Board of Education, Concord School District
Tuesday, September 6, 2016
Non-meeting at 6:00 p.m.
Regular meeting at 7:00 p.m.
38 Liberty Street

I. CALL TO ORDER

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

III. PUBLIC COMMENT – agenda items only

IV. RECOGNITIONS ................................................................. pp. 3-6
Summer Work Crew

V. APPROVAL OF BOARD MINUTES
   a. Regular monthly meeting (August 1) .................................. pp. 7-9

VI. PERSONNEL
   a. Leave of absence requests
   b. Staff confirmations ...................................................... pp. 10-12

X. COMMUNICATIONS & POLICY
   a. Committee meeting report (August 15) .............................. pp. 13-17

XI. JOINT CAPITAL FACILITIES and FINANCE
   a. Committee meeting report (August 22) .............................. pp. 18-22
   b. Recommendation to move forward with transition project,
      from steam to natural gas

XII. OTHER BUSINESS
   a. DOE 25 cover sheet
   b. Technology at CHS
   c. RMS RF update

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

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

XV. ADJOURNMENT
Transportation and Scholarships for BGS and MBS Students to attend YMCA Camp Mowkawogan

As Family Literacy Facilitators for Broken Ground School and Mill Brook School, we obtained grant-funding from local charities to provide a summer day camp opportunity to low-income and new American students:

New Hampshire Charitable Foundation $4,500
Concord Rotary Club $1,000
Child and Family Services (Thanks to Stacey Lazzar) $2,500
Private donation from a member of the Concord Trust board $75

Total: $8,075

This money was used to provide bus transportation and scholarships for 40 students to attend Camp Mowkawogan for one week. Nineteen students attended August 1-5 and 21 students attended August 8-12. Students who attended were recommended by their teachers and/or school staff.

Applications were completed with families and interpreters at ELL Family night at Broken Ground School, on home visits, and by sending applications home to parents after telephone communication.

We sent flyers home and did home visits the week before a child was to attend camp to remind them of their bus time. We rode the bus the first day of camp each week with a staff member from the YMCA to make sure all students were on the bus.

**Budget:**

- Bus transportation for 2 weeks to and from Camp Mowkawogan (provided by CSD): $2,000
- Camperships for 40 students ($150/camper per week): $6,000

The private donation went toward supplies/lunches for students who did not bring lunch or sunscreen, bathing suits, etc. $75

Total: $8,075
The new boss, a man of principles, takes over a Rundlett Middle School

By RAY DUCKLER, Monitor columnist - Tuesday, August 30, 2016

Nothing could stop Jim McCollum from charging through the Rundlett Middle School hallways Tuesday.

Not a left knee that became hamburger after several football-related injuries in Florida. And certainly not a columnist and photographer from the local newspaper, trailing behind, documenting his first day as principal, replacing Tom Sica, now at Concord High.

He wore many hats, including ambassador near the front entrance, greeting students as they stepped off the bus.


McCollum, 53, could have passed for a noble sea captain hunting Moby Dick, with a full head of white hair swept back, and a matching white beard, trimmed to putting-green perfection. He wore a yellow SpongeBob SquarePants tie and blue short-sleeved button down shirt, which showed biceps that have obviously lifted weights.

He covered ground like a slot back, which is the position he played in high school and college, in football-crazed Florida. His father was a captain in the Air Force, a helicopter pilot in Vietnam who was declared missing in action in 1968. McCollum released that information with the same affability and discipline he used to say everything else. He never wasted words. He always moved forward. He never said too much. But he always said enough.

“It’s not going to be about luck today,” McCollum told me. “It’s about structure to make sure each kid feels important and has a sense of purpose.”

He said he was excited, and forced my mind to rewind, adding, “Everyone can remember their first day.”

Remember? Remember when every student, besides yourself, of course, exuded confidence, seemed so comfortable, blended in so easily?

McCollum greeted nervous students shortly after 8 a.m., as they exited their buses. The kids had attended other schools through grade six, meaning this was a whole new ball game, all new hallways to navigate, a whole new set of teachers to meet.

I met Jaxson Conway, fresh from Broken Ground School, whose anxiety and freckles could be seen on his face. He said he was nervous and I asked why. “If my grades are bad,” Jaxson said.

I met Molly Moran, Jaxson’s friend from Broken Ground, standing next to her mother, Jeanne. Molly was nervous, too. “Really nervous,” she told me. “Certain things are hard for me. Math is
pretty hard for me. Last year, I liked social studies. I like that there are teachers who are really nice to you and aren’t rude.”

