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 (August 7) ............................................. pp. 3-7

V. Presentation on visit to Nebraska Middle School/Family YMCA Facilities

VI. PERSONNEL
   a. Staff confirmations ................................................................. pp. 8-9
   b. Coach confirmations ............................................................. pp. 10-12
   c. Leave of absence

VII. COMMUNICATIONS & POLICY
   • Policy #300 – Fiscal Management Plan (2nd reading) .................. p. 13
   • Policy #301 – Fraud Prevention (2nd reading) ......................... pp. 14-15
   • Policy #320 – Purchasing Procedure (2nd reading) ..................... pp. 16-17
   • Policy #322 – Bidding (2nd reading) ........................................ p. 18
   • Policy #322.1/874 – Cooperative Purchasing (2nd reading) ......... p. 19
   • Policy #350 – Fixed Assets (Inventories) (2nd reading) .............. p. 20
   • Policy #323 – Purchasing of Goods for Non-District Usage
     (2nd reading, considered for deletion) ....................................... p. 21
   • Policy #372 – Home Use of District Computers
     (2nd reading, considered for deletion) ....................................... p. 22

VIII. PROPOSED CALENDAR OF MEETINGS ........................................... pp. 23-24

IX. OTHER
   a. Fresh Fruits and Vegetables Program
   b. Non-Resident Student Request (non public per 91-A:3IIc)

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

XI. ADJOURNMENT
Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:03 p.m.

Agenda Item 2. Approval of Agenda

The Board voted 5-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Jennifer Patterson).

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 July 10.

The Board voted 5-0 to approve the minutes of the regular monthly meeting on July 10 (moved by Ms. Redmond-Scura, seconded by Ms. Patterson).

Agenda Item 5. Personnel
Larry Prince presented several teacher confirmations.

Gabriel Cohen, Performing Arts Coordinator, Concord High School, $16,133, 20% at M-14, one year only. Gabe replaces James Foley (20% at B-13 = $14,636) – resignation. Budgeted at $14,636
A. Brin Cowette, Music Teacher, Concord High School, $20,624, 40% at B-5, 20% one year only. 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, ELL Teacher, Rundlett Middle School, $21,812, B-1, 1st semester only. Elizabeth replaces Anne Mills (96 days at M-6 = $30,537) prorated 96 days - LOA. Budgeted at $30,537.


Robert Fogg III, Music Teacher, Beaver Meadow School and Christa McAuliffe School, $53,140, 90% at B-8, 50% one year only. 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.


Brian Collopy, Special Education Teacher, Abbot-Downing School, $53,223, M-4, one year only. Brian replaces James Clute (M-14 = $80,665) – LOA to fill 50% special education teacher position. Budgeted at $80,665.

Alexandra Sargent, Kindergarten Teacher, Abbot-Downing School, $22,038, 50% at B-2. Alex replaces Emily Davis (50% at B-2 = $22,038) – resignation. Budgeted at $22,038.

The Board voted 5-0 to confirm the teacher hires as presented (moved by Ms. Redmond-Scura, seconded by Nathan Fennessy).

Larry Prince presented one coach confirmation.

Molly McGilvray, Girls’ Field Hockey B1 Coach, Rundlett Middle School, $2,079, Step 1, Group 11, 5.0%. Molly replaces Tonya Pursell.

The Board voted 5-0 to confirm the coach hire as presented (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

Larry Prince presented two leaves of absence: a professional leave request from Gabe Cohen, and a medical leave for a physical education teacher at Beaver Meadow School.
The Board voted 5-0 to confirm the leave of absence requests as presented (moved by Ms. Redmond-Scura, seconded by Alana Kimball.).

Agenda Item 6. Communications and Policy

Ms. Patterson presented the report of the Committee meeting on July 12.

Policy #261 Agreements between the State of New Hampshire and/or the City of Concord and Concord School District was left unchanged; the date of review was added.

The following policies were presented to the Board for a first reading: 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; Policy #390 – Investments.

The following policies were considered for deletion: Policy #323 – Purchasing of Goods for Non-District Usage; Policy #372 – Home Use of District Computers.

Mr. Fennessy expressed concern about the change to the word “shall” in in the penultimate paragraph of Policy #301 Fraud Prevention. Ms. Patterson noted that the sentence referred to “seeking” to recover funds (making the effort), as would be the case in any instance. Board members suggested changing the word “shall” back to “may.”

Regarding Policy #322.1/874 Cooperative Bids, Mr. Fennessy asked Superintendent Forsten whether other districts purchase cooperatively; she indicated that this is common among smaller districts.

