1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT – agenda items only

4. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (August 6)

5. RECOGNITIONS / REPORTS
   a. Superintendent report

6. PERSONNEL
   a. Leaves of absence
   b. Administrator confirmation
   c. Staff confirmations
   d. Coach confirmations

7. COMMUNICATIONS & POLICY
   a. Committee meeting report (August 8)
      • Policy #132 Agenda Preparation and Dissemination
      • Policy #136 Public Participation at Board Meetings
      • Policy #450 Teacher Performance and Evaluation
      • Policy #451 Other Employees
      • Policy #461 Substitutes
      • Policy #482 Teachers, Exploitation of
      • Policy #482.1 Concord School District Self-Funding Plus Program
      • Policy #483/490 Liability
      • Policy #491 Cafeteria Workers
      • Policy #492 Custodians

8. CITY AND COMMUNITY RELATIONS
   a. Committee meeting report (August 20)

9. FINANCE
   a. Committee meeting report (August 27)
      • Fresh Fruits and Vegetables Program

10. PROPOSED CALENDAR OF MEETINGS

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

12. ADJOURNMENT
Concord School District  
Board of Education  
Regular monthly meeting  
August 6, 2018

**Board members:** Clint Cogswell, Tom Croteau, Chuck Crush, Nathan Fennessy, Jennifer Patterson, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks

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

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**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**

The Board voted 9-0 to approve the agenda (motioned by Tom Croteau, 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 briefly reviewed the minutes of the July 2 regular Board meeting and the July 25 Special Board meeting.

The Board voted 9-0 to approve the minutes of the July 2 regular Board meeting and the July 25 Special Board meeting (moved by Clint Cogswell, seconded by Mr. Croteau).

Both Mr. Cogswell and Mr. Croteau commended Bill White for his program, and his presentation, and the focus on inclusion and keeping students within the District. Ms. Patterson said she was impressed by the consultants for the level of detail they provided.

**Agenda Item 5. Recognitions**

Superintendent Forsten provided an update on the status of the full-day kindergarten program, focusing on curriculum and enrichment, professional development.
specifically for kindergarten teachers and the daily kindergarten schedule. With Project KEY (kindergarten enrichment year), each day, each kindergarten class will have a 45-minute block of time for STEAM, creative play, academic and social activities.

She provided an overview of current kindergarten enrollment numbers; class sizes range from 14-18 students. Jim Richards commended the staff who developed and ran the District pre-kindergarten program in 3-week segments through the summer.

Beaver Meadow and Christa McAuliffe Schools did not qualify for the federally-funded Fresh Fruits & Vegetables Program this year. This is based on the percentage of students eligible for free- and reduced-price lunches. The cost is approximately $21,000 per school, which costs are not currently included in the budget. The cost for two schools was funded last year for one year only. There was a recommendation to add a Finance Committee meeting in September to consider adding this cost to the budget.

Agenda Item 6. Board member resignation

Ms. Patterson announced that she was planning to move from the center of Concord to East Concord, which would mean that she might need to resign from her District B Board seat (Wards 5, 6, 7) for the remainder of her term, which would end in December 2019. There was some discussion whether the School District Charter addressed this circumstance; Policy 115 could also guide decisions related to this change.

Agenda Item 6. Personnel

Larry Prince presented one administrator recommendation. Superintendent Forsten described Kathleen Scarpati’s teaching and administrative background.

Kathleen Scarpati, Principal, Mill Brook School, $107,312, Step IV, prorated 230 days. Katie replaces Phil Callanan (step IV = $113,483). Budgeted at $113,483

The Board voted 9–0 to approve the hiring of Kathleen Scarpati as Principal of Mill Brook School (moved by Pam Wicks, seconded by Mr. Fennessy).

Superintendent Forsten invited members of the Mill Brook School community to a meet-and-greet with the new Principal on Wednesday morning, August 8.

Mr. Prince presented one professional leave of absence.

The Board voted 9–0 to approve the leave of absence as presented (moved by Ms. Redmond-Scura, seconded by Mr. Cogswell).