This, of course, was the Rundlett staff’s central mission on Day 1, to incorporate 300 children into their new environment. (Seventh and eighth graders, about 650 of them, would arrive later for an afternoon session).

McCollum was part traffic cop, part disciplinarian, part cheerleader, part therapist and all principal, a post he held for more than a decade in Laconia.

He presented three microphone-enhanced instructional meetings: one in the cafeteria, with a far wall that seemed miles away, where McCollum reminded students to invite others, those searching for a place to sit, to join them; and the other two in the student activity center, a combination gymnasium, with basketball hoops, and auditorium, with blue chair-back seats.

There, McCollum paced back and forth, showing slides that stated the importance of education and dignity, of respecting others and making good choices, of taking responsibility for your actions and making excellence into a habit, not an act.

“Half of your education is over,” McCollum told his audience. “You’re the Class of 2023. You young ones think that’s a long way off. But for someone like me, that’s tomorrow.” He also told his students that GPAs and extracurricular activities and transcripts and advanced placement courses and family income are not the most vital components of getting into, and succeeding in, college.

Studies have shown, McCollum said, that the work ethic developed in middle school, the foundation built right there, at Rundlett, was the key to opening doors in the future. “I’m going to say this again,” McCollum said. “Yes, I’m going to get that serious with 11-year-olds. It’s how hard you work here.”

McCollum then retreated to his office during a short morning break, making sharp cuts left and right through the narrow maze that made up the school’s nerve center, the administration offices. He received schedule information and quick call outs from staffers as he flew by each door.

He stayed for only a moment, though, long enough to grab a water bottle off his wooden desk before zipping back to the activity center, leaving a columnist and a photographer in his dust.

He covered the same information, this time for a larger group, stressing that the future is here, now, today. He said what he came to say, then watched the group, about 200 boys and girls, file out.

“Choose well,” McCollum told them. “Have a great day, sixth grade.”
Board of Education, Concord School District
Regular monthly meeting
August 1, 2016

Board members: Rusty Cofrin, Tom Croteau, Jennifer Patterson, Jim Richards, Maureen Redmond-Scura
Absent: Clint Cogswell, Nathan Fennessy, Barb Higgins, Alana Kimball
Administrators: Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince

Agenda Item 1. Call to Order
Board Vice President Jennifer Patterson 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 Jim Richards, seconded by Maureen Redmond-Scura).

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

Agenda Item 4. Presentation
Superintendent Forsten presented a PowerPoint to highlight student summer programs with over 1,000 participants across the district. She also highlighted professional development for staff with over 250 participants. The presentation included information on several summer maintenance projects in the schools.

Agenda Item 5. Recognitions
Superintendent Forsten noted several recognitions:
- Students at Broken Ground School are reading to animals awaiting adoption from the Pope Memorial SPCA in Concord
- Coach Hayden Daly was awarded New Hampshire Coach of the Year
- Interim Rurdlett Middle School Principal Jim McCollum was introduced to the Board.
Agenda Item 5. Approval of Board Minutes

Ms. Patterson reviewed the minutes of the regular monthly meeting on June 6.

The Board voted 5-0 to approve the minutes of the regular monthly meeting on July 5 (moved by Tom Croteau, seconded by Rusty Cofrin).

Agenda Item 6. Personnel

Larry Prince presented a number of staff confirmations.

Christopher Makris, Social Studies Teacher, Concord High School, $31,633, 40% of M-14. Chris replaces Kimberly Bleier-Woods (40% of M-14 = $31,633) – LOA. Budgeted at $31,633


Heather Ouellette-Cygan, English Teacher, Concord High School, $15,817, 20% of M-14, one year only. Heather replaces Elizabeth York (20% of M+30-14 = $16,306) – LOA. This is in addition to Heather’s 60% English teacher position. Budgeted at $16,306

Elizabeth York, English Teacher, Concord High School, $16,306, 20% of M+30 14, one year only. Beth is taking a 20% leave of absence from her existing English teacher position. New position. Federal Funds

Jane Cogswell, Out-Of-District Coordinator, Rundlett Middle School, $15,817, 20% of M-14, one year only. Position not filled 15-16. Budgeted at $15,817

Amanda Knight, Special Education Teacher, Rundlett Middle School, $61,963, M-8. Amanda replaces Elizabeth Logan (M+30-10 = $69,299) – transfer to Health teacher position. Budgeted at $69,299

Bethany Roberge, Media/Technology Integrator, Mill Brook School, $20,383, 50% of B-1. Bethany replaces Amy Gillam (50% of M-14 = $39,542) – resignation. Budgeted at $39,542

The Board voted 5-0 to approve the staff confirmations as presented (moved by Mr. Croteau, seconded by Mr. Richards).

