I. CALL TO ORDER

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

III. PUBLIC COMMENT – agenda items only

IV. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (July 10) ................................................. pp. 3-7

V. PERSONNEL
   a. Staff confirmations ................................................................. pp. 8-10
   b. Coach confirmation ............................................................... pp. 11-12
   c. Leaves of absence

VI. COMMUNICATIONS & POLICY
   a. Committee meeting report (July 12) ............................................. pp. 13-16
      • Policy #300 – Fiscal Management Plan (1st reading) ...................... pp. 17-18
      • Policy #301 – Fraud Prevention (1st reading) ............................... pp. 19-22
      • Policy #320 – Purchasing Procedure (1st reading) ........................ pp. 23-26
      • Policy #322 – Bidding (1st reading) ........................................... pp. 27-28
      • Policy #322.1/874 – Cooperative Bids (1st reading) ....................... pp. 29-30
      • Policy #350 – Fixed Assets – Inventories (1st reading) ................. pp. 31-32
      • Policy #390 – Investments (1st reading) ...................................... pp. 33-36
      • Policy #323 – Purchasing of Goods for Non-District Usage
        (1st reading, considered for deletion) ........................................ p. 37
      • Policy #372 – Home Use of District Computers
        (1st reading, considered for deletion) ........................................ p. 38

VII. PROPOSED CALENDAR OF MEETINGS ........................................ pp. 40-41

VIII. OTHER
   a. Food Service; 2017-2018 Meal Prices ........................................ p. 39
   b. Concord Community TV; Community Education

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

X. ADJOURNMENT
Agenda Item 1. Call to Order
Board Vice President Jennifer Patterson called the meeting to order at 7:10 p.m.

Agenda Item 2. Approval of Agenda

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

Agenda Item 3. Public Comment- agenda items only
There was no public comment.

Agenda Item 4. Approval of Board Minutes
Ms. Patterson reviewed the minutes of the regular monthly meeting on June 5 and the Public Hearing and Special Board meeting on June 14.

The Board voted 8-0 to approve the minutes of the regular monthly meeting on June 5 and the Special Board meeting on June 14 (moved by Alana Kimball, seconded by Tom Croteau).

Agenda Item 5. Personnel
Larry Prince presented several teacher confirmations.
Melissa Louf, ELL Teacher, Concord High School, $35,260, 80% at B-2, 20% one year only. Melissa replaces Jessica Anderson (80% at M-3 = $40,582) – 60% transfer and 20% LOA. Budgeted at $40,582

Jesse Gregoire, Automotive Technology Teacher, Concord Regional Technical Center, $54,056, B-6. Jesse replaces Craig Emerson (67% at B-10 = $42,901) and 33% new funded by enrollments. Budgeted at $42,901


Paula Koehler, Speech-Language Pathologist, Rundlett Middle School, $40,333, 50% at M-14. Paula replaces Jonathan Clancy (50% at M+30-14 = $41,581) – resignation. Budgeted at $41,581

Katherine Hosmer, ELL Teacher, Broken Ground School/Rundlett Middle School, $48,234, M-2. Katie replaces Shannon Lemieux (M-9 = $65,696) – resignation. Budgeted at $65,696

Lindsay McGee, Autism Teacher, Elementary, $41,580, B-1. Lindsay replaces Lori Fosdick (M+30-14 = $83,161). Budgeted at $83,161

Patrick Casey, Physical Education Teacher, Abbot-Downing School, $63,202, M-8. Pat replaces Lauren Last (M-5 = $55,718). Budgeted at $55,718


The Board voted 8-0 to confirm the teacher hires as presented (moved by Nathan Fennessy, seconded by Barb Higgins).

Larry Prince presented several coach confirmations.

Simon Parsons, Boys Freshman Soccer Coach, Concord High School, $2,287, Step 2, Group 11, 5.5%

James Phillips, II, Girls Freshman Soccer Coach, Concord High School, $2,287, Step 2, Group 11, 5.5%. James replaces Daniel Breen

Sarah Furhmeister, Girls JV Basketball Coach,

The Board voted 8-0 to confirm the two fall coach hires as presented (moved by Ms. Higgins, seconded by Mr. Fennessy).

