Annual Organizational Meeting

Superintendent Chris Rath called the meeting to order at 7:00 p.m. She recognized new Board members Rusty Cofrin and Melissa Donovan, and welcomed Jennifer Patterson to her third term as school board member. She pointed out those clauses in the Charter that govern the first meeting of the Board in each calendar year, as well as several policies related to Board process and conflicts of interest.

She then opened the floor to nominations for president of the School Board.

Kass Ardinger nominated Clint Cogswell for president, noting that he, having been employed by Concord School District for 26 years, knows more about the District that many on the Board could. She stated that, with his understanding of the way the Board works, the annual calendar of Board activities, and having served on the School Board for 5 years, she enthusiastically and with great confidence nominated him as Board president. There were no other nominations.

The Board voted 9–0 to elect Clint Cogswell as president of the Concord School Board for 2014 (motioned by Ms. Ardinger, seconded by Tom Croteau).

Board President Cogswell thanked the Board for its vote of confidence in his leadership, and opened the floor for nominations for vice president of the School Board.

Nick Metalious nominated Barb Higgins as vice president, noting that she has the pulse of the district and on the human side of Board decisions. The motion failed for lack of a second.

Mr. Cogswell nominated Jennifer Patterson as vice president, noting that she has more experience on the School Board than he has, having served on almost every committee over six years. There were no other nominations.
The Board voted 9–0 to elect Jennifer Patterson as vice president of the Concord School Board for 2014 (motioned by Mr. Cogswell, seconded by Oliver Spencer).

Mr. Cogswell opened the floor for nominations for secretary of the School Board.

Ms. Higgins nominated Mr. Metalious as secretary, noting that he would be a feisty member of the Executive Committee. The motion failed for lack of a second.

Mr. Spencer nominated Ms. Ardinger as secretary of the Board. Ms. Patterson seconded the motion.

Mr. Cogswell spoke in favor of Ms. Ardinger as secretary, as her extensive experience as past Board president will be very helpful to him as new Board president.

The Board voted 9–0 to elect Kass Ardinger as secretary of the Concord School Board for 2014 (motioned by Mr. Spencer, seconded by Ms. Patterson).

Mr. Cogswell opened the floor for nominations for deputy clerk of the Concord School Board. Ms. Ardinger nominated Patrick Taylor. There were no other nominations.

The Board voted 9–0 to elect Patrick Taylor as deputy clerk of the Concord School Board for 2014 (motioned by Ms. Ardinger, seconded by Mr. Cogswell).

Mr. Cogswell reminded the Board about the appropriate use of electronic communication, noting that almost everything the Board does is open to the public, as it should be. He referred to Policy #150 Electronic Communication and the proper legal procedures for moving into non-public sessions.

Mr. Cogswell noted that he is in the process of forming committees. A maximum of four Board members will serve on each committee, to avoid a quorum of the Board on committee votes. Ms. Patterson noted that any member of the Board can attend meetings of any other committee. Ms. Ardinger noted the exception to this is grievances before the Communications Committee.

The Board voted 9–0 to adjourn the organizational meeting (motioned by Ms. Higgins, seconded by Mr. Metalious).
Regular Monthly Meeting

Agenda Item 1. Call to Order
The meeting was called to order at 7:12 p.m.

Agenda Item 2. Approval of Agenda
Mr. Cogswell amended the agenda to move agenda item 7, Curriculum and Instruction, to follow “Recognitions,” as Instructional Committee chair Jennifer Patterson needed to leave the meeting after that presentation.

The Board voted 9-0 to approve the agenda as amended (motioned by Mr. Spencer, seconded by Ms. Ardinger).

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

Agenda Item 4. Recognitions
Student representative Ryan Donnelly noted that CHS Principal Gene Connolly was named New Hampshire Principal of the Year by the New Hampshire Association of School Principals. Mr. Connolly received a standing ovation.

Student representative Claire Celestin noted that the play *Amadeus* will be performed this weekend, as one of the high schools‘ major theatrical productions for the year. Ryan noted that Claire has been accepted to Northeastern in its Honors program.

The holiday concert the week before the holiday break was fantastic and appreciated.

Last month’s canned food drive raised over 10,000 items.

The School Advisory Committee is working hard to determine how the high school will meet the expectations for some kind of advisory program required by NEASC.