Mr. Prince presented several coach confirmations.


Sarah Furhmeister, Girls JV Soccer, Concord High School, $3,873, Step 3, Group 9, 7.0%. Sarah replaces Devon Rabun
Daniel Breen, Girls Freshman Soccer Coach, Concord High School, $2,242, Step 2, Group 11, 5.5%. Dan replaces Sarah Furchmeister.

The Board voted 5-0 to approve the coaching confirmations as presented (moved by Ms. Redmond-Scura, seconded by Mr. Cofrin).

Mr. Prince presented two leave of absence requests.

The Board voted 5-0 to approve the leave of absence requests as presented (moved by Mr. Croteau, seconded by Mr. Cofrin).

Agenda Item 12. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for August and September. A Capital Facilities Committee meeting was added on September 14.

Agenda Item 13. Public comment

There was no public comment.

Agenda Item 14. Adjournment

The Board voted 5-0 to adjourn (motioned by Mr. Croteau, seconded by Mr. Richards).

The Board adjourned at 7:40 p.m.

Respectfully submitted,

Tom Croteau
Secretary
TO: Members, Concord School Board
FROM: Larry Prince, Director of Human Resources
DATE: September 6, 2016
REFERENCE: Teacher Confirmations

Ellen Arcieri
Concord High School
Criminal Justice Teacher
$52,986
67% of M-14
Education:
University of New Hampshire, Durham, NH, MPA/97
University of Massachusetts, Amherst, MA, BS/86
Experience:
United States Marshal’s Service
Federal Court Security Officer, 15-16
Fremont Police Department, Fremont, NH
Detective Lieutenant, 14-15
New Hampshire Marine Patrol
Marine Patrol Officer, 11-13
Mount Washington College, Manchester, NH
Adjunct Professor, Criminal Justice, 11-present
New Hampshire State Police, 87-11
Lieutenant/Special Services Unit
Narcotics and Investigation Unit
Lieutenant/Sergeant/Trooper Investigator
Ellen replaces Scott Lane (67% of M-14 = $52,986) – resignation
Budgeted at $52,986

Kerry Freisinger
Concord High School
Special Education Teacher
$41,579
60% of M-11
Education:
Rivier College, Nashua, NH, M.Ed./07
Alfred University, Alfred, NY, BA/00
Experience:
Dover High School, Dover, NH
Special Education Teacher, 09-16
Alvirne High School, Hudson, NH
Special Education Teacher, 06-09
Kerry replaces Sara Hans (60% of M-14 = $47,450) – LOA to
CHS Job Developer position
Budgeted at $47,450
Sara Hans
Penacook, NH

<table>
<thead>
<tr>
<th>Education:</th>
<th>Concord High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concord School District</td>
<td></td>
</tr>
<tr>
<td>Special Education Teacher, 02-16</td>
<td></td>
</tr>
<tr>
<td>Sara is taking a 60% leave of absence from her special education teacher position.</td>
<td></td>
</tr>
<tr>
<td>This position has moved from the unaffiliated group to CEA for one year only.</td>
<td></td>
</tr>
<tr>
<td>Sara replaces Nancy Carrigg ($47,450) – resignation</td>
<td></td>
</tr>
<tr>
<td>Budgeted at $47,450</td>
<td></td>
</tr>
</tbody>
</table>

Frank Harrison, Jr.
Chichester, NH

<table>
<thead>
<tr>
<th>Education:</th>
<th>Concord High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lehigh University, Bethlehem, PA, MS/11</td>
<td></td>
</tr>
<tr>
<td>Gordon College, Wenham, MA, BS/92</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience:</th>
<th>Concord High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% Science, 20% one-year-only ROPE Teacher, 13-16</td>
<td></td>
</tr>
<tr>
<td>Science Teacher, 05-13</td>
<td></td>
</tr>
<tr>
<td>Yenbu International, Saudi Arabia</td>
<td></td>
</tr>
<tr>
<td>Science Teacher, 97-02</td>
<td></td>
</tr>
<tr>
<td>American Embassy School, New Delhi, India</td>
<td></td>
</tr>
<tr>
<td>Science Teacher, 02-05</td>
<td></td>
</tr>
<tr>
<td>Frank has requested a leave of absence from his full-time Science teacher position to continue in this assignment.</td>
<td></td>
</tr>
<tr>
<td>Budgeted at $7,908</td>
<td></td>
</tr>
</tbody>
</table>