Mr. Prince presented several teacher confirmations for the 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.
Aimee Castonguay, English Teacher, Concord High School, $41,580, B-1*, one year only. Aimee replaces Denise Fournier (40% of M-14 = $32,266) – LOA and Katherine Mitchell (60% of M-14 = $48,399) – retirement. Budgeted at $80,665

Kristin Mullen, Science Teacher, Rundlett Middle School, $41,580, B-1*. Kristin replaces Jill Whitmore (B-13 = $73,182) – retirement. Budgeted at $73,182

Rebecca Hall, Classroom Teacher, Beaver Meadow School, $41,580, B-1*. Rebecca replaces Emily Wilkes (M-3 = $50,728) – transfer to Abbot-Downing School. Budgeted at $50,728

Erin Phillips, Preschool/Outreach Teacher, Beaver Meadow School, $36,524, 72% M-3*, one year only. Erin replaces Elizabeth Collopy (35% of M+30-2 = $17,755) – transfer to full-time position. Balance of position funded through reallocations. Budgeted at $36,524

Ashley Grover Desmarais, Music Teacher, Christa McAuliffe School, $19,626, 40% B-4*, one year only. Ashley replaces Robert Fogg (B-8 = $23,618) – LOA. Budgeted at $23,618

Christine Moore, Special Education Teacher, Mill Brook School, $74,011, M-12*. Christine replaces Crystal Rubino (M-11 = $70,685) – transfer to Rundlett Middle School. Budgeted at $70,685

Debra Caldwell, Classroom Teacher, Mill Brook School, $48,234, M-2*. This is a new position

Cristin Devlin Kaufman, Classroom Teacher, Mill Brook School, $49,064, B-4*. This is a new position

Karrie Hanson, English Teacher, Concord High School, $45,737, M-1*. Karrie Hanson replaces Jessica Anderson – resignation. Budgeted at $50,728.

The Board voted 9–0 to confirm the staff hires as presented (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Superintendent Forsten listed current open staff positions in the District.

Agenda Item 7. Communications & Policy Committee

Nathan Fennessy reported that the Committee did not meet in July; however, a number of policies were before the Board for a second reading and vote.

Policy #132 Agenda Preparation and Dissemination – the major change was adding language about the time period available for public comment, and the appropriateness of public comment.

Ms. Patterson noted that the Board typically does not limit public discussion to agenda items only, at the second place for public comment on the agenda. She and Mr. Fennessy would be comfortable deferring a vote on this policy until September. Chuck Crush said he thought the current language was fine, that the policy does encourage
public comment, and that it might be a good idea to table the vote on this policy until September. Ms. Redmond-Scura noted that the Committee had reviewed the NH School Board Association (NHSBA) sample policy and tried to align its current policy to it, and that NHSBA’s specific language was recommended for consistency. Pam Wicks stated it would be best for the Board to codify its practice. Ms. Patterson suggested analyzing other policies to make sure that these topics are included in the appropriate place and are consistent.

It was generally agreed to remove the second sentence of paragraph 1, “Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accordance with relevant policies.”

The Board voted 9–0 to send consideration of Policy 132 back to the Communications & Policy Committee (moved by Mr. Richards, seconded by Mr. Crush).

The Communications & Policy Committee’s next meeting is August 8, 2018. The public is invited to attend.

Mr. Fennessy briefly discussed the other policies for consideration by the Board: Policy #428 Death Benefits; Policy #430/536.1 Restraint and Seclusion; Policy #431 Professional Expectations; Policy #433 Internet Use – Staff; Policy #434 Social Media – Staff; Policy #436 School District Social Media Websites (new); Policy #441 Assignments, Secondary (recommended for deletion); Policy #441.1 Department Chairpersons/Coordinators (recommended for deletion); Policy #530 Student Wellness; Policy #758 Video/Audio Surveillance and Recordings (new)

Mr. Crush noted that there is no time limit stated in the policy for seclusion and, in addition, he did not have a clear idea how often seclusion is used and still would like to personally view the seclusion rooms in each school. Superintendent Forsten said the DOE attorney noted that the law is vague on several parameters of seclusion, and DOE staff would not offer recommendations regarding time limits for seclusion. Seclusion and restraint data will be presented at the next Instructional Committee meeting.

The Board voted 8–0 (one abstention, Mr. Crush) to approve revisions to Policy 430/536.1 as presented (moved by Mr. Fennessy, seconded by Ms. Wicks).

The Board voted 9–0 to approve revisions to Policies 428, 431, 433, 434, 530, new Policies 436 and 758 and deletions of Policies 441 and 441.1, as presented (moved by Mr. Fennessy, seconded by Ms. Redmond-Scura).

Several Board members noted that constituents have complained that agendas for committee meetings are not made available in advance.
Agenda Item 8. City and Community Relations Committee

Committee Chair Clint Cogswell reported on the meeting of July 11.