Concord High School, $3,950, Step 3, Group 6, 9.5%. Sarah replaces Lauren Last

The Board voted 8-0 to confirm the one winter coach hire as presented (moved by Ms. Higgins, seconded by Mr. Fennessy).
Agenda Item 6. Capital Facilities

Committee Chair Jim Richards presented the report of the committee meeting on June 7. The committee heard an update on the Rundlett facility study, and then discussed the possibility of a joint use facility with a community partner; specifically, Concord Family YMCA. He noted research on partnerships of this kind in other parts of the country had been reviewed. The committee recommended increasing HMFH’s scope of work to include analyzing the parameters of a partnership with the YMCA. Ms. Patterson noted that this recommendation came before the Board on June 14, including approval of an increase of up to $12,000 for the additional work to be completed by HMFH (the cost to be shared jointly with the YMCA).

Superintendent Forsten noted that HMFH’s formal presentation of the Rundlett facility study has been delayed until September. Mr. Fennessy asked if there were plans to additionally publicize this to the community. Superintendent Forsten confirmed that this presentation would be held at RMS and would be publicized.

Superintendent Forsten said she sent a note to parents and district staff last week, and has heard from several parents as a result. She suggested including parents in the September meeting at RMS. Concord YMCA Board members and membership have been informed. Pam Wicks said she has had several conversations about the impact of moving 5th graders to RMS in a new facility; none were in favor of this. Ms. Patterson reminded the audience that part of the study is architectural and structural, and part is educational. Mr. Richards encouraged the administration to schedule the meeting at RMS and invite the public, to hear some of the innovative ideas that are being discussed.

Agenda Item 7. Communications and Policy

Ms. Patterson noted that, while the committee did not meet in June, a number of policies were before the Board for second readings and consideration. She noted that the Committee deliberated each policy, and the Board had reviewed the proposed changes.

Policy #212/693 – Superintendent, Approval of Employees (2nd reading)
Policy #212.1 – Summer Vacancies (considered for deletion)
Policy #213 – School Cancellation/Delayed Opening (2nd reading)
Policy #214/831 – Acceptance of Gifts (2nd reading)
Policy #215/442 – Transfer Within the District (2nd reading)
Policy #216 – Absence of Superintendent (2nd reading)
Policy #248 – Response to Public Information Requests (2nd reading)
Policy #249 – Data/Records Retention (2nd reading)
Policy #251 – Federal Programs Authorization (2nd reading)
Policy #252 – Local/State Grant Authorizations *(considered for deletion)*

There was no further discussion on any of these policies.

The Board voted 8-0 to adopt Policy #212/693 Superintendent, Approval of Employees; Policy #213 School Cancellation/Delayed Opening; Policy #214/831 Acceptance of Gifts; Policy #215/442 Transfer Within the District; Policy #216 Absence of Superintendent; Policy #248 Response to Public Information Requests; Policy #249 Data/Records Retention; Policy #251 – Federal Programs Authorization; as revised, and to delete Policy #212.1 Summer Vacancies and Policy #252 Local/State Grant Authorizations (moved by Ms. Patterson, seconded by Mr. Fennessy).

Agenda Item 8. Negotiations

Mr. Fennessy gave the report of the committee’s non-public meeting earlier in the evening on July 10. The committee recommended that the full Board approve the changes in the Central Office administrator contracts. Superintendent Forsten presented the highlights of the contractual changes:

- 2% increase in salaries
- $500 increase to the tax-sheltered annuity
- 5% co-pay for health insurance (District will pay 95%)

The Board voted 8-0 to approve the contracts for the Central Office administrators as presented (motioned by Mr. Fennessy, seconded by Mr. Richards).

Mr. Prince stated that this contract affects only the Central Office administrators, not the remainder of the unaffiliated staff, noting that, when a salary increase is offered to any unaffiliated staff, it is usually offered across the board. Mr. Prince asked that the Board keep the remainder of the unaffiliated staff at health insurance coverage of 100% for the coming year.

Mr. Fennessy stated that it was his understanding that the vote the committee took applies only to the Central Office administrators.

Superintendent Forsten suggested that a salary increase of 2% for unaffiliated staff be approved, and all other benefits remain unchanged.

Mr. Fennessy stated that the Board may not have the ability at this point to change the contracts for other unaffiliated staff, as contracts have been issued.