Sarah Hayes
Concord, NH

<table>
<thead>
<tr>
<th>Education:</th>
<th>Concord High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gettysburg College, Gettysburg, PA, BA/14</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience:</th>
<th>Concord School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>German Teacher, 2nd semester only, 15-16</td>
<td></td>
</tr>
<tr>
<td>Vorschulgruppe Marne, Marne, Germany</td>
<td></td>
</tr>
<tr>
<td>Preschool English Teacher, 1/15-6/15</td>
<td></td>
</tr>
<tr>
<td>This is in addition to Sarah’s 40% German teacher position.</td>
<td></td>
</tr>
<tr>
<td>Sarah replaces Laura Ernst (20% of M-14 - $15,817) - LOA</td>
<td></td>
</tr>
<tr>
<td>Budgeted at $15,817</td>
<td></td>
</tr>
</tbody>
</table>

Tanya Larochelle
Raymond, NH

<table>
<thead>
<tr>
<th>Education:</th>
<th>Concord High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>New England School of Law, Boston, MA, JD/99</td>
<td></td>
</tr>
<tr>
<td>University of Miami, Coral Gables, FL, BS/96</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience:</th>
<th>Concord High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Teacher</td>
<td></td>
</tr>
<tr>
<td>New England School of Law, Boston, MA, JD/99</td>
<td></td>
</tr>
<tr>
<td>University of Miami, Coral Gables, FL, BS/96</td>
<td></td>
</tr>
<tr>
<td>Tanya replaces Nicole Barnett (96 days at M-7 - $31,223) - LOA</td>
<td></td>
</tr>
<tr>
<td>Budgeted at $31,223</td>
<td></td>
</tr>
</tbody>
</table>

Staff Confirmations
September 6, 2016
Melissa Marchant  
Goffstown, NH  
Education:  
Concord High School  
Special Education Teacher  
Rivier College, Nashua, NH, M.Ed./08  
Simmons College, Boston, MA, BA/03  
Melissa replaces Barbara Jobin (M-14 = $79,083) - retirement  
Budgeted at $54,625  

Selina Blaine  
Concord, NH  
Education:  
Beaver Meadow School  
Preschool Special Education Teacher  
New England College, Henniker, NH, M.Ed./12  
Plymouth State University, Plymouth, NH, BS/08  
Experience:  
Loudon Elementary School, Loudon, NH  
Kindergarten Teacher, part-time, 09-12  
New position  
Federal Funds
Concord School District
Board of Education
Communications and Policy Committee

Date: August 15, 2016

Committee members present: Jennifer Patterson, Chair; Alana Kimball, Maureen Redmond-Scura, Tom Croteau

Other Board member present: Barb Higgins

Administration: Terri Forsten, Superintendent

Jennifer Patterson convened the meeting at 5:34 p.m. The purpose of the meeting was to begin to review Concord School Board’s policies in a systematic way and determine what changes may need to be made. Many of the policies have not been reviewed for a number of years.

Superintendent Forsten described a chart displaying current School Board policies, New Hampshire School Board Association recommended policies, and her reflections on the changes that might be needed. Ms. Patterson suggested creating one document online that all Committee members could comment on. She noted that there is complexity and interplay among some policies that might take a considerable amount of time to review.

Tom Croteau also suggested creating a shared document for this work on policies. He noted that Ms. Patterson’s history with Board policy development will be helpful.

Superintendent Forsten suggested having the district policies, the NHSBA policies, and the statutes posied together in a “google doc.” Mr. Croteau noted that committee members could also note those instances when the District attorney might need to review a given policy.

Policy 101.1 Save Harmless Legislation, adopted in 1974, revised 1984 holds harmless some staff from liability for actions they’ve taken within the scope of their employment. Ms. Patterson noted that the NHSBA policy only indemnifies School Board members. She suggested reviewing the cited statutes and establishing a process for review. The NHSBA model policy requires that the district purchase insurance – also supported by the statute. Maureen Redmond-Scura noted that the existing policy is all-inclusive and somewhat broad.