A booklet to promote the quality of the Concord School District is being prepared; an initial draft will be presented at the next meeting on August 20.

Agenda Item 9. Capital Facilities Committee

Committee Chair Jim Richards reported on the meeting of July 18, which was a tour of the former Eastman School building. The tour focused on the repairs needed to bring the building up to current ADA and life safety codes. The Committee would wait for the results of the demographics study before going further. There is no further update on the proposal to use the Stable Building near Concord High School.

Agenda Item 10. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board calendars for August and September. Several meetings were rescheduled.

Agenda Item 11. Public comment

Agenda Item 12. Adjournment

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

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Maureen Redmond-Scura, Secretary
Linden Jackett, Recorder
TO: Members, Concord School Board

FROM: Larry Prince, Director of Human Resources

DATE: September 4, 2018

REFERENCE: Administrator Nomination 2018-2019 School Year

Chrigus Boezeman
Concord, NH
Education: Southern New Hampshire University, Manchester, NH, M.Ed./15
Southern New Hampshire University, Manchester, NH, BS/08
Experience: Concord High School
Social Studies Teacher, 08-18
Chrigus replaces David Bartlett (step IV = $109,570)
Budgeted at $109,570

$85,275
Step I
prorated 228 days
TO: Members, Concord School Board

FROM: Larry Prince, Director of Human Resources

DATE: September 4, 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.

Daniel Breen
Concord, NH
Education: Concord High School
Experience: Social Studies Teacher

$46,569

Raymond Sleeper Jr.
Nottingham, NH
Education: University of New Hampshire, Durham, NH, BA/75
Experience: Concord High School
Chemistry Teacher, 15-18
Merrimack High School, Merrimack, NH
Science/Chemistry Teacher, 99-15
New England College, Dover, NH
Science Teacher, 98-03
Dover High School, Dover, NH
Science Teacher, 96-99
Merrimack High School, Merrimack, NH
Science/Chemistry Teacher, 95-96
Phillips Exeter Academy, Exeter, NH
Biology/Chemistry Teacher, 94-95

$46,569

Tray replaces Lyn Vinskus (40% of M+30-14 = $33,264) – LOA to Science Coach position plus 20% funded through reallocations
Budgeted at $44,408
Lyn Vinskus  
Concord, NH  
**Education:**  
Plymouth State University, Plymouth, NH, CAGS/16  
University of Rochester, Rochester, NY, MS/98  
University of Rochester, Rochester, NY, BA/97  
**Experience:**  
Concord High School  
Science Teacher, 98-18  
Curriculum Facilitator, 04-08  
New England College, Henniker, NH  
Adjunct Chemistry Professor, Jan 08 – May 08  
New position  
Federal Funds  

Michelle Barrett  
Hillsborough, NH  
**Education:**  
New England College, Henniker, NH, M.Ed./18  
Boston University, Boston, MA, BA/14  
Michelle replaces Jenifer O’Sullivan (M-14 = $80,665) – LOA  
Budgeted at $80,665  

Heidi Vibert  
Concord, NH  
**Education:**  
University of Maine, Orono, ME, MA/18  
University of Maine, Orono, ME, BA/07  
**Experience:**  
Jacques Memorial School, Milford, NH  
Behavior Specialist, 17-18  
Preschool Teacher, 16-17  
Beech Hill School, Otis, ME  
Grade 1 Teacher, Aug 2012- Jan 2014  
Grade 1 Reading/Grade 8 Science Teacher, Oct 2011-Aug 2012  
Heidi replaces James Clute (50% of M-14 = $40,333) – returned to full-time position  
Budgeted at $40,333  

Brittany Courchesne  
Manchester, NH  
**Education:**  
Plymouth State University, Plymouth, NH, M.Ed./13  
Plymouth State University, Plymouth, NH, BS/08  
**Experience:**  
Manchester Community College, Manchester, NH  
Adjunct Faculty for Early Childhood Courses, 17-18  
University of Rhode Island Child Development Center, Kingston, RI  
Teacher/Supervising Practicum Coordinator, 11-17  
The Providence Center, Warwick, RI  
Head Preschool Teacher, 08-11  
Brittany replaces Selena Blaine (53% of M-3 = $26,886) – LOA to full-time classroom teacher position  
Budgeted at $27,859  

