:40 p.m. under RSA 91-A:3 II (c) that states, in part: "... Matters which, if discussed in public, would likely affect adversely the reputation of any person ..."

The Board voted 8-0 on a roll call vote to move into non-public session at 7:40 p.m. under RSA 91-A:3 II (c) (motioned by Mr. Fennessy, seconded by Ms. Redmond-Scura) to discuss a personnel issue.

Jim Richards arrived during the non-public session.

Mr. Fennessy moved to come out of non-public session at 8:54 p.m.

The Board voted 9-0 on a roll call vote to come out of non-public session at 8:54 p.m. (motioned by Mr. Fennessy, seconded by Mr. Croteau).

The Board voted to seal the minutes of the non-public session.

The Board by roll call voted 9-0 to seal the minutes under RSA 91-A:3 II (c) - public employee (motioned by Mr. Fennessy, seconded by Mr. Croteau).

Agenda Item 16 Adjournment
The Board voted 9-0 to adjourn (motioned by Ms. Patterson, seconded by Mr. Fennessy).

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

Maureen Redmond-Scura, Secretary
Linden Jackett, Recorder
Date: June 20, 2018

School Board members present: Tom Croteau, Vice President, Clint Cogswell, Nathan Fennessy, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks

School Board members absent: Jennifer Patterson, Chuck Crush

Administration: Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn

Agenda:
1. Recommendation for security grant award
2. FY18 Budget – year-end update
3. FY19 Budget update
4. FY20 Budget planning
5. Future meetings

Tom Croteau chaired the meeting in the absence of Board President Jennifer Patterson. Mr. Croteau opened the meeting at 5:30 p.m. and noted that the agenda of the Special Board meeting was to review the security grant award recommendation, FY18 budget year-end review, FY19 budget update, FY20 budget planning and future meetings.

Jack Dunn described the process of posting the requests for proposals (RFP) for the security grant at Concord High School. Nathan Fennessy asked how many RFPs were anticipated as part of this project; Mr. Dunn noted three additional RFPs were likely. Mr. Croteau asked Mr. Dunn to share details of the security grant funds and the District’s obligation to offer matching financial support. The District has agreed to use some of the bond funds to support the 20% match of the project. The funds must be spent by April 2019. He noted that this would be a challenging timeframe, as there are many components to this process.

The RFP process included a school walkthrough for bidders. Three bidders responded, and two bidders were interviewed. Rather than bid as one package for all aspects of the process, the administration hired a consultant to help write RFPs, and bid the various parts out to different vendors. The next RFP will be for replacement of CHS doors.

This will be an extensive process and require a culture change at CHS. A non-public Board meeting under the security provisions of 91-A will be held to describe the specifics of the plan. A minimum of three RFPs total will be required for this project. The District will undertake some of the camera work.

The state had $10 million available for a competitive grant process. The District received $900,000+ and must pay $180,000+ up front, with the other $700,000+ reimbursed at the
end of the project. The focus is on CHS and integrating the three elementary schools. All submissions for reimbursement must be completed by April 2019. The work will likely go well into the fall.

Doors will likely be the most expensive and time-consuming aspect of this project. Future expenses for ongoing maintenance and licenses related to this project are expected.

Maureen Redmond-Scura moved that the School Board award the contract for Access Control Systems and Intrusion Detection to Johnson Controls. Jim Richards seconded the motion. Board members discussed how to provide improved security at the other schools, the greatest cost associated with this process and the ongoing costs that may be assumed as part of this project.

The Board voted 7-0 to award the contract for Access Control Systems and Intrusion Detection to Johnson Controls (motioned by Ms. Redmond-Scura, seconded by Mr. Richards).

Mr. Dunn reviewed expenses and revenues in several budget areas, and remaining funds, noting that the budget looks good for the closing of the year. He asked that the budget be changed with the capital fee that has been charged to the Deerfield School District. Similarly, he recommended that funding received by the CRTC sending schools be added to the Vocational Capital Reserve Fund.

Mr. Dunn confirmed that there would be approximately $1.48 million expected in savings; about $75,000 to the good for revenue. The expectation is $1.5 million for the unreserved balance.

Ms. Redmond-Scura moved that the Board raise and appropriate the sum of four thousand two hundred thirty dollars ($4,230) to be added to the School Building Renovation and Maintenance Expendable Trust Fund, with such amount to be funded from the FY17-18 Capital Fee charged to Deerfield School District.

She also moved that the Board raise and appropriate the sum of fifteen thousand one hundred forty-four dollars ($15,144) to be added to the Vocational Capital Reserve Fund, with such amount to be funded from the FY17-18 Capital Fee charged to CRTC sending Local Educational Agencies (LEAs).

She reiterated that the FY17-18 Budget approved as of October 25, 2017 was $80,004,373. The proposed total increase of $19,374 would bring the new FY17-18 Budget Total to $80,023,747.

The motions were seconded by Mr. Croteau. There was no further discussion on the motions.

The Board voted 7-0 in favor of the motions as specified above (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Mr. Dunn provided an overview of predictable budget impact items for the coming year: assessing the inaugural year of full-day kindergarten programs, four groups entering
negotiations, consideration of the unassigned fund balance and careful monitoring of special education.

Liza Poinier and Nathan Fennessy inquired about the Fresh Fruits and Vegetables Program. Mr. Dunn said that information on the status of this program for the coming year is unavailable. He has asked the Food Services Director to monitor relevant communications and keep him informed.

The demographic study has begun and will take place this summer. Davis Demographics staff has begun work with city personnel to gain relevant information. The city has shared GIS data with Davis Demographics.

Mr. Dunn discussed FY2020 planning with impacts on the budget of NHRS increases, technology upgrades (phone system, security), full-day Kindergarten funding, negotiations (one agreement) and the Rundlett Middle School renovation/build new project predicted.

The Board voted 7-0 to adjourn (motioned by Ms. Redmond-Scura, seconded by Mr. Fennessy).

The special meeting adjourned at 6:07 p.m.