Ms. Redmond-Scura suggested that unaffiliated staff contracts were not part of the committee’s, or the Board’s, discussion at this time. Ms. Patterson noted that the Board was neither approving nor disapproving changes to the contracts of the remainder of the unaffiliated staff, but may do so in the future.
Agenda Item 9. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board committee meetings for July, August and September, noting in particular the September 27 meeting to be held at RMS, at which HMFH will make its presentation of the RMS Facility Study. Mr. Croteau suggested that, as drafts or other information are received, it be made public.

Agenda Item 10. Other – Community Education
Business Administrator Jack Dunn discussed a contract agreement that is being developed with ConcordTV to handle the management of Community Education until the City of Concord takes over the program in January, 2018. The School District will oversee it, and ConcordTV will handle logistics. There is no need for Board action at this time.

Superintendent Forsten noted that hundreds of students across the City are participating in numerous summer programs in the schools. She also noted that construction related to the conversion from steam at four schools is progressing smoothly and on schedule.

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

Agenda Item 12. Adjournment
The Board voted 8-0 to adjourn (motioned by Mr. Croteau, seconded by Mr. Fennessy).

The meeting adjourned at 8:06 p.m.
Respectfully submitted,

Tom Croteau, Secretary
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: August 7, 2017  
REFERENCE: Teacher Confirmations

Gabriel Cohen  
Concord, NH  
Education: University of New Hampshire, Durham, NH, MA/06  
University of South Carolina, Columbia, SC, BM/99  
Experience: Concord School District  
Music/Technology Education/Band Teacher, 09-17  
Bow High School, Bow, NH  
Music Teacher, 07-09  
North Middlesex Regional High School, Townsend, MA  
Music Teacher, 06-07  
Mountain View Middle School, Goffstown, NH  
Band Director, 00-04  
Gabe replaces James Foley (20% at B-13 = $14,636) – resignation  
Budgeted at $14,636  

A. Brin Cowette  
Boscawen, NH  
Education: Keene State College, Keene, NH, BM/11  
Experience: Concord High School  
Music Teacher, 60%, 15-17  
Newfound Memorial Middle School, Bristol, NH  
Music Teacher, 12-15  
This is in addition to Brin’s 60% music teacher position.  
Brin replaces Gabe Cohen (20% at M-14 = $16,133) – LOA and  
James Foley (20% at B-13 = $14,636) – resignation  
Budgeted at $30,769
Elizabeth Leone
Hooksett, NH
Education: Messiah College, Mechanicsburg, PA, BS/11
Experience: Rundlett Middle School, ELL Teacher
Elizabeth replaces Anne Mills (96 days at M-6 = $30,537)
- LOA
Budgeted at $30,537

Ann Rines
Concord, NH
Education: Boston University, Boston, MA, M.Ed./01
Tulane University, New Orleans, LA, BA/71
Experience: Rundlett Middle School, Mathematics Coach
Budgeted at $40,333

Lynda Masaites
Bow, NH
Education: Southern New Hampshire University, Manchester, NH, BA/16
Experience: Abbot-Downing School, Special Education Teacher
Lynda replaces Sandra Metevier (M-14 = $80,665) – resignation
Budgeted at $80,665

Robert Fogg III
Concord, NH
Education: University of New Hampshire, Durham, NH, BA/92
Experience: The Derryfield School, Manchester, NH, 2001-2017
- Music Teacher, including Director of Instrumental Music,
  Middle School Band, Rock and Jazz Bands, Chamber Ensembles
- Band Instructor, 99-01
- Dodgeland School District, Juneau, WI
  Marching and Concert Band Instructor, 92-98
Robert replaces Maria Isaak (40% at M+30-10 = $28,274) – resignation
  and Philip Klose (50% at B-13 = $36,591) – LOA to Stagecraft
Budgeted at $64,865
<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Position</th>
<th>Budgeted</th>
<th>Notes</th>
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<td>Nicole Neal</td>
<td>Broken Ground School</td>
<td>Speech-Language Pathologist</td>
<td>$80,665</td>
<td>M-14</td>
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<td>Concord, NH</td>
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<td></td>
<td>MS/01 University of Vermont, Burlington, VT,</td>
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<td>BS/98</td>
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<td></td>
<td>Speech-Language Pathologist, 11-17</td>
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<td></td>
<td>Community Bridges, Early Supports and Services, Concord, NH</td>
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<td></td>
<td>Speech-Language Pathologist, 01-11</td>
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<tr>
<td></td>
<td>Nicole replaces Alina Jackman (M-5 = $55,718) - resignation</td>
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<td>Budgeted at $55,718</td>
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<tr>
<td>Kayla Chase</td>
<td>Broken Ground School and Mill Brook School</td>
<td>Physical Education Teacher</td>
<td>$41,580</td>
<td>B-1</td>
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<td>Manchester, NH</td>
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<tr>
<td>Education:</td>
<td>Keene State College, Keene, NH, BS/14</td>
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<td>Kayla replaces Patrick Casey (M-8 = $63,202) - transfer to Abbot-Downing School</td>
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<tr>
<td></td>
<td>Budgeted at $63,202</td>
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</table>
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: August 7, 2017
REFERENCE: Fall Coach Confirmation