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Erin Robichaud
Gilmanton, NH
Education:
Mill Brook School
Preschool Special Education Teacher
University of New Hampshire, Durham, NH, M.Ed./16
University of New Hampshire, Durham, NH, BS/13
Woodland Heights Elementary School, Laconia, NH
Preschool Special Education Teacher, 16-18
Erin replaces Shira Siegel (60% of M-13 = $46,404) – resignation
and Elizabeth Collopy (40% of M+30-2 = $20,291) – resignation
Budgeted at $66,695
TO: Members, Concord School Board

FROM: Larry Prince, Director of Human Resources

DATE: September 4, 2018

REFERENCE: Fall Coach Nominations

Danielle Rossetti
Concord, NH
Girls Freshman Soccer Coach

Education:
- Plymouth State University, Plymouth, NH, BS/18
- Plymouth State University, Plymouth, NH, MBA/19

Profession: DBI Glass & Aluminum, Raymond, NH
Office Assistant, 2010-present

Experience:
- Seacoast United Soccer, Hampton, NH
  Assistant Youth Soccer Coach, 2013-2015
- Danielle replaces Renee Jeffrey Phillips

Molly Emerson
Concord, NH
JV Volleyball Coach

Profession: Nursing Student

Experience:
- Concord High School
  Volunteer Coach, 2016-present
- Concord Parks & Recreation, Concord, NH, 2013-2016
  Recreational Assistant, 2013-2016
- Molly replaces Renee Zobel

Danielle Rossetti
Concord, NH
Girls Freshman Soccer Coach

Education:
- Plymouth State University, Plymouth, NH, BS/18
- Plymouth State University, Plymouth, NH, MBA/19

Profession: DBI Glass & Aluminum, Raymond, NH
Office Assistant, 2010-present

Experience:
- Seacoast United Soccer, Hampton, NH
  Assistant Youth Soccer Coach, 2013-2015
- Danielle replaces Renee Jeffrey Phillips

Molly Emerson
Concord, NH
JV Volleyball Coach

Profession: Nursing Student

Experience:
- Concord High School
  Volunteer Coach, 2016-present
- Concord Parks & Recreation, Concord, NH, 2013-2016
  Recreational Assistant, 2013-2016
- Molly replaces Renee Zobel
Concord School District  
Board of Education  
Communications and Policy Committee

Date: August 8, 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 5:30 p.m. The agenda was to discuss Policy #132 and a number of other personnel-related policies. The Committee also set the date for a non-public hearing on a personnel matter for August 27, with backup dates of August 28 and August 29.

Policy #132 Agenda Preparation and Dissemination

The Committee discussed this policy again and removed the final two sentences of the proposed policy. A sentence was added about committee agenda preparation.

Policy #136 Public Participation at Board Meetings

This new policy would affirm that public comments must be made in the specified five-minute period, with no extension. Superintendent Forsten noted that complaints about employees, students or the Superintendent are addressed in Policy 812 Communication of Concerns to School Officials, and are not included in this one. The former proposed final paragraph about how speakers are to conduct themselves has also been removed.

Mr. Fennessy affirmed that two policies would accomplish what the Board intended. He stated that he did not want to require members of the public to bring a topic to the Superintendent prior to speaking at a Board meeting. He also did not want the Board to be perceived as limiting speech based on commenters’ content. He agreed that the paragraph related to defamatory statements could be deleted, and potential disruptive behavior could be addressed by contacting the police if necessary.

There was a brief discussion about the potential for a member of the public to speak specifically about an employee or student. Mr. Fennessy pointed out that the Board could adjourn the meeting if a speaker referenced a student by name, and that the five-minute timeframe would in part pertain to such a situation. Ms. Patterson noted that the Board cannot speak about a personnel matter.
Policy #215/#442 Transfer Within the District

This policy was last reviewed in 2017. No changes were made.

Policy #450 Teacher Performance and Evaluation

Superintendent Forsten proposed changing the name of this policy to Teacher Performance and Evaluation System, based on NHSBA policy GCO, to conform with RSA 189:1-a, Duty to Provide Education. “School Board” was changed to “Superintendent,” as the Superintendent and designees would develop the system. The final sentence of the second paragraph was removed.

Policy #451 Other Employees

Superintendent Forsten noted that the Board has not had a policy for evaluation of support staff, and suggested the Board consider adopting NHSBA policy GDO in place of the current policy. The name was changed to Evaluation of Non-Teaching Employees.