Superintendent Rath noted a letter from Safety Officer Peter Trott, who coordinates the Holiday Food Basket Program in the elementary and middle schools, reporting on the good work of our students and especially 8th grade leaders Skylear Asselin, Conor Barry, Joshua Lee and Colette Simpson. She thanked Peter Trott for his work. She also noted a letter from former School Board President David Ruedig complimenting the high school students and staff for this year’s excellent holiday music concert.

Agenda Item 5. Curriculum and Instruction
Ms. Patterson reported on the December 18 Instructional Committee meeting, at which Assistant Superintendent Donna Palley, Principal Gene Connolly, CHS Assistant Principals Steve Rothenberg, Tom Crumrine, Ronna Cadarette and Math Curriculum Facilitator Tammy Hatcher proposed several new courses developed in the areas of Business Essentials, Business Technology Applications and Personal Finance.

1. a one-semester course in the Business Department (E-Commerce). Students will use case studies of successful E-Commerce models, develop an E-Commerce business plan, and develop the technical skills to create an E-Commerce site.

   In addition, the proposal is to eliminate Keyboarding from the Program of Studies as well as limit enrollment in the Computer Literacy course.

2. Coding: An Exploration of Computer Science. Programming will be a unit within the course. The likely Coding language will be Java.

3. Mobile Apps Development will cover how to develop applications for mobile platforms, specifically Apple iOS and Google Android devices.

4. It’s a Digital Life will engage students in exploring, applying, and mastering a variety of (Web 2.0) tools and technologies to meet their own student needs as well as enhance career- and college-readiness.

5. Senior Math, designed to help students unable to pass the college math screening test, will cover review of Algebra 1, Algebra 2, and Geometry concepts and skills to better prepare them for college math at the community college level.

6. Topics in Applied College Math – TAC Math, a full-year, 3-credit college-level survey math course. At NHTI this is a required math course for a variety of programs. This course will be eligible for Running Start credit and is designed for students who have completed Algebra 1 and Geometry and Algebra 2 will be recommended.

The English Department proposed revising the course name Television Production to Digital Production (a senior English course) in which students will study digital recording and editing of image and sound, as well as scriptwriting and production techniques.

The Board voted 9-0 to approve the addition of the presented courses to the Concord High School Program of Studies for registration in 2014-2015 (motioned by Ms. Patterson, seconded by Mr. Croteau).

Mr. Cofrin commented that it might be difficult to convince juniors to take Senior Math and that it will be interesting to see in a few years if that class is filled. He suggested that the problem of students not passing college math screening tests might disappear with the implementation of the Common Core standards.

Melissa Donovan asked how many math courses are eligible for Running Start college credit (AP Calculus and AP Statistics and now Senior Math).
Mr. Spencer asked where students will be taught to type now that the keyboarding class is being dropped. Superintendent Rath responded that students will have to be taught in grades 3 and above, because they will need to type in order to take the Smarter Balanced assessment. Ms. Higgins noted that the Type to Learn program is no longer available, as the Library Media Tech program was dropped with the consolidation.

Mr. Croteau commented that it was exciting to learn at the December 18 Instructional Committee meeting about the knowledgeable people on staff who were working on cutting-edge opportunities for our students to achieve.

Ms. Patterson explained that the calendar approved by the Board in December had one too many days for teachers, in that the two scheduled parent conference times constitute a work day for teachers. The calendar provided 184 days for teachers but the CEA agreement is 183 days for teachers. The Committee recommended making the correction on the 2014-2015 calendar to 177 student days instead of 178 student days. This revised calendar is still a pilot in 2014-2015; it eliminates 5 early release days and adds 3 professional days during the school year for professional development.

The Board voted 9-0 to approve the correction to the 2014-2015 Calendar for a total of 177 student days (motioned by Ms. Patterson, seconded by Mr. Croteau).

Agenda Item 6. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the regular monthly meeting on December 2.

The Board voted 9-0 to approve the minutes of the regular monthly meeting on December 2, 2013 with the change noted (moved by Mr. Metalious, seconded by Mr. Croteau).

Jennifer Patterson left the meeting.

Agenda Item 7. Personnel

Staff nominations

Mr. Prince presented two staff nominations.