Molly McGilvray
Plymouth, NH
Education: Plymouth State University, Plymouth, NH, BS/Anticipated 2018
Experience: Manchester Central High School, Manchester, NH
Field Hockey Player, First Team Division I All-State, 2014
Field Hockey Varsity Player and Captain, 2014
Field Hockey Junior Varsity Captain, 2010
Molly replaces Tonya Pursell

Rundlett Middle School
Girls’ Field Hockey B1 Coach

$2,079
Step 1, Group 11
5.0%
# Fall 2017 Coaching Confirmations

**Concord School District**  
Concord, New Hampshire

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<th>Position</th>
<th>Salary</th>
<th>Name</th>
<th>Elected Group</th>
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<td><strong>Concord HS</strong></td>
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<td>Cross Country</td>
<td>3,950</td>
<td>Tristan Black-Ingersoll</td>
<td>X 6 Step 3</td>
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<tr>
<td>Football (Head)</td>
<td>7,900</td>
<td>Eric Brown</td>
<td>X 1 Step 3</td>
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<tr>
<td>Football (Asst)</td>
<td>5,405</td>
<td>Kevin Nyhan</td>
<td>X 4 Step 3</td>
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<tr>
<td>Football (Freshman)</td>
<td>5,405</td>
<td>Colin Brown</td>
<td>X 4 Step 3</td>
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<td>Football (JV)</td>
<td>5,405</td>
<td>Hamilton Munnell</td>
<td>X 4 Step 3</td>
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<td>Football (JV)</td>
<td>5,405</td>
<td>Michael Pelletier</td>
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<tr>
<td>Football (Freshman Asst)</td>
<td>3,534</td>
<td>David Levesque</td>
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<tr>
<td>Golf</td>
<td>2,287</td>
<td>Mark McDonough</td>
<td>X 10 Step 1</td>
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<tr>
<td>Soccer (Head)</td>
<td>5,405</td>
<td>Scott Dunlop</td>
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<td>Soccer (JV)</td>
<td>2,911</td>
<td>Andrew Baldwin</td>
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<td>Soccer (Freshman)</td>
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<td>Simon Parsons</td>
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<td>Intramural Strength Training</td>
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<td>Nicholas Zeras</td>
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<td><strong>Girls Sports</strong></td>
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<td>Cheerleading (Head)</td>
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<td>Laura Norwalt-Owen</td>
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<td>Cheerleading (JV)</td>
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<td>Lisa Waszeciaik</td>
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<td>3,950</td>
<td>Allison Davis</td>
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<td>3,950</td>
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<td>5,405</td>
<td>Philip Tuttle</td>
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<td>RMS Athletic Facilitator</td>
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<td>Shawn Moseley</td>
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<td>Jeffrey Litchfield</td>
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<td>1,247</td>
<td>Amy Sherr</td>
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<td><strong>Girls Sports</strong></td>
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<td>2,287</td>
<td>Tonya Pursell</td>
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<td>Christine Shea</td>
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<td>Joan Griffin</td>
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<td>Volleyball (6,7,8 Grade) Intra</td>
<td>1,247</td>
<td>Katie Amrol</td>
<td>X 14 Step 3</td>
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Concord School District  
Board of Education  
Communications and Policy Committee  

Date: July 12, 2017  
Committee members present: Jennifer Patterson, Chair; Alana Kimball, Maureen Redmond-Scura, Tom Croteau  
Administration: Terri Forsten, Superintendent; Jack Dunn, Business Administrator  