Policy #461 Substitutes

Superintendent Forsten suggested that the Board adopted NHSBA policy GCG in place of the current policy. After discussion, the Committee added a sentence about criminal history records check, and a sentence about Principals’ responsibilities.

Policy #480 Trust Fund

Maureen Redmond-Scura explained the relationship between the Concord Teachers Benefit Trust (of which the Superintendent of Concord School District is the Trustee) and the Concord Trust for the Enhancement of Public Education. Mr. Fennessy noted that the Board policy might not bring additional legal force to the Trustee designation in Trust Fund documents. Ms. Patterson asked Superintendent Forsten for more background information on the Trust.

Policy #101.1/#481 Board Member Indemnification – Save Harmless

This policy was last reviewed in 2016. Mr. Fennessy suggested adding a reference to RSA 91-A, recent changes to which provide some personal liability for Board members who act in violation of the statute. Ms. Patterson suggested a review of RSA 91-A. She also noted that, as Policy 101.1/481 applies to any designated employee or agent, perhaps the title of the policy should be changed. Mr. Fennessy asked whether another existing policy covers employee indemnification, and suggested reviewing the District’s Primex insurance policy to ensure consistency with Board policy. The Committee decided to keep Policy #101.1 as is, and to revise policy #481 to cover employees and agents. The Superintendent will bring revised text to the next Committee meeting.

Policy #482 Teachers, Exploitation of

Superintendent Forsten proposed adopting NHSBA policy GBJ, Personnel Records in place of the current policy. The new text would comply with current privacy laws.
Policy #482.1 Concord School District Self-Funding Plus Program Statement of Policy Regarding the Use and Disclosure of Protected Health Information

Superintendent Forsten recommended that this policy be deleted, as the District no longer self-funds. Other concerns within this policy are covered by HIPAA (Policy #422).

Policy #483/740 Liability

The Board policy was last revised in 1976. Superintendent Forsten proposed that the Board replace the text of and name of this policy to NHBA policy EIB, Liability Insurance and Pooled Risk Management. Several additional text changes were made.

Policy #491 Cafeteria Workers

Superintendent Forsten proposed replacing the text of this policy with NHSBA policy GDB, Employment of Personnel, and deleting Policy #492 Custodians.

Board member Liza Poinier asked whether Policy 132 should also apply to Board committee meetings. Ms. Patterson suggested that the policy apply only to Board meetings. The phrase "regular and special" was added to the first sentence of the policy. A sentence was added about the effort to make committee agendas available before each meeting.

The Committee voted 4-0 to recommend to the full Board a first reading of the policies which were revised or suggested to be deleted: policies #132 Agenda Preparation and Dissemination; #136 Public Participation at Board Meetings (new); #450 Teacher Performance and Evaluation; #451 Other Employees; #461 Substitutes; #482 Teachers, Exploitation of; #483/740 Liability; #491 Cafeteria Workers; and Policies #482.1 Concord School District Self-Funding Plus Program Statement of Policy Regarding the Use and Disclosure of Protected Health Information and #492 Custodians (recommended for deletion) (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

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

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 regular and special 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 on 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. The Superintendent will endeavor to have Board committee agendas prepared and posted within 24 hours prior to the committee meeting. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only.

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

Adopted 1971. Revised April 3, 2017; __________, 2018
Corresponds to NHSBA Policy BEDB
Concord School District Policy #136

Public Participation at Board Meetings

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. All meetings of the Board pursuant to RSA 91-A shall be open to the public. The Board encourages residents to attend and participate in Board meetings.

The Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3.

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.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal References:
RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Non-Public Sessions
Policy #135 Rules of Order

Adopted ____________, 2018
Corresponds to NHSBA Policy _________
Concord School District Policy #450

Teacher Performance and Evaluation System

The School Board will adopt and the Superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The Superintendent will involve teachers and Principals in the development of these procedures and the corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions.

The performance and effectiveness of a teacher shall be evaluated through a written evaluation procedure specified in the current collective bargaining agreement for the individual association.

In the absence of written evaluation procedures contained in applicable collective bargaining agreements, the School Board and Superintendent shall adopt and implement teacher evaluation procedures, criteria and other necessary components.

"Teacher" means any professional employee of any District whose position requires certification as a professional engaged in teaching. The term "teacher" shall also include Principals, assistant principals, librarians and guidance counselors.