Stuart Gesen, School Nurse, Rundlett Middle School, $12,468, rate of 50% of MSN-5, prorated 104 days, one year only. Stuart replaces June Keusch (104 days of 50% at RN-5 = $12,122) – resignation. Budgeted at $12,122

Kimberly Dreier, Special Education Teacher, Mill Brook School, $25,324, rate of M-2, prorated 104 days, one year only. Kim replaces Nancy O’Keefe (104 days at M-5 = $29,254) – resignation. Budgeted at $29,254
The Board voted 8–0 to approve the staff nomination as presented (moved by Mr. Metalious, seconded by Mr. Croteau).

Agenda Item 8. Joint Capital Facilities / Finance Committee

Mr. Cogswell reported on the December 2 Joint Capital Facilities / Finance meeting, which was a review of the Capital Improvement Plan. He noted that the amount of operating funds that have been budgeted over the past decade will not be sufficient to cover the anticipated costs. It is estimated, for example, that over the next 10 years, Rundlett Middle School will require about $3 million in repair, renovation and upgrades. With that school being in the greatest need, the administration is proposing a feasibility study to address the scope of work.

Mr. Metalious made a motion that the full School Board authorize the administration to develop a Request for Proposal (RFP) – projected to be about $150,000 – for a Feasibility Study for renovations to Rundlett Middle School.

The discussion of this RFP included a number of observations by Board members.

Ms. Ardinger noted that after touring RMS, Board members saw its needs, and that a feasibility study makes sense in that, before too much money is spent on RMS, the Board would learn more about the future of that facility.

Mr. Spencer asked whether, if the Board knows the building needs to be redone, the study would provide information about tearing it down/rebuilding, or phased renovations. He noted that the School District just built three new elementary schools and asked why it must spend $150,000 to determine if a new middle school is needed.

Mr. Croteau suggested that a feasibility study may reveal qualities of that building that are very much worth saving, and that a professional in this field would know more than Board members or administration could, about what’s worth saving or whether it’s worth saving. A feasibility study would examine infrastructure, wiring, plumbing, foundation, footprint, furnaces. He also expressed interest in learning how the RMS facility will meet the needs of middle school students from an educational standpoint.

Ms. Ardinger suggested that engineering studies bring evidence to the greater Concord community, the tax-paying public, for why the School Board needs to do what it does, and to better determine the lifespan of a building.

Mr. Spencer suggested that abatement problems will no doubt be discovered at RMS and that the Board could save $150,000.

Mr. Cogswell noted that saving the $150,000 may not be prudent, and emphasized the economic importance of conducting a study to analyze and form the basis of whatever plan is ultimately decided upon.
Ms. Ardinger provided the example that, under the NORESCO lease and prior to the final decisions to build three new elementary schools, the School Board made energy-saving improvements in those buildings that are still being paid off.

Mr. Spencer said he would like to see a feasibility study that gives him an “aha” moment, noting that he understands the cost of business and accepting that Concord needs a new middle school.

Ms. Higgins responded that she was not sure that the School Board or the community does accept that a new middle school is needed. She reminded Board members that they were elected to represent the public’s interests. She said that a feasibility study might bring up questions that the nine Board members might not be able to answer, and supporting following an established process rather than the Board making a “command decision.”

Ms. Donovan suggested seeking a firm that could provide a comprehensive package, including educational aspects, of the choice between renovation/new construction at the middle school.

Mr. Cofrin asked about the history of the CHS renovation process and whether a study was done then. Superintendent Rath recalled that a large task force had been convened to examine educational questions regarding the needs at the high school, but was unsure whether there had been an independent engineering study done before the School Board decided to keep the high school on that site. She noted that the process took several years.

Mr. Dunn noted that the draft language of RFP will go back to the committee for further revisions if needed.

The Board voted 8-0 to authorize the administration to develop a Request for Proposal (RFP) to study the long-term feasibility of both the building and educational opportunities at Rundlett Middle School (moved by Mr. Metalious, seconded by Ms. Ardinger).

Agenda Item 9. Proposed calendar of meetings
Superintendent Rath discussed the proposed Board committee meetings for January, February and March, 2014, noting the Board Work Sessions, Public Hearings on the Budget, and the Board’s annual retreat.

Agenda Item 10. Public comment
There was no public comment.