Committee chairperson Jennifer Patterson called the meeting to order at 5:30 p.m. The purpose of the meeting was to continue to review Board policies, with a focus on 12 policies from Section 300: Fiscal Management. The policies under review were:  
1. Policy 261: Agreements between the State of New Hampshire and/or the City of Concord and the Concord School District  
2. Policy 300: Fiscal Management Plan  
3. Policy 301: Fraud Prevention  
4. Policy 320: Purchasing Procedure  
5. Policy 322: Bidding  
6. Policy 322.1/874: Cooperative Bids  
8. Policy 326: School Nutrition Services Charging  
10. Policy 361: Food Service Funding  
11. Policy 362/480: Trust Fund  
12. Policy 372: Home Use of District Computers  
13. Policy 381: Rundlett Scholarship Fund  

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

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

The Superintendent proposed to simplify the policy by using only the following phrase as a complete sentence: “The Superintendent is authorized to enter into reciprocal
agreements with the State of New Hampshire and/or the City of Concord.” Maureen Redmond-Scura suggested adding “other school districts” to the sentence. Ms. Patterson suggested that the policy should be restricted to arrangements within the city itself, or to be deleted. Business Administrator Jack Dunn suggested that the agreement among the City, the District and ConcordTV would be a prime example for the use of this policy. He suggested that this policy could also be useful in the authorization of certain leases.

It was decided to keep the policy the same as it now is, and to add the review date.

Policy 300: Fiscal Management Plan

NHSBA has a policy that is nearly the same as the District’s. Language preventing diversion of district resources, no. 6, was added.

The committee made a change in item no. 6 from “risk financing” to “financial risk management.”

Policy 301: Fraud Prevention

Mr. Dunn highlighted some differences between the NHSBA and the District policy.

The words “or fraudulent” were added to item no. 8, to read “8. Any other dishonest or fraudulent act regarding the finances of the District.”

The word “may” was changed to “shall” in the third-from-the-end paragraph, to read “In cases involving monetary loss to the District, the District shall seek to recover lost or misappropriated funds.”

An item from the NHSBA policy was added as new item no. 7, to read: “7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.”

Items no. 8 and no. 9 will be re-numbered as items no. 9 and no. 10.

Policy 320: Purchasing Procedure

NHSBA offers two policies: Purchasing, and Purchasing Procedures. The administration suggested a number of changes to streamline the policy, including text changes, deletions, and grammatical revisions. Committee members further improved the language throughout the policy.

Policy 322: Bidding

The Committee did not recommend any changes to this policy except to add a reference to the corresponding NHSBA policy.

Policy 322.1 Cooperative Bids

The NHSBA policy is named Cooperative Purchasing and expands upon the District policy to include other school districts. The Committee recommended adoption of the NHSBA policy with a few minor text changes.
Policy 323: Purchasing of Goods for Non-District Usage
There is no corresponding NHSBA policy. The Committee recommended deleting this policy.

Policy 326: School Nutrition Services Charging
NHSBA has revision as of July 1, 2017 based on new US Department of Agriculture regulation, which requires school districts to have a policy in place by July 1, 2017 on meal charges and how students will be treated who do not have cash, a check, or a positive balance in their meal account. It was decided to postpone action on this policy and, possibly, address it in a joint Communications and Policy/Finance Committee meeting.

Policy 350: Fixed Assets – Inventories
The Committee recommended a change in language from "Chief Financial Officer" to Business Administrator, the addition of a revision date and a reference to the related NHSBA policy.

Policy 361: Food Service Funding
The Committee agreed to hold on reviewing this policy and to review it with Policy 326 School Nutrition Services Charging.

Policy 362/480: Trust Fund
There is no corresponding NHSBA policy. There was discussion about the origin of the referenced Trust, the Concord Teachers Benefit Trust, and how it has changed since it was established.

Tom Croteau asked for more information about the terms of the Trust and its current value. It was suggested that the Trust document could be posted on the website as an addendum to the policy. Looking ahead to review of Policy 381, Ms. Patterson noted there may be other trusts that should be researched more thoroughly.

Ms. Redmond-Scura suggested creating a general policy establishing criteria which potential trusts must meet before a trust can be accepted by the District, and then attaching trust documents to the policy/website.

Superintendent Forsten suggested bringing more detailed information on this and other trust funds to the Committee at its next meeting.