Legal References:
RSA 189:1-a, Duty to Provide Education
RSA 189:14-a. Failure to be Renominated or Reelected
N.H. Code of Administrative Rules, Section Ed. 302.02(n), Substantive Duties of Superintendents
N. H. Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals

Adopted December 5, 2011. Revised __________, 2018
Corresponds to NHSBA Policy GCO
Concord School District Policy #451

Other Employees: Evaluation of Non-Teaching Employee

The performance of each non-teaching employee shall be monitored throughout the year. The employee’s immediate supervisor is responsible for a formal written assessment of the employee’s performance based on his/her specifically assigned duties, which will be submitted according to District procedures.

It will be the responsibility of the Superintendent to implement appropriate evaluation procedures for non-certified staff.

This policy may be superseded by a collective bargaining agreement.

The building Principal is responsible each year to evaluate, justify and recommend in writing to the Superintendent, persons for positions in extracurricular or school-oriented activities, department heads, aides and secretaries which are already budgeted by the School Board. The building Principal and Director of Physical Education and Sport will recommend, in writing to the Superintendent, candidates for physical education and athletic positions.

Concord School District Policy #461

Substitutes

Concord School District will maintain a substitute list of qualified individuals to serve as substitutes for Concord schools. All substitute employees must undergo a Criminal History Records Check prior to any employment.

Substitute teachers will be paid based on the guidelines established below and in accordance with the rates set annually by the School Board.

1. **Substitute.** A person who is hired to replace a teacher for up to five consecutive school days.

2. **Long-Term Substitute.** A person who is hired to replace a teacher after completing five consecutive school days in the same assignment.

3. **Permanent Substitute.** A person who is hired to serve as substitute on a regular basis at a particular level (e.g., elementary) or school.

Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

**Legal Reference:**
RSA 189:13-a, School Employee and Volunteer Background Investigations

Adopted March 4, 1991. Revised December 7, 1992; October 6, 2008; __________, 2018

Corresponds to NHSBA Policy GBCD
The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements.

The District will not disclose any personally identifiable data or information to any person outside of the District, except as may be required by law.

Legal References:
RSA 91-A:5, Access to Public Records
RSA 189:65, VII-a, Student and Teacher Information Protection and Privacy
RSA 189:67, Limits on Disclosure of Information
Appendix GBJ-R

Adopted June 1971. Revised May 3, 1983;________, 2018
Corresponds to NHSBA Policy GBI

Teachers' names, addresses and telephone numbers (school directory) will be given only to those outside organizations, agencies, etc. that have received prior approval of the Concord Education Association or the School Board.
Concord School District Policy #482.1

Concord School District Self-Funding Plus Program Statement of Policy Regarding the Use and Disclosure of Protected Health Information

This is a statement ("Statement") of Concord School District Self-Funding Plus Program ("Plus Program") regarding the permitted and required uses and disclosures of Protected Health Information ("PHI") as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any other laws to which the Plus Program is subject in connection with the Plus Program's participation in HealthTrust and its self-funded program. (All capitalized terms in the text herein are as defined in HIPAA unless otherwise indicated.)

Use and disclosure of Protected Health Information

The Plus Program will use PHI to the extent of and in accordance with the uses and disclosures permitted by HIPAA. Generally, it is expected that the Plus Program will only utilize PHI in connection with HealthTrust's provided self-funded program and administrative functions in connection with it. As further clarification:

The Plus Program will not use or further disclose PHI other than is permitted or required by this policy or by law.

1. The Plus Program will not use or disclose PHI for employment-related actions and decisions unless the Plus Program has received an authorization from the individual with respect to whom such PHI relates.

2. The Plus Program will not use PHI in connection with any other benefit or employee benefit plan of the Plus Program unless authorized by the individual with respect to whom the PHI relates.

3. The Plus Program will report to HealthTrust any PHI use or disclosure that is inconsistent with the uses or disclosures provided for in the policy and in accordance with HIPAA or any other applicable law and of which it becomes aware.

4. The Plus Program will make PHI available to an individual in accordance with HIPAA's access requirements.

5. The Plus Program will make PHI available for amendment by the individual with respect to whom the PHI relates and to incorporate any such amendments to PHI in accordance with HIPAA.

6. The Plus Program will make available the information required to provide an accounting of disclosures.

7. The Plus Program will make internal practices, books and records relating to the use and disclosure of PHI received from HealthTrust available to the United States Health and Human Services Secretary for the purposes of determining HealthTrust's compliance with HIPAA.
8. The Plus Program will, if feasible, return or destroy all PIE received from HealthTrust that the Plus Program still maintains in any form, and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made (or if returning to HealthTrust or if destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction not feasible).