Respectfully submitted,

Maureen Redmond-Scura, Secretary
Terri Forsten, Recorder
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: July 2, 2018  
REFERENCE: Teacher Confirmations 2018-2019 School Year

All salaries are based on the 2017-2018 CEA salary schedule. Steps reflect 2017-2018 placement unless otherwise indicated with an asterisk.

Audrey Knapp  
Canterbury, NH  
Education:  
New York University, New York, NY, MA/86  
Harpur College, Vestal, NY, BA/79  
Experience:  
Concord School District  
Preschool/Elementary Occupational Therapist, 95-18  
Audrey replaces Fiona Quirk (20% of M-11 = $14,137) - transfer to full-time Occupational Therapist position.  
This is in addition to Audrey’s existing 80% Occupational Therapist position.  
Budgeted at $14,137

Kathryn Todd  
Concord, NH  
Education:  
University of Alberta, Edmonton, AB, Canada MSLP/05  
Brigham Young University, Provo, UT, BS/03  
Experience:  
Concord High School  
Speech-Language Pathologist, part-time, 12-18  
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.  
Funded by reallocation of special education teacher vacancy - Sara Hans - LOA  
Budgeted at $24,200

...
Brian Beauman  
Manchester, NH  
Education:  
New England College, Henniker, NH, M.Ed./17  
Colby-Sawyer College, New London, NH, BS/99  
Experience:  
Heritage High School, Wake Forest, NC  
Honors Biology, Anatomy, and Physiology Teacher, 16-18  
Millbrook High School, Raleigh, NC  
Honors Biology, Anatomy and Physiology Teacher, 14-16  
Kenwood High School, Clarksville, TN  
Honors Biology, Anatomy and Physiology Teacher, 10-14  
Brian replaces Thomas Bruno (M-8 = $63,202) – resignation  
Budgeted at $63,202

Crystal Rubino  
Gilmanton, NH  
Education:  
New England College, Henniker, NH, M.Ed./10  
University of Maine, Farmington, ME, BS/06  
Experience:  
Mill Brook School  
Special Education Teacher, 12-18  
Dame School  
Special Education Teacher, 07-12  
Crystal replaces Melanie MacDonald (M-14 = $80,665) – resignation  
Budgeted at $80,665

Selina Blaine  
Concord, NH  
Education:  
New England College, Henniker, NH, M.Ed./12  
Plymouth State University, Plymouth, NH, BS/08  
Experience:  
Beaver Meadow School  
Preschool Special Education Teacher, part-time, 16-18  
Penacook Community Center, Penacook, NH  
Lead Preschool Teacher, 14-16  
Lead Kindergarten Teacher, 13-14  
Seedlings Early Learning Center, Penacook, NH  
Preschool Teacher, 12-13  
Loudon Elementary School, Loudon, NH  
Kindergarten Teacher, 09-12  
Selina replaces Michelle Mulligan (B-13 = $73,182) – LOA  
Selina is requesting a leave of absence from her 50% Special Education Preschool Teacher position.  
Budgeted at $73,182
Christine Holliday-Rowe  Christa McAuliffe School  $41,580
Penacook, NH  Classroom Teacher  B-1
Education:
Keene State College, Keene, NH, BA/07
Keene State College, Keene, NH, BS/07
New Position
Budgeted at $46,569
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: July 2, 2018  
REFERENCE: Fall Coach Nominations

Brian Beane  
Concord High School  
Assistant Freshman Football Coach  
Concord, NH  
$3,534  
Step 2, Group 6  
8.5%

Experience:  
Concord High School  
Volunteer Assistant Football Coach, Fall 2017  
Concord Capitols Youth Football, Concord, NH  
Head Football Coach, 2008-2013  
Suburban Basketball, West Springfield, MA  
Boys Head Basketball Coach, 2009-2011  
Girls Assistant Basketball Coach, 2006-2009  
Youth Basketball, Pope Air Force Base, Fayetteville, NC  
Head Basketball Coach, 1991-1992  
Brian replaces David Levesque

David Levesque  
Concord High School  
JV Assistant Football Coach  
Merrimack, NH  
$5,405  
Step 3, Group 4  
13%

Education:  
Plymouth State University, BA/08  
Profession:  
State of New Hampshire, Banking Department  
Senior Account Technician, 2005-present  
Experience:  
Concord High School  
Freshman Football Coach, 2016-2017  
Freshman Program (Volunteer Coach) 2015-present  
Concord Capitols Football & Cheer, Concord, NH  
Offensive Line/Defensive Line Coach, 8th Grade Program 2009-2013  
Concord Babe Ruth, Concord, NH  
Assistant Coach, 14 & 15 year old Babe Ruth League 2005-2008  
David replaces Michael Pelletier
Date: June 11, 2018

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

Other Board member present: Liza Poinier

Administration: Terri Forsten, Superintendent, Larry Prince, Director of Human Resources

Nathan Fennessy opened the meeting at 6:10 p.m. and suggested setting a date for a CEA grievance hearing. Committee members agreed on June 27 or July 9, subject to an anticipated extension by CEA.

The Committee reviewed the meeting of May 14, which had been held although a quorum was not present.

Committee members agreed that the proposed Campaign Expenditure Disclosure policy was not required, as advised by the District attorney. The District Charter addresses the state regulations around voting. Tom Croteau said that it did not matter to him whether the Board could enforce the policy; simply that the Board would state campaign expenditure disclosure as an expectation. Jennifer Patterson suggested that the Board adopt a resolution to that effect. Mr. Fennessy said that policies should not be adopted without the means to enforce them.

Policy #132 Agenda Preparation and Dissemination

Based on training provided by NHSBA, it was suggested that a time limit on public comment be set for the part of the meeting open to comment on any topic. Committee members deleted the requirement that topics be presented to the Superintendent for placement on the agenda. Mr. Fennessy and Ms. Patterson said they did not want to change the Board’s current practice of allowing comment on any topic, but agreed to add sections on privacy and civility.

Ms. Patterson moved to recommend this policy with amendments. Maureen Redmond-Scura seconded. After agreeing to make one motion to include decisions on all proposed policies, Ms. Patterson withdrew the motion.