Policy 372: Home Use of District Computers
There is no corresponding NHSBA policy; however, its Internet Use Policy is similar. The District distributes laptops with the expectation that teachers may take them home. Policy 433 Acceptable Internet Use adequately supports the administration’s expectations of staff use of computers. The Committee recommended deleting this policy.
Policy 381: Rundlett Scholarship Fund

There is no corresponding NHSBA policy. The administration will research the origin and status of this fund and, if necessary, will bring it forward together with Policy 362/480 Trust Fund.

New Policy 390: Investments

This is a mandatory policy that the District does not currently have. The proposed policy outlines objectives and standards for investing District funds.


The Committee recommended this policy, with a request that the Treasurer be offered an opportunity to give input on this policy.

The Committee voted 4-0 to recommend to the full Board for consideration, with changes as discussed, the following: Policy 300 Fiscal Management Plan; Policy 301 Fraud Prevention; Policy 320 Purchasing Procedure; Policy 322 Bidding; Policy 322.1/874 Cooperative Bids; Policy 350 Fixed Assets – Inventories; and Policy 390 Investments, and to recommend to the full Board that Policies 323 Purchasing of Goods for Non-District Usage; and 372 Home Use of District Computers, be deleted (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

The Special Educational Manual has been reviewed and will be prepared for the committee’s meeting in October. A group of parents will meet with Director of Student Servicers Robert Belmont to discuss the manual before the October meeting.

The agenda for the September committee meeting will include a review of Concord High School Athletics’ related policies, including a look at NHIAA requirements, and the fall 2017 NHSBA notice of mandatory updates to policies. More detail on Policy 362 Trust Fund and other District Funds will be brought back to the committee.

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

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

Respectfully submitted,

Jennifer Patterson, Chair
Linden Jackett, Recorder
Concord School District Policy #300
Fiscal Management Plan

The School Board recognizes the importance of excellent fiscal management in managing public resources to achieve the goals of the educational plan of the District. The Board will be vigilant in fulfilling its responsibilities to see that these funds are used wisely to achieve the purpose for which they are allocated.

The District fiscal management plan seeks to achieve the following goals:

1. Engage in thorough advance planning to develop budgets and guide expenditures to achieve the greatest educational returns and greatest contributions to the educational program.

2. Establish levels of funding which will provide high quality education for the students of the District.

3. Use the best available techniques and processes for budget development and management.

4. Provide timely and appropriate information for the Board and staff with fiscal management responsibilities.

5. Establish and implement efficient procedures for accounting, audit, risk management, investing, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

6. Prevent diversion of District resources to non-productive use through a cost-effective program of loss control and financial risk management.

Adopted October 2, 2000. Revised, 2017
Corresponds to NHSBA Policy DA
Concord School District Policy #300
Fiscal Management Plan

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6. Prevent diversion of District resources to non-productive use through a cost-effective program of loss control and financial risk management.

Adopted October 2, 2000. Revised _________, 2017
Corresponds to NHSBA Policy DA
Concord School District Policy #301
Fraud Prevention

The School Board and Superintendent are committed to maintaining the public trust and financial integrity of the District. To this end, the Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies or any other assets of the District.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Unauthorized disclosure of confidential or proprietary information to outside parties.
6. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
7. Intentionally misrepresenting information for personal gain.
8. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.
9. Any other dishonest or fraudulent acts regarding the finances of the District.
10. Failure to disclose knowledge of the occurrence of any of the above.

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent or a designee shall promptly investigate reports of potential fraud or financial impropriety. If an investigation substantiates a report of fraud or financial
impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include but not be limited to cancellation of the District’s relationship with the contractor or vendor.

When circumstances warrant, the Superintendent or designee may refer matters to appropriate law enforcement or regulatory authorities including, but not limited to local, state and federal agencies.

In cases involving monetary loss to the District, the District may—shall seek to recover lost or misappropriated funds.

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to mitigate the possibility of future misconduct.

Adopted July 7, 2008. Revised __________, 2017
Corresponds to NHSBA Policy DIH
Concord School District Policy #301
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5. Unauthorized disclosure of confidential or proprietary information to outside parties.
6. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
7. Intentionally misrepresenting information for personal gain.
8. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.
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Adopted July 7, 2008. Revised __________, 2017
Corresponds to NHSBA Policy DIH
Concord School District Policy #320
Purchasing Procedure Policy

It is the responsibility of the Superintendent, the administrators, and staff delegated by the Superintendent to expend the funds in the approved budget and all other special funds used by the District.