Policy 110 Code of Ethics – Ms. Patterson noted that NHSBA policies BCA and BBAA could be reviewed with this policy. She said that this policy is essentially up to date and useful.
Policy 111 Philosophy of the Board of Education – Ms. Patterson noted that she did not like related NHSBA policy AD as it was too brief. She did feel that the policy should be reviewed more frequently.

Policy 112 Publicity Releases – Ms. Forsten felt this policy would need to be expanded, and that the Board might look at the NHSBA model policy, as it is more in line with what the District is doing.

Policy 115 Filling a Vacancy on the School Board – this was a recent policy, with a corresponding NHSBA policy BBBC. Mr. Croteau commented that there might be some sections that could be added, especially a reference to RSA 197A:26 regarding vacancies.

Policy 121 Elective Board – Clint Cogswell sent a comment that he was not sure why the Board would change the names of the officers; the community already refers to the officers as President, Vice President and Secretary. This policy does not need revision.

Policy 122 Treasurer – this position is specifically written in the Charter. No changes can be made to this policy without amending the Charter itself. Ms. Redmond-Scura noted that it might be helpful to have some changes, but as the Charter requires a Charter Commission in 2021, at which time some changes could be suggested, she recommended only minor changes. The current policy as worded is consistent with the Charter. Mr. Croteau asked if the current Treasurer keeps or causes to be kept records of all transactions of the District; the response was that the Treasurer does “cause to be kept.”

Policy 123 Clerk – Ms. Redmond-Scura said that the policy references state statutes prior to the current Charter and does not reference the Charter of 2012, and may need to be updated to reflect that.

Policies 124 School Board Standing Committees and 125 Student Representative(s) – School Board are new and do not need revision.

Policy 131 Meetings – Ms. Patterson noted that this policy needs to be revised. She looked at NHSBA policies BEA and BEDA, and BEDH. She suggested starting off with BEA and BEDA and incorporating some, but not all, aspects of BEDH.

Policy 131.1 Agenda – Administration – Mr. Croteau noted that it is remarkable the number of people who need to be notified of every Board meeting. Superintendent Forsten noted that we currently do follow the policy. He asked how members of the public would be notified of any emergency meetings.

Policy 132 Agenda/Preparation/Inclusion of Items – Mr. Croteau suggested combining these two policies together with Policy 131. He noted some syntactical revisions, and added some text to the second paragraph regarding personnel matters. The NHSBA uses the phrase “after consideration and at the Board’s discretion,” which he feels should be added. He also noted a reference to RSA 91A:3 regarding student privacy that needs to be included.
Policy 133 Minutes – Ms. Patterson noted that this policy needs minimal revision, as statutory references may need to be updated. She recommended deleting RSA 91-A II. The other references to RSA 91-A:3 and RSA 91-A:4 should be sufficient. As RSA 91-A is amended nearly every legislative session, she suggested changing the last sentence to reflect that minutes shall be kept in accordance to RSA 91-A sections III and IV and will be kept by the Superintendent who will make them available in conformity with the statute. Mr. Croteau noted that members of the public would need to refer to the RSA separate from the online policies. Superintendent Forsten suggested creating live links to the RSAs in the policies themselves.

Policy 134 Executive Sessions – Ms. Patterson noted that this policy simply reflects the state statute. She recommended adopting NHSBA policy BECR in its place.

Policy 135 Rules of Order – Ms. Patterson noted that she prefers the District’s policy over NHSBA policy BEDD, but that section 7 related to executive session should be removed and be addressed in a separate policy.

Policy 140 School Board Policies – Mr. Croteau noted that the NHSBA has three policies that referred to this policy, some more than a page in length. He liked the three sections of the current policy: purpose, policy development and dissemination, and added as the third “content,” moving “dissemination” to the fourth place. The NHSBA policy recommends that Concord School Board policies always reference NHSBA policies. Ms. Patterson suggested that this policy might encompass an entire meeting for its review. Mr. Croteau noted that legal constraints need to be discussed; policies vs. procedures need to be define; requests for exceptions must be made to the Board.

Policy 140.1 Superintendent Duties – Ms. Kimball noted that this policy should be listed only in the 200 section (it is a duplicate policy). She questioned whether every complaint or communication should be referred to the Superintendent. The NHSBA policy defines the role of the Superintendent as managerial and policy-related.