Policy #428 Death Benefits (Sick Leave)

Mr. Prince noted that this policy was referred to in several contracts. Several changes were suggested so that it would more closely reflect contracted agreements.
Mr. Fennessy stated that this policy creates a new benefit that had not been offered before, but Superintendent Forsten and Mr. Prince noted that this policy has been in effect since 1968. Superintendent Forsten noted that the revised policy would include any and all accrued benefits per employee agreements but would not create new benefits.

Policy #430/#536.1 Restraint and Seclusion together with related forms and reference: Restraint/Seclusion Report Form, Intentional Physical Contact Form, RSA 126-U Limiting Child Restraint. This policy was created as revisions were made to associated laws. It is current, up to date and meets the needs of the school community. A review date will be added to each form. Mr. Fennessy noted that the Board does not have flexibility under the law to make changes to this policy. There was some discussion about the definition of restraint – it was decided to use the language from NHSBA JKAA 1.(a):

1. (a) “Restraint” means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

Ms. Patterson noted that if the language was ambiguous, it should follow the (ambiguous) language of the statute.

Policy #431 Professional Expectations

In reviewing the current policy on professional expectations, it was noted that several components are addressed in the CEA CBA. Further, the current policy was focused on teachers. Committee members suggested that this policy should address professional expectations for all staff and modified it to include components of the NHSBA Policy GBEA Staff Ethics. Ms. Patterson noted that the first bulleted sentence did not make sense; and it was re-worked to read “Ensure the well being of students is the primary consideration when making decisions and taking actions.”

Policy #433/652/817 Acceptable Internet Use – Staff

The word “Acceptable” will be deleted from the title, and No. 2. Privilege shall be revised to read “Access Privileges.”

Policy #434 Social Media - Staff

Policy changes included several NHSBA recommended components. There was discussion about the safeguarding of private logins.

School District Social Media Websites (proposed as new Policy #436)

A policy on social media for staff exists (Policy #434), but not one that covers District social media websites. Committee members reviewed and recommended to the full Board the text of NHSBA Policy KD – District Social Media Websites, as new Policy #436, with one stylistic modification under the Privacy section.
Policy #441 Assignments, Secondary

This is an old policy that is neither relevant nor necessary. Assignments and the number of instructional periods are connected to the schedule. Currently the District uses an eight-period block schedule; however, that could change in the future. Committee members recommended to the full Board that this policy be considered for deletion.

Policy #441.1 Department Chairpersons/Coordinators

This is another old policy that is out of date and no longer relevant; the “teaching periods” are also different. Committee members agreed that this policy be deleted.

Policy #521 Sexual Harassment – Students

While this policy was voted by the Board in June, additional recommended updates on this policy will be presented in July, particularly with regard to the development of age-appropriate policy language for students.

Policy #530 Student Wellness

Feedback on the District’s Wellness policy has been received from the State Department of Education, which will allow relevant certification of the Food Services Program. Committee members agreed to recommend this draft to the full Board with minor recommended changes to comply with federal expectations.

Video/Audio Surveillance and Recordings (proposed as new Policy #758)

The District does not currently have a policy related to video and audio surveillance or recordings. As substantial surveillance installation is planned for CHS, a policy regarding its use is important. Committee members used the NHSBA draft policy with several stylistic changes and the addition of the sentence: “The Superintendent will create a procedure with respect to how and when such recordings shall be deleted.” There were additional comments and several changes in phrasing.

The Committee voted 4-0 to recommend to the full Board a first reading of the policies which were reviewed, revised, or suggested to be deleted (Policies 132, 428, 430/536.1, 431, 433/652/817, 434, 436, 441, 441.1, 521, 530, 758 (moved by Ms. Patterson, seconded by Mr. Croteau).

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

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Nathan Fennessy, Chair

Linden Jackett, Recorder
Concord School District Policy #132
Agenda Preparation and Dissemination

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

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

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

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

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

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

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

In order to ensure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The monthly Board meeting agenda will include time for citizens to address the Board on both agenda and non-agenda topics, at times identified on the agenda. Speakers will be allotted five minutes per person. This period may be extended by a majority vote of the Board.

2. Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly
discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accordance with relevant policies.

3. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board President may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

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

Adopted 1971. Revised April 3, 2017, 2018
Corresponds to NHSBA Policy BEDB
Concord School District Policy #428

Death Benefits (Sick Leave)

If a permanent employee of the District shall die from any cause while in service and there remains sick leave standing to his/her credit, then the same, any remaining benefits shall be paid to the following classes in the following order of priority.

1. A named beneficiary whose name has been filed by said employee.
2. When not having so filed a name of beneficiary, to his/her widow/widower.
3. Or not having named a beneficiary or not being survived by a widow/widower, to the estate of the deceased.

Adopted 1968. Revised 1976, 2018
Corresponds to NHSBA Policy
Concord School District Policy #430

Restraint and Seclusion

I. Introduction and purpose
Concord School District encourages the use of preventive and positive behavioral interventions to manage student behavior. In addition, the District strives to ensure that every student attending our schools is free from the unreasonable use of physical restraint and/or seclusion. The use of physical restraint and seclusion is limited to emergencies only.

II. Definitions

Parent shall mean the student's parent or legal guardian.

Physical restraint is the use of bodily force to restrict a student's freedom of movement or normal access to his or her body, but does not include conduct listed in Section V.

Restraint means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

Seclusion means the involuntary placement of a student alone in a place where no other person is present and from which the particular student is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. Seclusion may be considered seclusion even if a window or other device for visual observation is present. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

Serious injury means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

Trained Staff are those individuals who successfully complete and remain current in a training program that provides instruction in: preventing the use of restraint and seclusion; safe use of restraint and seclusion; evaluating the risk of harm in individual situations; and monitoring the effect of restraint and seclusion.

III. Use of restraint limited to emergencies only
Restraint shall only be used to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the student or others.

It shall be used only by trained staff, using extreme caution, and in a manner consistent with the District’s training program.

It shall be used only when all other interventions have failed or have been deemed inappropriate.

It shall be used only to the degree and length necessary to avoid serious bodily harm to the child or others, and in such a way to preserve the confidentiality and dignity of all persons involved.