All purchases, unless authorized in advance by the Superintendent or his/her designated administrators, shall be made with an authorized purchase order. In situations where it is necessary to make repeated small purchases from one vendor (for example, a hardware store), a blanket purchase order may be issued to encumber funds for these purchases. If and when such purchases exceed the amount of the original blanket purchase order, a new purchase order shall be requested before additional purchases may be made.

Internet-based purchases shall be made using a purchase order.

Concord School District expects any vendor wishing to do business with it to accept the District’s purchase orders. The Superintendent and/or the Chief Finance Officer Business Administrator may waive this requirement if such a waiver would be in the best interest of the District.

Expenditures that are less than the amount allocated to a particular function/object line will be authorized in the following manner:

The administrator or Superintendent designate and the Business Office Manager shall authorize purchases up to $1,000 that do not over-expend the appropriate available budget balance. The Chief Finance Officer Business Administrator must also approve purchases over $1,000. The Superintendent must approve purchases over $2,500. Purchase orders originated by the Superintendent or Chief Finance Officer must be signed by both the Superintendent and Chief Finance Officer.

Once products or services are received or performed, the yellow receiving copy of the purchase order and, if applicable, the invoice for the products or services shall be forwarded to the accounts payable department immediately.

Although the Superintendent, the administrators and staff are charged with maintaining expenditures within budget allocations by account, they may exceed an account when necessary if balances remain in others to cover the excess in accordance with the budget transfer process. A budget transfer shall be made if the designated account to which the expenditure is to be charged exceeds the funds available by $50 dollars or more, a budget transfer shall be made by a Budget Transfer Form. No purchase order will be approved without identification of where the source of funding will come from. In the case of an unforeseen event that requires immediate purchasing action, the Superintendent or his/her designate in the case of an unforeseen event may waive this procedure, for a problem that requires immediate purchasing action.
All budget transfers shall be rounded up to the nearest dollar.

If a series of over-expenditures brings an account into deficit by a total of $50 or greater, a budget transfer shall be completed to bring this account into balance.

In the event of an emergency requiring a large unbudgeted expenditure (in excess of $20,000), the problem shall be referred to the Board President and the Chair of the Finance Committee before action is taken. The Superintendent and/or Chief Financial Officer Business Administrator designee may waive any or all of the requirements to follow the standard bidding procedure.

Adopted October 7, 2002. Revised , 2017
Corresponds to NHSBA Policies DJ, DJB
Concord School District Policy #320
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Adopted October 7, 2002. Revised __________, 2017
Corresponds to NHSBA Policies DJ, DJB
Concord School District Policy #322

Bidding

1. The following approval thresholds apply to the procurement and bidding process.
   a. Where appropriate and when practical, administrators and those with budgetary responsibilities shall attempt to obtain multiple quotations on proposed purchases up to $20,000.
   b. The District shall request competitive bids whenever the cost of the product or service is expected to exceed $20,000.
      i. Bids for procurement of products and/or services up to $100,000, will be awarded by either the Superintendent or the Business Administrator.
      ii. Bids for procurement of products and/or services exceeding $100,000, must be awarded by a majority vote of the School Board or as the Board directs.
      iii. Procurement of products and/or services which are to be financed for more than 12 months, must be awarded by a majority vote of the Board or as the Board directs.

2. The District reserves the right to accept or reject any or all bids, and to waive any formalities when it is in the best interest of the District. The low bidder is normally awarded the bid, unless it is in the best interest of the District to do otherwise. It may be in the District’s best interest to do this from time to time for reasons including but not limited to quality, service, ability to meet specifications and deadlines. The next lowest bid will be the next one considered and evaluated in the same manner. In the event that the lowest bidder is not awarded the bid, the Finance Committee will be informed.

3. The Superintendent or the Business Administrator may authorize purchases outside of the bidding process (a) to take advantage of temporary pricing opportunities which are well below anticipated bid prices or (b) when only one source for a particular product exists. When these options are used, the Finance Committee will be informed.

Adopted 1966. Revised 1975; 1982; February 1986; October 7, 2002; August 2, 2010; 2017
Corresponds to NHSBA Policy DJE
Concord School District Policy #322

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Corresponds to NHSBA Policy DJE
Concord School District Policy #322.1 *

Cooperative Purchasing

The District, at its option, may join in cooperative purchasing with other school districts, municipalities or governmental agencies to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

The Superintendent is directed to contact nearby superintendents or governmental officials from time to time to assess whether such an arrangement is feasible and appropriate.