Ms. Patterson asked whether Policy #390 Investments is needed, and whether most of its clauses might be covered under the Charter. Business Administrator Jack Dunn indicated that District Treasurer Kass Ardinger also expressed several concerns with language in the policy. The District will also solicit input from the auditors. The policy will go back to the Communications Committee for further work.

Agenda Item 7. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for August and September, noting in particular the September 27 Capital Facilities Committee meeting to be held at RMS, at which HMFH will make its presentation of the RMS Facility Study. The Board determined an alternate date for the School Board candidates’ information session, on September 13.

Agenda Item 8. Other

2017-2018 school lunch prices
Food Services Director Donna Reynolds noted for the Board that Concord School District participates in the National School Lunch Program (NSLP). 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, so the free- and reduced-price funds are not supporting the paid meal costs. 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

Annually, the program publishes a Paid Lunch Equity Tool (PLE) that requires the District to enter its October (paid) meal counts to determine if the District is providing sufficient funds. Based on October 2016 numbers, the PLE has determined that the District must either increase prices (Board Policy #361) or increase the funding to the food service program from the general fund. The administration recommended maintaining current elementary level lunch prices at $2.50 per meal, and mitigating the need to increase meal prices by using non-federal sources. Based on corrected information, the General Fund, Adult Meal Sales, Catering, etc. (non-federal sources) would need to contribute $16,747.50 or less to the Food Service Fund.

Ms. Reynolds noted that raising meal prices would have a detrimental effect on the overall program. An increased amount of catering by the Food Service Department, or other non-federal funds, could mitigate the required $16,747.50 shortfall. Mr. Fennessy noted that the Food Service program is always running at a deficit, and asked whether there are other actions the Board could take to solve this problem. Mr. Dunn noted that, for example, while the coffee bar at CHS is popular, its concurrent effect of the increased purchase of a la carte items add to the imbalance (only full meals are reimbursable) that must be addressed according to federal regulations. Ms. Reynolds noted that the challenge is to increase the purchase of reimbursable meals at the high school. The federal regulations are set up such that not addressing this issue would result in an audit finding.

The Board voted 5-0 to accept the administration’s recommendation to maintain the current price of elementary school lunches, to contribute at most $16,747.50 in non-federal funds to the Food Service department, subject to further discussion at a future joint meeting of the Finance and Communications & Policy Committee (motioned by Ms. Patterson, seconded by Mr. Fennessy).

Community Education

Superintendent Forsten discussed the draft Memo of Understanding with ConcordTV to handle the management of Community Education until and if the City of Concord assumes responsibility for the program in January, 2018. The initial term of the agreement with ConcordTV is July 24, 2017 through December 31, 2017, and will be
terminated automatically. In this agreement, ConcordTV would provide on-site and telephone coverage for the District’s Community Education Program for the fall semester, including registration for classes, onsite access to designated classrooms, processing tuition payments and instructor timesheets, and providing instructors with materials and equipment.

The Board voted 5-0 to approve the Memo of Understanding between the District and ConcordTV subject to the addition of the full name and legal status of Concord Television (motioned by Ms. Patterson, seconded by Mr. Fennessy).

Agenda Item 9. Public comment
There was no public comment.

Agenda Item 10. Adjournment

The Board voted 8-0 to adjourn (motioned by Ms. Redmond-Scura, seconded by Mr. Fennessy).

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

Clint Cogswell, President
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: September 5, 2017
REFERENCE: Teacher Confirmations

Christine Giacalone
Concord, NH
Education: University of Texas at Austin, Austin, TX, Ph.D./08
Middlebury College, Middlebury, VT, MA/02
University of Mary Washington, Fredericksburg, VA/BA
Experience: Rundlett Middle School
Spanish Teacher, 80%, 16-17
Rivier University, Nashua, NH
Assistant Professor, Coordinator of Modern Languages Program, 14-16
College of Saint Elizabeth, Morristown, NH
Spanish Teacher, 12-14
United States Military Academy College, West Point, NY
Spanish Teacher, 08-12
The Girls’ School of Austin, Austin, TX
Spanish Teacher, 07-08
This is in addition to Christine’s 80% World Language position.
Christine replaces David Page (20% at M14 = $16,133) – transfer to CHS
Budgeted at $16,133