Restraint shall never be used explicitly or implicitly as punishment for the behavior of a student.

Schools shall not use medication restraint and shall not use mechanical restraint except as otherwise permitted in the transportation of students as provided in this policy.

IV. Use of dangerous restraint prohibited

The use or threatened uses of any of the following restraint or behavior control techniques are prohibited:

Any physical restraint or containment technique that

- obstructs a student’s respiratory airway or impairs a student’s breathing or respiratory capacity or restricts the movement required for normal breathing;
- places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a student;
- obstructs the circulation of blood;
- involves pushing on or into a student’s mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
- endangers a student’s life or significantly exacerbates a student’s medical condition.

The intentional infliction of pain, including the use of pain inducement to obtain compliance.

The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a student for the purpose of controlling or modifying the behavior of or punishing the student.

Any technique that unnecessarily subjects a student to ridicule, humiliation, or emotional trauma.

V. Conduct not prohibited

The following does not constitute restraint and is not prohibited by this policy.

Brief touch or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.

The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance, or to permit a student to participate in activities without the risk of physical harm.

The use of seat belts, safety belts, or similar passenger restraints during the transportation of a student in a motor vehicle.

The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a student, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

VI. Monitoring of extended restraint

Emergency physical restraint shall not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious injury.

Trained staff shall engage in continuous direct observation of the restrained student.

No period of restraint may exceed 15 minutes without the approval of the supervisory staff designated to provide such approval.

No period of restraint may exceed 30 minutes unless a face to face assessment of the mental, emotional, and physical well being of the student is conducted by staff trained to conduct such assessments. The assessment shall also include a determination of whether the restraint is being conducted safely and for a purpose authorized by this policy.

Such assessments shall be repeated at least every 30 minutes during the period of restraint. Each such assessment shall be documented in writing and such records shall be retained by the school as part of the written notification required by this policy.

VII. Transportation

The District will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

VIII. Use of seclusion
Seclusion may not be used as a form of punishment or discipline. It may only be used when a child’s behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until the danger has dissipated.

Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control behavior.

Seclusion shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation or emotional or physical harm.

Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.

Seclusion may not be used unless the requirements for the use of physical space for seclusion as set out in NH RSA 126-U:5:b are met.

IX. Reporting requirements and parental notification

Initial internal report

Any staff member who administers physical restraint or seclusion shall verbally inform the Principal or designee of the restraint or seclusion immediately after the occurrence.

Initial parental notification

Unless prohibited by court order, the Principal or designee shall make reasonable efforts to verbally notify the student’s parent or guardian by the time the student is returned to the parent or guardian or by the end of the business day, whichever comes earlier.

In the event a guardian ad litem is appointed, the guardian ad litem shall also be notified within the specified time period.

Written report to Superintendent

The Principal or designee shall, within five (5) business days after the use of restraint or seclusion, submit a written report containing the following information to the Superintendent or designee:

1. The date, time, and duration of the use of restraint or seclusion.
2. A description of the actions of the student before, during, and after the occurrence.
3. A description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the use of restraint or seclusion.
4. The names of the persons involved in the occurrence.
5. A description of the actions of the staff member involved before, during, and after the occurrence.
6. A description of any interventions used prior to the use of the restraint or seclusion.
7. A description of the restraint or seclusion used, including any hold used and the reason the hold was necessary.
8. A description of any injuries sustained by, and any medical care administered to, the student, employees, or others before, during, or after the use of restraint or seclusion.
9. A description of any property damage associated with the occurrence.

10. A description of actions taken to address the emotional needs of the student during and following the restraint or seclusion incident.

11. A description of future actions to be taken to control the student's problem behaviors.

12. The name and position of the person completing the notification.

13. The anticipated date of the final report.

**Written report to parents**

Unless prohibited by court order, the Superintendent or designee shall, within two (2) business days of receipt of such report, send the information contained in the report to the student's parents by first class mail or email. In the event a guardian ad litem is appointed, the guardian ad litem shall also be notified within the specified time period.

Each report prepared under this section shall be retained by the school or facility for review by the State Board of Education and the Department of Health and Human Services.

**Reporting and notification regarding intentional physical contact**

Whenever a school employee has intentional physical contact with a student which is in response to a student's aggression, misconduct, or disruptive behavior, the notification and reporting procedures described in Section IX shall be used.

Notification and reporting requirements shall not apply in the following circumstances:

1. When a student is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the student to walk to a safe location. However, if the student is actively combative, assaultive, or self-injurious while being escorted, the requirements do apply.

2. When actions are taken such as separating students from each other, or inducing a student to stand, or otherwise physically preparing a student to be escorted.

3. When the contact with the student is incidental or minor, such as for the purpose of gaining a misbehaving student's attention. However, blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive student shall be subject to this requirement.

**X. School review following the use of restraint or seclusion**

Upon information that restraint or seclusion has been used for the first time with a student who is receiving services under an Individualized Educational Program (IEP) or Section 504 Plan, the school shall review the IEP or Section 504 Plan and make any adjustments indicated to eliminate or reduce the future use of restraint or seclusion. A parent or guardian of a student with a disability may request such a review at any time following an instance of restraint or seclusion and the request shall be granted if there have been multiple instances of restraint or seclusion since the last review.

**XI. Training**
Each Principal or designee shall train appropriate staff in the use of physical restraint and seclusion and the requirements of this policy. At the beginning of each school year, the Principal or designee of each school shall identify staff members who are authorized to use physical restraint and seclusion and/or to assist in ensuring the proper administration of physical restraint and seclusion under this policy.

Legal References:
RSA 126T:1  RSA 126-U

*Also Policy #536.1
Corresponds to NHSBA Policy JKAA
Concord School District Policy #431
Professional Expectations

A high standard of professional attitude and work is required by the School Board. All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will:

- Ensure the well-being of students is the primary consideration when making decisions and taking actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state and national laws.
- Implement the Board’s policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

Employees are put on notice that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee’s employment with the District will be consistent with all rules, laws and collective bargaining agreements, if applicable.