The School District will cooperate with the City in obtaining bids when it is determined to be mutually advantageous to do so.

* Also Policy #874
Corresponds to NHSBA Policy DD
Concord School District Policy #322.1 *

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The District, at its option, may join in cooperative purchasing with other school districts, municipalities or governmental agencies to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

The Superintendent is directed to contact nearby superintendents or governmental officials from time to time to assess whether such an arrangement is feasible and appropriate.

Adopted 1966. Revised 1983; __________, 2017
* Also Policy #874
Corresponds to NHSBA Policy DJD
Concord School District Policy #350

Fixed Assets (Inventories)

To serve the functions of conservation and control, as well as to meet the requirements of Governmental Generally Accepted Accounting Principles and the Governmental Accountings Standards Board Statement 34, a running inventory of fixed assets with appraised, replacement, and depreciated values will be maintained by the Chief Finance Officer or Business Administrator or his or her designee. A fixed asset shall be defined as an individual item or group of similar items that has a useful life of greater than one year and a value at the time of acquisition of greater than $10,000.

The administration may, for such other purposes as they may define, maintain inventories of other items that do not meet the above definition of a fixed asset. Such inventories shall be kept based on original cost only and shall not be depreciated. All inventories shall be updated as needed, but not less frequently than once per year prior to the District’s Annual Audit.

Corresponds to NHSBA Policy DID
Concord School District Policy #350
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Adopted July 4, 2001. Revised __________, 2017
Corresponds to NHSBA Policy DID
Concord School District Policy #390

Investments

The Board authorizes the District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

Objectives

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.

2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.

3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Standards of Care

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.

2. Ethics and conflicts of interest. The District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will periodically review the investment policy.

Legal References:
RSA 197:23-a, Treasurer’s Duties
RSA 383:22, Public Deposit Investment Pool
Appendix: DFA-R

Adopted ____________, 2017.
Concord School District Policy #390
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Appendix: DFA-R

Adopted _____________, 2017.
Concord School District Policy #323
Purchasing of Goods for Non-District Usage

The purchase of goods and services by the School District should be only for school-related purposes. The purchasing of goods for non-district purposes and reselling them to employees for the sole purpose of giving them access to school discounts and tax breaks is prohibited. However, the District may sell goods to employees and the general public through organized programs such as food services, the Distributive Education Store, and the Vocational Construction Program.

Adopted 1983
Concord School District Policy #372
Home Use of District Computers

District computers may be taken home by School District staff for training and school-related use at no charge when school is not in session. Authorization must be secured from the Superintendent or those designated by the Superintendent. The computer may not be used for producing income. An employee will be responsible for repair or replacement costs caused by the employee’s negligence.

Concord School District participates in the National School Lunch Program (NSLP). Annually, the program publishes a Paid Lunch Equity Tool (PLE) that requires us to enter our October Lunch Prices, and meal counts to determine if the District is providing sufficient funds.

Based on the October 2016 numbers, the PLE has determined that we need to increase prices (Board Policy #361) or increase the funding to the food service program from the General Fund. We are recommending that Board approve a $.25 increase to the elementary lunch price, increasing it from $2.50 to $2.75. The last elementary price increase was in the 2013-2014 school year.

There were a variety of other options we considered, including using the General Fund (non-Federal source) to contribute $44,802.10 to the Food Service Fund in order to keep lunch meal prices the same for this upcoming school year (see current meal prices below).

### Current Meal Prices

<table>
<thead>
<tr>
<th>MEAL TYPE</th>
<th>ELEMENTARY</th>
<th>MIDDLE</th>
<th>HIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.50</td>
<td>$1.75</td>
<td>$2.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.50</td>
<td>$2.75</td>
<td>$3.50</td>
</tr>
</tbody>
</table>

### PROPOSED Meal Prices for 2017-2018

<table>
<thead>
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</tbody>
</table>

We look forward to the conversation at the monthly Board meeting.

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**Note:** Regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for “paid” meals or through other non-Federal sources provided to the nonprofit school food service account. – Source: NH Department of Education – Bureau of Child Nutrition Services
## August 2017 Board Meetings

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<td>First day for teachers 7:30 am 5:00 pm Executive</td>
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## September 2017 Board Meetings

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<td>6:00 p.m. School Board candidates' information night</td>
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