Olivia Broderick
Gilford, NH
Education: Keene State College, Keene, NH, BS/16
New Position
Superintendent’s Contingency Fund
<table>
<thead>
<tr>
<th>Name</th>
<th>School/Position</th>
<th>Annual Salary</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elizabeth Williams</strong></td>
<td><strong>Beaver Meadow School</strong> Kindergarten Teacher</td>
<td>$20,790</td>
<td>50% at B-1 one year only</td>
</tr>
<tr>
<td>Concord, NH</td>
<td>Plymouth State University, Plymouth, NH, BS/17</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elizabeth replaces Meredith Shepherd – LOA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elizabeth replaces Margaret Barry (50% at B-11 = $33,264) - retirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budgeted at $33,264</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Alexander Crosby</strong></td>
<td><strong>Broken Ground School</strong> Classroom Teacher</td>
<td>$21,812</td>
<td>96 days at B-1 1st semester only</td>
</tr>
<tr>
<td>Concord, NH</td>
<td>Grand Canyon University, Phoenix, AZ, BS/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alex replaces Lynn Warner (96 days at M-14 = $42,316) – LOA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budgeted at $42,316</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meredith Shepherd</strong></td>
<td><strong>Christa McAuliffe School</strong> Classroom Teacher</td>
<td>$48,234</td>
<td>M-2 one year only</td>
</tr>
<tr>
<td>Concord, NH</td>
<td>University of Rhode Island, Kingston, RI, MA/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education:</td>
<td>Keene State College, Keene, NH, BA/11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beaver Meadow School Classroom Teacher, 16-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meredith is taking a one year only leave of absence from her 50% kindergarten teacher position.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New position</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Superintendent’s Contingency Fund</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Members, Concord School Board  
FROM: Larry Prince, Director of Human Resources  
DATE: September 5, 2017  
REFERENCE: Fall Coach Confirmations

Renee Zobel  
Northwood, NH  
Education: Wheaton College, Wheaton, IL, BS/03  
Profession: NH Fish and Game, Durham, NH  
   Biologist II, 09-present  
Experience: Concord High School  
   Assistant Volleyball Coach Volunteer, 15-17  
   Capital Region Volleyball Club, Concord, NH  
   Head Volleyball Coach, 08-17  
   Assistant Volleyball Coach, 05-08  
New Hampshire Technical Institute, Concord, NH  
   Head Volleyball Coach, 09-15  
   Assistant Volleyball Coach, 05-08  
Renee replaces Lauren Hannum

Sarah Paquin  
Manchester, NH  
Education: Eastern University, St. David’s, PA, BS/14  
Profession: Rundlett Middle School  
   Science Teacher, 2016-present  
Experience: Exeter Youth Association, Exeter, NH  
   Soccer Coach, 15-17  
   Licensed Soccer Coach, CPR/First Aid/AED certification  
   Exeter High School, Exeter, NH  
   Soccer and track and field player, 07-11  
Sarah replaces Amy Sherr

Renee Zobel  
Northwood, NH  
Education: Wheaton College, Wheaton, IL, BS/03  
Profession: NH Fish and Game, Durham, NH  
   Biologist II, 09-present  
Experience: Concord High School  
   Assistant Volleyball Coach Volunteer, 15-17  
   Capital Region Volleyball Club, Concord, NH  
   Head Volleyball Coach, 08-17  
   Assistant Volleyball Coach, 05-08  
New Hampshire Technical Institute, Concord, NH  
   Head Volleyball Coach, 09-15  
   Assistant Volleyball Coach, 05-08  
Renee replaces Lauren Hannum

Sarah Paquin  
Manchester, NH  
Education: Eastern University, St. David’s, PA, BS/14  
Profession: Rundlett Middle School  
   Science Teacher, 2016-present  
Experience: Exeter Youth Association, Exeter, NH  
   Soccer Coach, 15-17  
   Licensed Soccer Coach, CPR/First Aid/AED certification  
   Exeter High School, Exeter, NH  
   Soccer and track and field player, 07-11  
Sarah replaces Amy Sherr
Amy Sherr Rundlett Middle School $2,495
Bedford, NH Girls A Soccer Coach Step 3, Group 11
Education: University of New Hampshire, Durham, NH, MA/13
University of New Hampshire, Durham, NH, BA/11
Profession: Rundlett Middle School 6.0%
Experience: Social Studies Teacher, 14-present
Rundlett Middle School
Cross Country Supplemental Coach, 2016
Girls’ B Soccer Coach
Ross Lurgio Middle School, Bedford, NH
Co-Coach Boys’ Soccer Teams, two seasons
Girls’ Basketball Assistant Coach, one season
Timberlane Regional Middle School, Plaistow, NH
Girls’ Basketball Coach, one season
Bedford Basketball League
Co-Ed Basketball League Manager
High School Soccer Player, four years
College Intramural basketball player, three years
Amy replaces Elizabeth Logan
### FALL - 2017 COACHING NOMINATIONS

September 5, 2017

**CONCORD SCHOOL DISTRICT**  
**CONCORD, NEW HAMPSHIRE**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>TBA - Open</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONCORD HS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POSITION</th>
<th>STIPEND</th>
<th>NAME</th>
<th>Elect Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected</td>
<td>Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall - 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOYS SPORTS:**