Legal References:
RSA 189:13, Dismissal of Teacher
RSA 189:14-a, Failure to Be Renominated or Re-elected
RSA 189:14-d, Termination of Employment
RSA 189:31, Removal of Teacher
NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

Like members of other professions, teachers are expected to give a full measure of service, without rigid adherence to the minimum time requirements of their assignments. Every teacher is expected to stand ready to accept assignment to the supervision of one school activity in addition to his/her classroom teaching.

Teachers are expected to be at school thirty (30) minutes before opening time in the morning and thirty (30) minutes after dismissal of students in the afternoon. At the discretion of Principals, teachers may leave earlier for special reasons.

Programs for parents on school nights shall be at the discretion of Principals. Teachers are expected to attend such meetings and PTO affairs where their presence can aid the school-community relationship.

Attendance at conferences or in service training sponsored by the District, as well as school-faculty or department meetings, is expected.

Teacher participation in major committee work should be viewed as a recognition of that teacher’s ability and significant opportunity for professional growth and contribution.

Corresponds to NHSBA Policy GBEA
Concord School District Policy #433

Acceptable-Internet Use – Staff

1. Preamble

The purpose of this policy is to serve as a statement on the appropriate and acceptable use of the Concord School District Computer Network (the Network), including the District's connection to the Internet, by the staff of the District.

2. Definitions

The Network consists of all computers of any type, monitors, printers, permanent and portable computer peripheral devices, personal digital assistants, alphanumeric pagers and cellular phones, digital photocopiers and, in general, any hardware, software, media, or other devices that are owned or leased by the District. Any computers of any type, monitors, printers, permanent and portable computer peripheral devices, personal digital assistants, alphanumeric pagers and cellular phones, digital photocopiers and, in general any hardware, software, media or other devices that are not owned by the District but that have been permitted to be attached to the Network shall be considered part of the Network and shall be governed by this policy.

3. Access privileges

The use of the Network is a privilege and not a right, an integral part of the District’s work. There are and will be varying degrees of access to the Network that are and will be allowed to different users.

Inappropriate use will result in restriction or cancellation of access privileges and such other actions as the District's administration deems appropriate for violations of the District's or school building's policies or procedures. Other actions may include verbal warnings, written warnings, work suspensions with or without pay, and termination of employment.

4. Educational purposes

The purpose of the Network is to serve as a resource for improving, extending, and enriching the teaching and learning in the District. Any use by staff that interferes with the staff person’s duties or the duties of another staff member shall not be permitted. Users are responsible for ensuring that their activities adhere to these uses and generally accepted educational standards.

Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access and any activity that violates the District's or school building's policies or procedures.

Uses of the Network that are not considered generally accepted for education purposes are generally those that are unlawful or offensive, which include but are not limited to:
• Destruction or damage to equipment, software, or data belonging to the District or to others;
• Disruption or unauthorized use of accounts, access codes, or identification numbers;
• Use of computer resources to defraud, harass, bully, defame, or threaten others;
• Use of computer resources in such a way as to intentionally or unintentionally impede the computing activities of others;
• Use of computer resources that violate copyright, trademark, or license agreements;
• Use of computer resources to violate another's privacy;
• Transmission of unsolicited advertising, promotional materials, or other forms of solicitation, including placing hyperlinks to non-district related web sites;
• Use of computer resources for commercial purposes;
• Inappropriate mass mailings;
• Tampering with software protections or restrictions placed on equipment or files;
• Attempting to circumvent local or Network security restrictions;
• Altering or attempting to alter system software or hardware configurations;
• Installing unauthorized software programs onto the District's computers or Network, and/or using such programs on the District's computers or Network;
• Use of computer resources outside of the Network to cause material and substantial interference with the education and discipline within a school;
• Ignoring or disobeying policies and procedures established for specific network systems; and,
• Use of computer resources to access adult-oriented sites that contain descriptions or depictions of a pornographic or obscene nature, or that permit access to gambling facilities over the Internet.

The above list is not intended to be a comprehensive list, but rather to provide examples of inappropriate use of the Network. The District may choose to employ filtering software and/or devices that may block certain sites, or that may notify appropriate administrators and/or staff that inappropriate use is taking place within a building. Any such notification shall be investigated in accordance with Part 5 of this policy.

5. Investigation

a. All investigations that relate to student conduct (Policy #540), and/or sexual harassment (Policies #414 and #521), and/or bullying (Policy #539), shall also be investigated as required under those policies. Discipline actions may include those outlined under the above policies if those investigations find that violations of the policy or policies in question occurred.

b. Investigating administrators shall be the building Principal or, if designated, the Assistant Principal, in his or her respective building. The Chief Finance Officer—Business
Administrator shall be the investigator for the central office, maintenance, and transportation facilities. The Assistant Superintendent shall investigate the White Farm facility, and shall serve as a backup for the building Principals unable to conduct an investigation in their buildings. The Superintendent shall be responsible for investigations involving administrators under this policy, and the President of the Board shall be responsible for investigations involving the Superintendent. All administrators may use internal technical expertise as needed and may be authorized to use external technical expertise if deemed necessary.

6. Responsibilities

All users assume full liability – legal, financial, and otherwise – for their actions when using the Network. All users of the Network will be held fully responsible for the use of their account. Any inappropriate activities performed through the account will be considered to be the actions of the account holder. Users should report any inappropriate activity observed to the building Principal or a responsible administrator immediately. The responsibility of the user is to familiarize himself/herself with and abide by the rules of the District’s Acceptable Internet Use - Staff policy.

7. Privacy

The Network is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored with the Network, even if protected by password. The District reserves the right to monitor, access, change, delete, review and/or retrieve any and all information transferred to or stored on the Network, even if such information has been deleted but is still available on the Network, and/or on District-owned media storage such as, but not limited to, diskettes, CD-ROMs, tapes, zip disks, or other types of data storage. Users will be expected to surrender any and all passwords needed to access this information if requested.

8. Retention of records

All electronic information shall be retained in accordance with the District’s Records Retention Policy.