9. The Plus Program will ensure that, in accordance with HIPAA, only the employees specifically identified, or classes of employees that are under the control of the Plus Program’s governing body or specifically designated by the governing body of the Plus Program to receive PHI, may be given access to PHI by the Plus Program.

10. The Plus Program will ensure that if any person(s) described above do not comply with the policy of the Plus Program, the Plus Program shall employ a mechanism for resolving issues of noncompliance, including disciplinary sanctions.

The Plus Program will use and disclose PHI permitted by authorization of Plus Program’s employee.

In addition to Paragraph A above, with a written authorization on a form of and otherwise acceptable to HealthTrust (the “Authorization”) from the Plus Program’s employee, the Plus Program will disclose PHI of an employee to the person or entity specifically identified in the Authorization, including HealthTrust.

Disclosure of PHI to the Plus Programs without Authorization or Certification

Generally, the Plus Program will not disclose PHI received from HealthTrust or otherwise except as provided in Paragraphs A and B above. In addition, however, the Plus Program may disclose PHI to consultants and advisors in connection with receipt of advice or administration of the self-funded plan of the Plus Program. Under such circumstances, the Plus Program will ensure that any such agent will be subject to the same restrictions and conditions that apply to the Plus Program with respect to such PIE.

Adopted August 4, 2003. Revised__________
Corresponds to NHSBA Policy_______
The District may procure liability insurance to protect against risks of loss, cost or damage to itself, its employees or its students, or other loss. Such insurance may include general liability coverage, automobile liability coverage, errors and omissions liability coverage and other coverage as the Superintendent may determine. Liability limits for all coverage will correspond to those limits established by applicable law.

The District may also participate in a pooled risk management program. The pooled risk management program may be utilized for: the defense of claims and indemnification for losses arising out of the ownership, maintenance and operation of real or personal property and the acts or omissions of school officials, school employee, or agents of the District; the provision of loss prevention services including, but not limited to, inspections of property and the training of personnel; and the investigation, evaluation and settlement of claims by and against the District. Membership in a pooled risk management program will conform to the provisions set forth in RSA 5-B and related statutes.

Legal References:
RSA 5-B, Pooled Risk Management Programs
RSA 507-B:4, Limit of Liability

* Also Policy #740
Corresponds to NHSBA Policy E1B

Public liability insurance will be carried by the School District to furnish protection against suits resulting from student accidents.
Concord School District Policy #491

Employment of Personnel

It is the policy of the School Board to recruit and select for employment the best qualified applicant for each position within the District without regard to race, color, national origin, religion, age, qualified handicap, marital status or sexual orientation.

These provisions apply unless otherwise covered by a specific bargaining agreement.

Applications

Written application will be available online and at the Central office for those persons seeking employment with the District. The application will contain information concerning job experience, references, and other details as may be required. The Superintendent and Human Resources Director will coordinate hiring procedures for all job applicants.

Definitions

Salaried employee: personnel under written contract for a specified period of time, whose compensation is set and determined on a per-pay-period basis, and whose normal workday coincides with that of the regular school day.

Hourly wage employee: personnel not under written contract for any specified period, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment.

Wages

Compensation for salaried non-certified, unaffiliated employees will be determined on an individual basis and will be recommended by the Superintendent to the Board each year.

Compensation for hourly employees will be according to a salary schedule approved and a part of the associated contract bargaining agreement (CBA), if applicable.

Work Day

Each non-certified employee’s supervisor will establish the employee’s work schedule, including starting time, break time, lunchtime and ending time.

Payroll Deductions

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis.

Leave

Requests for leave by non-certified personnel will be handled individually by the relevant supervisor and may be allowed for reasons such as illness, death of a close relative, maternity, personal time and vacation.
Grievances

All grievances should be settled in accordance with the relevant CBA procedures. For unaffiliated employees, grievances should be brought to their immediate superior. Appeal may be made to the Superintendent.

Annual Notice

The Superintendent will notify all educational support staff and non-certified employees by the last day of each school year of the District's intent to continue or not continue their respective employment for the following school year. The notification will be in writing.

The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff re-organization, student enrollment and others.