Policy 140.2 Administrative Prerogative in the Absence of Policy – Superintendent Forsten noted that this is also a duplicate policy. The NHSBA policy and the School Board policies are very similar. This should be listed only in Section 200.

Policy 141 Policy Development/Revision – Ms. Redmond-Scura noted that the main difference between this and the NHSBA policy is that policy revisions were tasked to the Superintendent. Ms. Patterson suggested holding off on changes to this policy at this time. Mr. Croteau suggested combining Policies 140.2 and 141.

Policy 142 Exceptions to Policy – Ms. Redmond-Scura noted that this policy is essentially identical to the NHSBA policy.

Superintendent Forsten noted that Policy 111 Philosophy of the Board of Education and Policy 142 Exceptions to Policy are ready to go before the Board for a first reading to reflect the fact that they have been reviewed.

Policy 150 School Board Electronic Communication – Ms. Patterson noted that this policy is fairly recent; her only concern was with the first two sentences in the third
paragraph that appear to be advice to Board members rather than policy language. She suggested removing those sentences. This policy will require more review.

Policy 160 Non-Discrimination – Ms. Patterson noted that she did not check the federal law citations but assumed they were correct. She noted the extensive procedure for grievances. NHSBA has two separate policies: one for non-discrimination and the other for grievance procedure, which is similar to ADA complaints. It may not be required by law for other forms of discrimination. We may be giving a greater procedural right to people than we are otherwise to do. She suggested reviewing NHSBA ACE to make sure the Board policy is up to date. Superintendent Forsten asked whether the word “transgender” should be added. Mr. Croteau suggested asking District counsel or the NHSBA attorney.

Policy 170 Board Member Development – Mr. Croteau asked which provisions of this policy the Board currently participates in; Superintendent Forsten noted that she maintains a calendar of professional development opportunities for Board members.

Policy 171 Board Member Conflict of Interest – Ms. Patterson noted that the NHSBA model policy seemed stronger, and recommended comparing the two in future review.

Policy 180 Reports and Research – Superintendent Forsten suggested that this policy be more closely reviewed when the “google doc” is created.

Policy 210 School District Calendar – Ms. Kimball noted that the NHSBA policy is very specific regarding numbers of instructional days or numbers of instructional hours. Superintendent Forsten suggested a further review of this policy. NHSBA policy ICA included more information. Ms. Kimball noted that language referring to receiving district communication should be included.

Policy 211 Superintendent Duties – this was discussed. Ms. Kimball noted additional NHSBA model policies include CB, CBB, CBG, and CBI.

Policy 211.1 Exemption from Immunization/TB Examination – Ms. Kimball noted that state statutes are referenced in the NHSBA model policy that are not referenced in the School Board policy. The NHSBA policy is also more detailed. Mr. Croteau suggested checking with the NHIAA regarding immunization exemptions for students to play sports.

Policy 211.1 Foreign Study Abroad – Ms. Kimball noted that she combined Policies 211.1 and 516. She noted that there are two different visas referenced in the NHSBA policy.

Policy 212 Superintendent, Approval of Employees – Ms. Kimball recommended combining Policies 212 and 212.1 Summer Vacancies. She recommended eliminating Policy 693.

Superintendent Forsten noted that the amendment for Policy 462 Criminal Records Check is quite lengthy. She provided an overview of the legislative change, which stated that only Superintendents can open the letters from the Department of Safety
regarding criminal records checks. The amendment to the policy provides some flexibility to the administration. No immediate action on this revised policy is required.

There was further discussion on the background check of volunteers in the schools. Mr. Croteau asked if the final condition of hire was based on whether the applicant’s criminal records background check was acceptable.

The Committee voted 4-0 to adjourn (motioned by Tom Croteau, seconded by Ms. Redmond-Scura).

The Committee adjourned at 7:25 p.m.

Respectfully submitted,

Jennifer Patterson, Chair
Linden Jckett, Recorder
Concord School District  
Joint Facilities and Finance Committee

School Board Committee: Joint Facilities and Finance Committee

Date: August 22, 2016

Capital Facilities Committee members present: Rusty CoFrin, Chair, Jim Richards, Nathan Fennessy, Tom Croteau

Finance Committee members present: Tom Croteau, Chair, Jim Richards, Nathan Fennessy

Administration: Terri Forsten, Superintendent, Jack Dunn, Business Administrator, Matt Cashman, Director of Facilities and Planning

Agenda:
1. Purpose and goals
2. Notices from Concord Steam
3. Feasibility study - scope of work
4. Project by school (including alternates)
5. Project cost by school
6. PUC hearing
7. Next steps
8. Questions

Finance Committee Chair Tom Croteau called the meeting to order at 5:38 p.m., noting that this was a combined meeting of the Facilities and Finance Committees to review the mechanical conversion from steam to natural gas study results.