Adopted October 4, 2004. Revised , 2018
* Also Policies #652 and #817 (replacing “Internetworking”) Corresponds to NHSBA Policies GBEF, EHAA, JICL
Concord School District Policy #434
Social Media – Concord School District Staff

Purpose

The purpose of the Social Media policy is to inform staff who use social media in their capacity as employees of the School District to communicate with colleagues, students, parents, and/or community for District- or school-related purposes of the District's expectation that they do so in a safe, responsible and professional manner.

Definition

Social media is a term used to describe a set of electronic tools through which users create online communities to share information, ideas, and other content.

General principles

1. All staff communicating through social media for District or school-related purposes represent the District. All communication with colleagues, students, parents and/or community for District purposes should be professional and age-appropriate, modeling the standards and integrity of a District professional. The same professional expectations apply to using social media as they do in other areas of professional activity within the District.

   The Board strongly discourages District staff from socializing with students outside of school on social networking websites, including but not limited to Instagram, Snapchat and Facebook.

2. When staff set up and/or use social media for communications that have District- or school-related purposes, they have no expectation of privacy from the District with respect to such communications. District or District-designated administrators reserve the right to review social media used by staff for District- or school-related purposes or communication and to remove, disable, revise, and provide feedback regarding social media sites that do not adhere to the law or District regulations and/or do not reasonably align with the District Social Media policy. Staff setting up social media sites to communicate with students, parents and/or community for District- or school-related purposes must inform the District they have set up the site(s) and provide appropriate means for the District or District-designated administrator to access, review and administer the site.

3. Staff shall adhere to applicable privacy and confidentiality laws (including but not limited to FERPA) and policies in all District- and school-related communications and interactions through social media. Staff shall carefully review the privacy settings on any social media and networking sites they use as District professionals and exercise care and good judgment when posting content and information. Staff should remain aware that information they place on social media and designate as “private” may be disclosed by a person with authorized access to “private” content. Information on social media sites may also be subject to disclosure for other reasons, including the Right-to-Know law.
4. District staff are responsible for the content of any communication they post or send when communicating as employees of the District through social media. Staff shall be responsible for the content and upkeep of any social media sites they create for District- and school-related purposes, including dismantling the site when it is no longer in use. The use of personal social media for District- or school-related communications is discouraged to avoid any misunderstanding between professional and personal communications.

5. District employees are prohibited from engaging in any conduct on social networking websites that violates the law, Board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other Board policies and/or collective bargaining agreements, if applicable. Access of social networking websites for individual use during school hours is prohibited.

Legal References:
RSA 189:70, Educational Institution Policies on Social Media
RSA 275:72, Use of Social Media and Electronic Mail

5. All participation in social media communication shall comply with all appropriate District policies and standards, including but not limited to:
   a. Policy #433, Acceptable Internet Use—Staff
   a. Policy #520, Safe School Zone
   b. Policy #540, Code of Student Conduct
   c. Policy #539, Student Safety and Violence Prevention—Bullying
   d. Policy #521, Sexual Harassment
   e. Policy #249, Data/Records Retention
   f. Policy #160, #412, #571, #631, Non-Discrimination
   g. Appendix K of the CEA Collective Bargaining Agreement for Teachers

Adopted September 2, 2014. Revised ___________, 2018
Corresponds to NHSBA Policies BGEF, EHAA, JJCL
Concord School District Policy #436
School District Social Media Websites

The Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official District social media platform shall be to further the District's vision and mission, support student learning and staff professional development and enhance communication with students, parents/guardians, staff and community members. As such, the Superintendent is authorized to establish social media websites and platforms in furtherance of the District's values, goals and mission.

Establishment of regulations

The Superintendent or designee will establish administrative regulation, guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy and regulation.

Limitation of public comments

Official District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

Official District social media platforms may not contain content that is obscene, libelous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations.

Privacy

The Superintendent or designee will ensure that the privacy rights of students, parents/guardians, staff, Board members and other individuals are protected on official District social media platforms.

In its operation of any District social media website, the District will not require, compel or request that any student provide his/her personal or private social media account information.

Students, parents, staff and members of the public are hereby given notice that the District reserves the right to and will monitor all District social media websites. As such, there is no expectation of privacy for information posted on, sent to or received by the District's social media websites.
Definitions

"Social media" means any online platform for collaboration, interaction and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn or blogs.

"Official District social media platform" is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the District or comments on District operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student’s or employee’s personal site, are not considered official District social media platforms.

Guidelines for content

The Superintendent or designee shall ensure that official District social media platforms provide current information regarding District programs, activities and operations, consistent with the goals and purposes of this policy and regulation. Official District social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that official District social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site’s purpose or violation of the District’s policy, regulation or content guidelines.

Copyright

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official District social media platforms.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

Adopted ______________, 2018
Concord School District Policy #441
Assignments, Secondary

Secondary administrators will schedule instructors for a minimum of five instructional periods per day or twenty-five instructional periods per week. Instructional periods will include laboratory, computer room assignments, field work (work-study vocational education).

Department chairpersons/ coordinators shall be assigned a minimum of two, or a maximum of four, instructional periods in accordance with guidelines set by the Board.
Adopted 1974; Revised 1976; December 1983
Concord School District Policy #441.1
Department Chairpersons/Coordinators

Department chairpersons/coordinators will be scheduled for instruction as follows:

<table>
<thead>
<tr>
<th>Grades K–12 Coordinators</th>
<th>Teaching Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>2</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
</tr>
<tr>
<td>Reading</td>
<td>3</td>
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Adopted January 1983. Revised May 6, 1986
The purpose of this policy is to maintain a learning environment for students that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below. Sexual harassment is against the law and is against Board policy. Any form of sexual harassment is strictly prohibited. It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy. The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.

I. Sexual harassment/sexual violence defined

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

II. Reporting procedures

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any student who believes he or she has been the victim of sexual harassment should
report the alleged act(s) immediately to any District employee or the building Principal. If a student initially reports the alleged act to a District employee, that employee shall immediately notify the Principal, who shall then immediately notify the Superintendent.

3. The Board encourages all students and staff members to use the report form available from the Principal or Superintendent.

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

5. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the Board.

6. Submission of a complaint or report of sexual harassment will not affect the student’s standing in school, grades, work assignments, eligibility for extra-curricular activities or any other aspect of the student’s educational program.