- **Cross Country** 3,950 Tristan Black-Ingersoll  
- **Football (Head)** 7,900 Eric Brown  
- **Football (Asst)** 5,405 Kevin Nyhan  
- **Football (Freshman)** 5,405 Colin Brown  
- **Football (JV)** 5,405 Hamilton Munnell  
- **Football (JV)** 5,405 Michael Pelletier  
- **Football (Freshman Asst)** 3,534 David Levesque  
- **Golf** 2,287 Mark McDonough  
- **Soccer (Head)** 5,405 Scott Dunlop  
- **Soccer (JV)** 2,911 Andrew Baldwin  
- **Soccer (Freshman)** 2,287 Simon Parsons  
- **Intramural Strength Training** 1,247 Nicholas Zeras  
- **Ticket Manager (annually)** 2,079 Andrea Bacher

**GIRLS SPORTS:**

- **Cheerleading (Head)** 3,950 Laura Norwalt-Owen  
- **Cheerleading (JV)** 1,663 Lisa Waszeciak  
- **Cross Country** 3,950 Allison Davis  
- **Field Hockey (Head)** 3,950 Andrew Briers  
- **Field Hockey (JV)** 2,495 Angela "Paige" Kingsley  
- **Soccer (Head)** 5,405 Philip Tuttle  
- **Soccer (JV)** 2,911 Sarah Fuhrmeister  
- **Soccer (Freshman)** 2,287 James Jefferson Phillips, II  
- **Volleyball (Head)** 3,950 Jonathan Flower  
- **Volleyball (JV)** 2,495 Renee Zobel

**CHS COED SPORTS:**

- **Soccer Unified** 1,247 Amanda Bacher

**RUNDLETT MS:**

- **RMS Athletic Facilitator** 7,900 Scott Owen

**BOYS SPORTS:**

- **Soccer (7 & 8 Grade) A** 2,495 Kerry Clock  
- **Soccer (7 & 8 Grade) B** 2,495 Michael Serard  
- **Soccer (7 & 8 Grade) B2** 2,495 William Savage  
- **Soccer (7 & 8 Grade) B3** TBA  
- **Cross Country B/G (6-8) Head** 2,495 Shawn Moseley  
- **Cross Country B/G (6-8) Asst** 1,247 Jeffrey Litchfield  
- **Cross Country B/G (6-8) Supp.** TBA

**GIRLS SPORTS:**

- **Field Hockey (6,7,8 Grade) A** 2,287 Tonya Pursell  
- **Field Hockey (6,7,8 Grade) B** 2,079 Molly Mcgilvray  
- **Field Hockey (6,7,8 Grade) Intra** N/A  
- **Soccer (7 & 8 Grade) A** 2,495 Amy Sherr  
- **Soccer (7 & 8 Grade) B** 2,495 Jacquelyn Cook  
- **Soccer (7 & 8 Grade) B2** 2,287 Sarah Paquin  
- **Volleyball (6,7,8 Grade)** 2,495 Christine Shea  
- **Volleyball (6,7,8 Gr.) B** 1,247 Joan Griffin  
- **Volleyball (6,7,8 Grade) Intra** 1,247 Katie Amrol
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 #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 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 #320

Purchasing Procedure

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 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 designee and the Business Office Manager shall authorize purchases up to $1,000 that do not over-expend the appropriate available budget balance. The Business Administrator must also approve purchases over $1,000. The Superintendent must approve purchases over $2,500.

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 or more. No purchase order will be approved without identification of the source of funding. In the case of an unforeseen event that requires immediate purchasing action, the Superintendent or designee may waive this procedure.

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 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 #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.

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.

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 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.

Adopted July 4, 2001. Revised __________, 2017
Corresponds to NHSBA Policy DID
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.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No school</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td><strong>Labor Day</strong>&lt;br&gt;No school</td>
<td></td>
<td>7:00 p.m.</td>
<td>5:30 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td></td>
<td>6:00 p.m.</td>
<td>School Board candidates' info session</td>
<td></td>
<td>7:30 a.m.</td>
<td>Joint City Council/School Board</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td><strong>SCHOOL BOARD</strong>&lt;br&gt;FILING DEADLINE</td>
<td><strong>5:30 p.m.</strong>&lt;br&gt;Communications &amp; Policy</td>
<td></td>
<td>5:30 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td></td>
<td></td>
<td>5:30 p.m.</td>
<td>Capital Facilities at RMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5:45 p.m.</strong>&lt;br&gt;Capital Facilities&lt;br&gt;-on safety, security&lt;br&gt;-non-public</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## October 2017 Board Meetings

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Board meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Communications &amp; Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Special Board meeting to set the tax rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Executive</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:45 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Instructional</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>