Legal References:
RSA 189:14-h, Notice to Education Support Personnel and Non-Certified School District Employees Required

Adopted 2018
Corresponds to NHSBA Policy GDB

Cafeteria Workers

The Superintendent or designee will be responsible for interviewing and recommending to building Principals personnel to be employed in the School Nutrition Services Department ("Nutrition Services").

Adopted December 1983. Revised February 2, 2004

Concord School District Policy #492

Custodians

The Director of Facilities will be responsible for listing and advertising custodial vacancies. The Director will collect appropriate data on each candidate and forward such data to the building Principal where the vacancy exists. Candidates must be interviewed by the building Principal and head custodian of the building. Recommendations must then be forwarded to the Superintendent or designee. Approval or disapproval of candidates must be reduced to writing and kept on file in the Director's office.

Adopted December 1983. Revised February 2, 2004
Committee members present: Clint Cogswell, Chair, Liza Poinier

Other School Board members present: Jennifer Patterson, Jim Richards, Tom Croteau

Administration: Superintendent Forsten, Superintendent

Committee chair Clint Cogswell calling the meeting to order at 5:30 p.m.

Superintendent Forsten present the initial draft of the opening pages of the District’s planned brochure, which will include its vision and mission statements, a message from the Superintendent, a map of the elementary school attendance zones within the city, a page about the District’s preschool program, a page or more about each school, including photos of each school Principal, a page about the District’s Transportation department, and components of the District Charter, among other content. She presented the table of contents, and the overall draft design, meant to convey the exciting work of the District.

Committee members and other Board members present commented on and made suggestions for the scope of the project, as well as specific content areas, including possibly highlighting a specific piece of curriculum or student experience and engagement in different types of learning in the District. This would give a qualitative sense of Concord’s innovative approach including, for example, inclusion, school climate, after school programming (21C), drama programs, ROPE field trips, summer programs, even the PACE assessment work.

Superintendent Forsten noted that an outside firm would likely be contracted for the printing of this piece due to technical design and composition requirements.

A meeting with members of the City Council and administration is planned for September, and the next meeting of the Committee will be in October.

The Committee voted 2-0 to adjourn (motioned by Liza Poinier, seconded by Clint Cogswell).

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Clint Cogswell, Chair

Terri Forsten, Recorder
Tom Croteau opened the Finance Committee meeting with an overview of the agenda, focusing on the Fresh Fruits and Vegetables Program (FFVP) in the elementary schools.

Jack Dunn reviewed the history and eligibility requirements of the FFVP in Concord, notification for this year, and calculation of the cost to provide the program at District cost to two schools which are not eligible.

The Fresh Fruit and Vegetable Program provides children in participating schools with a variety of free fresh fruits and vegetables throughout the school year. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. The FFVP encourages schools to develop partnerships at the state and local level for support in implementing and operating the program.

Mr. Dunn provided an overview of the District's participation in the program in each school over the past five years. The range of associated costs has been $7,700 to $23,000; this range is variable because of the difference in the number of days per week (3 to 5 days per week); the grant program offers $65/student per year.

Committee members and administration discussed the details of the program. Three of five Concord elementary schools qualify for support for the coming year. Beaver Meadow School and Christa McAuliffe School did not qualify for FFVP for the coming year.

A range of projected costs was presented for the Committee's consideration to support the FFVP at CMS and BMS. For three days it would be $12,000; for four days it would be $18,000; and for five days it would be $24,000, for each school.

Committee members discussed whether District funding should continue for what had been a fully-funded grant program and is now substantially reduced. There was a question of whether the Board would continue to provide funding when grant funding dissipates. Committee members discussed whether the Board would be willing to provide funding if the funding changes next year and only two schools receive federally-funded FFVP. Committee members asked whether funding could be shared
across the District, but that would not be acceptable per federal guidelines. The Board has worked to provide equitable programming in Concord’s five elementary schools. Several members of the Committee expressed interest in providing funding to support this program so that it would be available in all the elementary schools.

Mr. Crush made a motion to recommend to the Board that five days of FFVP be provided, for $48,000, for the coming year. The Committee discussed this motion. Mr. Croteau said that he would like this program to be revisited every year as part of the budget process.

The Committee voted 4-0 to recommend to the Board that five days of FFVP be provided, for $48,000, for the coming year (motioned by Chuck Crush, seconded by Pam Wicks).

The Committee voted 4-0 to adjourn (moved by Mr. Richards, seconded by Mr. Crush).

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Tom Croteau, Chair
Terri Forsten, Recorder
# September 2018 Board Meetings

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