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

III. Investigation and recommendation

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

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

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

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.
If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or a third party, the Superintendent will be provided with a written factual report and recommended action. The Superintendent shall update the Board annually on the number and disposition of complaints.

IV. District action

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent or Principal may discipline the offending student. Such discipline may include, but is not limited to, detention, in-school suspension, out-of-school suspension, or expulsion. Education on this topic will also be considered. Discipline will be issued in accord with other applicable Board policies. Due to FERPA and other privacy-related laws, the victim will not be informed of what discipline was imposed.

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

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

V. Reprisal

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

VI. Right to alternative complaint procedures

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

VII. Sexual harassment or sexual violence as sexual abuse

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

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

VIII. Age-appropriate sexual harassment policy

Per the requirements of Ed 303.01(j), the Board is required to establish a policy on sexual harassment, written in age-appropriate language and published and available in written form to all students. This policy is intended to apply to middle school- and high school-aged students.
The Superintendent and Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.

IX. Bypass of policy

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

Legal References:
Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy
Ed 306.04(a)(9), Sexual Harassment
Appendix: GBAA-R, BBA-R

Adopted ______________, 2018
Corresponds to NHSBA Policy IBAA

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

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

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

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

2. What is sexual harassment?

Sexual harassment is against the law. It is a form of sex discrimination that is prohibited by three different laws: Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and New Hampshire's Law Against Discrimination. Under these laws, the legal term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or nonphysical conduct of a sexual nature when:
Submission to such conduct is made explicitly or implicitly a term or condition of an employee's employment or of a student's academic status;

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

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

3. What behavior is prohibited?

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

- Sexual advances or pressure for sexual activity;
- Sexual jokes, pictures, cartoons;
- Comments about sexual conduct;
- Verbal abuse of a sexual nature;
- Offensive sexual behavior;
- Requests for sexual favors accompanied by implicit or explicit threats concerning one's job, grades, letters of recommendation, etc.;
- Comments about someone's body, clothing, or sexual activity;
- Leering, staring, whistling;
- Sexual gestures or suggestive comments;
- Asking someone about their sexual experiences or gossiping about them;
- Brushing, touching, patting, or pinching someone;
- Displaying sexually suggestive or demeaning objects, pictures, writings, graffiti, or posters; or
- Verbal abuse consistently targeted at any one sex, even if the content of the abuse is not sexual.

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

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

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

5. What should you do to stop unwelcome behavior?

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

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

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

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

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

Employees, students, and parents or guardians should report complaints of sexual harassment or retaliation to their building sexual harassment investigator. If for any reason you are not comfortable discussing the matter with your building investigator, you may contact the District investigator directly. If the District investigator is not available, you should report the complaint directly to the Superintendent.

Complaints may be made orally or in writing. Whenever possible, complaints should include a description of the alleged harassment, the date(s) of the alleged harassment, and the name(s) of the alleged harasser(s).

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

7. What happens once a complaint is filed?

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

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

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

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

8. What corrective actions might the District take?

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

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

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

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

10. Whom can you contact if you have questions or concerns?
Any employee, student or parent of a student with any questions or concerns about harassment may contact their building sexual harassment investigator, a District investigator and or the Superintendent. Anyone who is not satisfied with the handling of a sexual harassment complaint may contact the Superintendent.

Also Policy #414
Attachment
Concord School District Policy #530
Student Wellness

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

The District recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The District recognizes that scientific research has identified a positive relationship among adequate nutrition, physical activity, and academic success. It is, therefore, the goal of the District that the learning environment should positively influence a student's understanding, beliefs and habits as they relate to good nutrition and physical activity to encourage healthy lifestyles and promote academic success.

The District shall-teach, encourage and support and model healthy eating habits by providing a pleasant and safe eating area, a variety of nutritious foods that meet the USDA Dietary Guidelines, and an adequate amount of time for eating and promoting nutrition using age-appropriate nutrition education materials.

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

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

The District will involve invites students, parents, school Food Service representatives, PE teachers, teachers, school health professionals, Board members, administrators, members of the general public and community partners in developing, implementing, monitoring and educating strategies about healthy eating and physical activity along with reviewing the Wellness Policy and guidelines to participate in the development, implementation, review and update of the Wellness policy by posting Wellness Committee meeting agendas, minutes, presentations and assessments on the District website. The District will post Wellness policy procedures and assessments on the District website. Annual Wellness policy goals will be outlined in the Wellness policy procedures and will be posted on the District website. Each Principal will be responsible for Wellness policy compliance at each school.

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

Adopted December 12, 2006. Revised March 6, 2017; __________, 2018
Corresponds to NHSBA Policy JLCF
Concord School District Policy #758
Video/Audio Surveillance and Recordings

The Board authorizes the District to use video and/or audio devices on District property and vehicles to ensure the health, welfare and safety of students, staff and visitors to District property and to safeguard District buildings, grounds and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

Signs will be posted on school buildings to notify students, staff and visitors that video and audio recording devices may be in use. At the Superintendent's discretion, parents and students may also be notified through the student handbook.

All persons will be responsible for any violations of school rules caught on tape by cameras. The District will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. The Superintendent will create a procedure with respect to how and when such recordings shall be deleted.

Video and audio recordings used for student discipline matters

Videos/audios containing evidence of a violation of student conduct rules, Board policy, and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by Board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of FERPA and student records shall apply. In the event of such an occurrence, the Superintendent is authorized to contact the District's attorney for a legal opinion.

Video and audio recordings used for special education purposes

As part of a child's education program, video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

Other purposes for which video and audio recordings may be used

The Board authorizes the Superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

Video and audio recordings authorized
The Board permits the video and audio recording of the following school-related activities. The following list is not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

Legal References:
RSA 189:65, Definitions
RSA 189:68, Student Privacy
RSA 570-A:2
20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations
Appendix: JICC-R, EEA-R

Adopted __________, 2018
Corresponds to NHSBA Policy EEAA
Concord School District
Capital Facilities Committee Minutes

School Board Committee: Capital Facilities

Date: June 13, 2018

Capital Facilities Committee members present: Jim Richards, Chair, Nathan Fennessey, Pam Wicks, Liza Poinier

Other Board member(s) present: Maureen Redmond-Scura, Jennifer Patterson, Clint Cogswell

Administration: Terri Forsten, Superintendent, Matt Cashman, Director of Facilities and Planning, Michele Vance, Principal of BMS, Travis Campbell, Head Custodian of BMS, Denise Stevens, Administrative Assistant/Facilities

This Capital Facilities tour was held at Beaver Meadow School.