Business Administrator Jack Dunn reviewed the purpose of the meeting:
- Overview of RFS engineering study and options for four affected schools
- Develop understanding of timeline
- Outline process for moving forward
- Action: recommendation to the full Board for the September 6, 2016 meeting

Concord School District's steam provider, Concord Steam Corporation, recently announced that it will discontinue steam production in May, 2017. This will require immediate action by CSD to ensure that a reliable heating source is available for the 2017/2018 heating season.
Scope of Work:

- Developed in cooperation with RFS and the administration through meetings held on 6/2, 7/13, 8/1, 8/12, 8/21, and 8/22 as well as various phone conferences.
- Existing steam heating systems will need to be removed from each building and replaced with new gas-fired equipment.
- Improvements at Abbot-Downing and Christa McAuliffe Schools will be less extensive, as these schools were designed and built to accommodate conversion and require minimal re-work of existing systems. These schools will have two (2) natural gas boilers added to each building.
- It would be recommended that Rundlett Middle School, a facility being considered for renovation or a new building, have three (3) new gas-fired boilers and modifications to the mechanical room.
- Concord High School will require significant modifications to existing steam mechanical systems, and will require the addition of a small building adjacent to the existing mechanical room to accommodate seven (7) new gas boilers.
- The administration worked with RFS to incorporate the School Board’s 10-year Capital Improvement Plan (CIP) and to consider the life expectancy of the existing infrastructure for this project. The determination was made to incorporate options for the HVAC systems at Concord High School for Board consideration. RFS has been asked to price out these upgrades as alternates.
- Develop a timeline to be off steam heat by October 2017.

Projects by School: Abbot-Downing and Christa McAuliffe

- Elementary schools designed and built to handle the conversion to gas
- Minor demolition of existing steam equipment for two incoming gas boilers
- Cut and cap Concord Steam line into the building
- Add domestic natural gas hot water heater and associated pumps
- Add expansion tanks, air separators, and feeds
- Add chimney and associated combustion ventilation

Rundlett Middle School:

- Contained oil-fired boilers prior to conversion to steam in 2009
- Demolition of existing steam equipment
- More extensive work than elementary schools
- Install adequate gas line from utility company
- Cut and cap Concord Steam line into the building
- Install three (3) natural gas boilers (two primary, one backup)
• Add domestic hot water heater
• Add expansion tanks, air separators, and feeds
• Add chimney and associated combustion ventilation

Concord High School:
• Addition in 1996, added steam, reduced the mechanical space footprint to save money
• Most complex and challenging site of the four conversions
• Demolition of existing steam equipment
• Building 1,440 square-foot building (estimated) with 22-foot ceilings with chimney and combustion ventilation
• Install adequate gas line(s) from utility company
• Cut and cap Concord Steam line into the building
• Install seven (7) high-efficiency natural gas boilers
• Install domestic hot water heater(s)
• Add expansion tanks, air separators, and feeds

Concord High School Alternate Options:
• The high school has a total of 14 air handling units (AHU)
• 7 of the 14 AHU’s are steam-fed
• The remaining 7 AHU’s are hydronic
• All 14 units are at 75% of their useful life and are on the CIP to be replaced in the next 10 years
• Alternates #1 and #2 replace these AHU’s with in-kind new units
• Alternate #3 replaces the AHU’s and adds dehumidified air (same as in the new elementary schools)

ALTERNATE #1 – In-kind replacement
• Replace seven (7) existing steam-fed air handling units (AHU’s)
• Leaves other seven (7) as they are

ALTERNATE #2 – In-Kind replacement
• Replace all fourteen (14) existing air handling units (AHU’s)

ALTERNATE #3 – Dehumidified air system
• Replace all fourteen (14) existing air handling units (AHU’s)
• Provide a fully dehumidification air system throughout the building (same as in the new elementary schools)
• Requires further study to confirm costs
• Phased approach –
  o Summer 2017 heat conversion
  o Summer 2018 dehumidified air

**Project Costs: Economic Analysis**

• The numbers presented are based on current economic conditions, other bids, and industry standards that were provided by a general contractor the District added to the scope of this work.
• The numbers presented are estimates only. For those involved in the elementary project, initial estimates were $68 million, final cost was $55 million. For those involved in the RMS HVAC upgrade, the initial estimate was $4.1 million with a final cost of $3.6 million.
• RFS has evaluated the potential energy cost savings associated with this conversion and the anticipated project cost payback. The conversion to a natural gas heating system will provide significant energy cost savings (estimated at $660,000) when compared with CSD’s current steam rates, which result in short payback period. The initial estimate is a simple payback of 13 years.
• The administration plans to work with the State, financial advisors, and researching various energy programs to assemble the financial plan.