Agenda: Overview of Beaver Meadow School (see attached data sheets and packet information that was shared with the group)

Mr. Cashman began the meeting at 5:30 p.m., reviewed the meeting purpose and school overview, and conducted a tour of the building exterior, reviewing all aspects of the visible wear that will need to be repaired. Prior to the tour start, he informed the group that the building was 31 years old. Mr. Cashman also noted that Travis Campbell, Head Custodian at BMS, along with his two other custodians, has done a remarkable job keeping the school clean. The group toured a typical classroom. Highlights of the tour included observing condensation in windows, classroom layouts, and bathrooms. As the tour progressed, questions were generated about building specifics and program needs, which were answered by Mr. Cashman and Ms. Vance. Mr. Cashman explained the summer 2018 projects scheduled for BMS, including interior painting, ceiling tiles and library.

Following the tour, the group met in the Media Center to discuss details of future considerations for improvements to BMS. This discussion highlighted many improvements that have been made in previous years to date, to include roofing repairs, lighting and flooring updates.

The meeting adjourned at 6:52 p.m.

Respectfully submitted,

Jim Richards, Chairperson
MC/DS, Recorders
Table of Contents

- Beaver Meadow Building Data

- Site Conditions/Future improvements: including detailed photo's.
  - Parking, sidewalks, bus lanes, pick up and drop off lanes.
  - Playground surface asphalt or rubberized hard surface.
  - Aerial Exhibits and photo's

- HVAC and roofing diagram
A. GENERAL DATA:
- Building Composition:
  Brick veneer
  Tubular structural steel frame
  Wood siding
  CMU block wall
  Full foundation
  Wood truss roof system. 2 story structure
  Steel studs/drywall.
- 66,000 SQ Ft., 12.3 acres, Heat - Natural Gas
- Grades: Pre-K - 5
- 460 student capacity, ADA compliant.

B. RECENT UPGRADES:
  2008 - Natural gas boiler conversion
  2013/14 - VCT tile replacements in hallways/cafeteria.
  2014 - Replaced exterior doors.
  2014 - New screens and shades installed.
  2015 - Painted exterior clapboards and replaced damaged siding.
  2015 - Gym roof replaced. EPDM.
  2016 - New Fire Alarm Panel.
  2015-17 Classroom carpet replacements.
  2016-17 Various storm water drains reconstructed.
  2017-18 Main hallway lights, main office lights converted to LED

C. SUMMER PROJECTS 2018:
  Painting:
  Main hallways
  Accent walls
  Cafeteria
  Office
  Media center
  Several of the main interior wooden doors will be sanded and refinished.
  Library/Media center lights will be converted to LED this summer.
  Ceiling tile replacement:
  Main office/reception area.
D. FUTURE CAPITAL IMPROVEMENT PROJECTS:
HVAC: (7) Air Handlers.
    Phased replacement plan in place. HVAC air handlers are original.

Underground Storage Tank removal - $15,000

Electrical – no generator $75,000.
    1-2 hours of lost power before sewer holding tank is full, causing back up.

Site work: (poor site drainage photo’s attached).
    Parking lot pot holes
    Sidewalk washouts, tripping hazards.
    Icy situations in winter due to bad drainage
    Water getting into boiler room, media center and music storage room due to poor drainage.

All Exterior windows – condensation build up.
Lockset replacement interior classroom doors
Tree work out back in playground area (Arborist needed)
Media Center upgrade – Computer Lab
Add Walk-in cooler food service
Gutter system for front of the building – Improve water runoff, tie into storm drainage
Multi stall girl’s and boy’s bathroom upgrades.
LED lighting upgrade in classrooms.
Ceiling tile replacement.
Rubberized flooring at entry outside office and stairwell, including middle stairwell.
Cameras video surveillance, access control.
Blue strobe light installation for security/lockdowns.
All highlighted areas to be redesigned and installed.

Yellow: Site improvements; sidewalks and storm drainage.
Orange: Play surface upgrade; Rubberized surface and playground upgrade.
Playground/Play Surface Area
Exhibit 1: Moisture
Exhibit 2: Site Erosion/Concrete Sidewalk
Exhibit 3: Storm Water
Exhibit 4: Future Exterior Repairs
CURRENT ROOF SYSTEM:
CARLISLE BALLASTED EPDM REPLACE

CURRENT ROOF SYSTEM:
1996 BAR ANCHORED FIRESTONE EPDM

CURRENT ROOF SYSTEM:
2014 CARLISLE BALLASTED EPDM REPLACE

CURRENT ROOF SYSTEM:
2010 ASPHALT SHINGLES

2010 ROOF REPLACEMENT
2014 EPDM REPLACEMENT

LEGEND:
- DRAIN
- CURB
- FIRE VENT
- PLUMBING VENT
- CHIMNEY
- SCUPPER
- SLEEPER
- DIVERTER
- PIPE STUB

2007 RECOMMENDED ROOF REPAIRS
BEAVER MEADOW ELEM. SCHOOL
CONCORD, NEW HAMPSHIRE
INDEPENDENT ROOF SERVICES
1"=30' DRAWN BY M.C. REVISED BY
TITLE: ROOF PLAN
DATE: 10-12-07
FILE NAME: BEAVER MEADOW DRAWING R1
## July 2018 Board Meetings

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- **July 2 2018**: Independence Day
- **July 3**: Independence Day
### August 2018 Board Meetings

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<td>First day for students</td>
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- **7:00 p.m.**: Board meeting
- **7:00 p.m.**: Instructional Committee
- **5:30 p.m.**: City and Community Relations
- **5:00 p.m.**: Executive