**PUC Hearing notes:**

• 120 customers impacted
• PUC question: number of people impacted: State: 2,800 / CSD: 3,850 (students/staff)
• PUC comment: “Plane is on fire; we are just trying to control the landing.”
• State comment: limited mechanical contractors to handle state conversion
• PUC: Concord Steam is a private company
• PUC: Talk to each other; don’t wait for us, coordinate your efforts.
• Liberty Utilities: Adding these additional customers will be less than an additional 1% load.
• Infrastructure upgrades to run boilers will not be in place until next spring.
• State: planning on bringing in temporary heating sources to run their 26 buildings; do not plan to operate existing steam plant.
• PUC: steam rates will fluctuate. As customers drop, rates will likely rise because the costs will be spread among fewer customers. There will likely be additional charges for shutting down the plant as well. Rates likely to increase 23% or more.
• PUC needs plans and a conversion schedule as soon as possible, as this is an emergency.
Next steps:
- September 6th: Non-meeting prior to monthly Board meeting; presentation to Board and request for approval to move forward
- Additional September meetings (to be determined)
- Additional Joint Financial and Capital Facilities meeting
- Review overall project
- Review of alternates and additional CIP considerations
- Bond schedules

Discussion took place throughout the meeting pertaining to individual schools. Concord High School will be the most complex and challenging. Nathan Fennessey asked if there were alternate locations available for the addition needed at the high school, to which Mr. Cashman replied there were. Mr. Croteau was concerned with the placement of the air handlers at the high school, and whether they will cause noise and interfere with learning for the students near that area of the building. Mr. Cashman pointed out the amount of room available on the existing roof area, and indicated that there should not be an issue with noise. Rundlett Middle School concerns included the possibility of asbestos, and working with an abatement with students present. Mr. Cashman explained that the greatest caution will be taken to ensure the safety of students and staff if this occurs. Jim Richards expressed concerns about hot water being unavailable during the conversion, and Mr. Cashman addressed this concern by indicating that this would not happen and that hot water would be available.

Mr. Fennessey was concerned that the school district is in this situation due to the state of New Hampshire forcing the closure of Concord Steam. He wondered why the state isn't offering some kind of reimbursement to the school district to offset the monies the district is being forced to spend for this emergency conversion.

Mr. Dunn reiterated the importance of moving this conversion forward due to the need to hire a reputable contractor and lock in the price to complete the conversion in a timely manner. The school district timeline is to have the project completed by October 2017.

The Committee voted 4-0 to move forward with a recommendation and discussion to the full Board on September 6, 2016 (motioned by Mr. Fennessey; seconded by Mr. Richards).

The Committee voted 4-0 (motioned by Mr. Fennessey; seconded by Mr. Richards) to adjourn the meeting.

The meeting adjourned at 7:02 p.m.
<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>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>LABOR DAY</td>
<td>6:00 p.m. Board non-meeting</td>
<td>7:00 p.m. Board Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
</tbody>
</table>

**5:30 p.m.**

Joint Instructional & Finance Committees

**5:00 p.m.**

Tour @ CHS Media Center

5:30 p.m.

Joint Capital Facilities & Finance Committees

CHS Media Center

6:30 p.m.

Informational Session

**5:30 p.m.**

Communications & Policy

**5:00 p.m.**

Executive

6:00 p.m.

Negotiations

**5:30 p.m.**

Joint Capital Facilities & Finance Committees
<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>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>7:00 p.m. Board Meeting</td>
<td></td>
<td>5:30 p.m. Joint Instructional &amp; Finance</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Columbus Day (no school)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. Finance</td>
<td></td>
<td>5:30 p.m. Instructional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>5:00 p.m. Executive</td>
<td></td>
<td>5:30 p.m. Special Board meeting (tax rate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. Communications &amp; Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>