Agenda Item 11. Adjournment
The Board voted 8-0 to adjourn (motioned by Mr. Metalious, seconded by Mr. Croteau).

The Board adjourned at 8:05 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board of Education
Concord School District
Regular meeting
February 3, 2014

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Melissa Donovan, Barbara Higgins, Nick Metalious, Jennifer Patterson, Oliver Spencer, and Ryan Donnelly and Claire Celestin (student representatives)

Administrators: Chris Rath, Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order
The meeting was called to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda
Clint Cogswell reviewed the agenda. Kass Ardinger moved to add the Negotiations Committee report to the agenda as Item 8.

The Board voted 9-0 to approve the agenda as amended (motioned by Ms. Ardinger, seconded by Nick Metalious).

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

Agenda Item 4. Recognitions
Student representative Ryan Donnelly noted the CHS Varsity Club will sponsor the 3rd annual CHS Carnival, starting with a bonfire at White Farm on February 15, with music and food, where over 100 Christmas trees will be burned. The Carnival will begin with a Kick-Off Assembly and conclude on Friday with a day-long carnival in the gymnasium. Dress-up days during the week include: Tuesday – Tie Dye; Wednesday – Wild West; Thursday – Throwback Day; and Friday – Stars & Stripes Day. Funds raised will be used for other student events. Ryan also noted that the graduation committee will soon start its work and the CHS drama group will begin its preparation for Jekyll and Hyde, in which Claire Celestin won the lead role. He reported that Rath Watch, an initiative by an anonymous student who has developed a
correlation about lights/TV at the Superintendent’s home and whether there will be snow the next morning, has begun.

Claire Celestin noted that the students have just finished exams and are on to the second semester. She noted the Elective Fair was held this past week, where students get a chance to explore the various elective classes that are available. Claire also noted that Ryan Donnelly was accepted to Penn State for the upcoming college year.

Superintendent Rath noted that the play Amadeus was performed on January 10 and 11 at CHS. She noted that this is an exceptionally difficult piece to stage. The cast included Eli Frydman in the role of Antonio Salieri, Laura Braley as Constanze Weber, Peter Newland as Mozart, along with Tyler Shore, AJ Nolin, Rowan Ferrier, Griffin Stuart and Nathan Smith, and Skye Reese and Ray Ramsey as the two Venticelli. Della Dolcino, Flynn Doncaster, Meredith Dustin, Miranda Honigberg, Jasmine Huffman, Linsday Irwin, Olivia Kinhan, Gracie Kontak, Meagan Olive, Joe Ossoff, Sarah Nolin, Lexie Perlow, Kristen Perreault, Ryan Sweatt, and Robyn Waldron rounded out the entire cast. The back stage crew, led by Annika Vinje and Samantha Wood, did an exceptional job. The Superintendent recognized play director Clint Klose, who was in the audience.

Superintendent Rath also noted that a number of CHS students won awards in the Scholastic Art Awards, New Hampshire’s statewide art show. More than 1,800 works were submitted from around the state, which was juried by a panel of art professionals and educators. The following students received a Gold Key: Emmett Donlon, Shawna Duval, Zoe Honigberg, Ilka Meija, and Ben Picard. The following students received a Silver Key: Flannery Black-Ingersoll, Smita Boesch-Dining, Kevin Dodson, Shawna Duval, Elisa Fenicchia, and Ben Picard. The following students received an Honorable Mention: Jenna Dupuis (art portfolio), Shawna Duval (art portfolio), Katie Henderson, Carly Morris, Hope Morrison, Ben Picard, Brooke Simonton, Yelena Beausoleil and Clara Symmes.

She noted that there was a nice interview in the Concord Monitor about CHS student Nathan Smith. He performs the national anthem for hockey and other interscholastic athletic events. Linda Mai, choral teacher, was instrumental in encouraging him.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the organizational meeting and the regular monthly meeting on January 6, 2014.

The Board voted 9–0 to approve the minutes of the organizational meeting and the regular monthly meeting on January 6, 2014 (moved by Ms. Ardinger, seconded by Jennifer Patterson).
Agenda Item 6. Personnel

Staff nominations

Mr. Prince presented three staff nominations.

June Adinah, Speech-Language Pathologist, Elementary, $8,389, rate of 20% of M-14, prorated 103 days, one year only. June replaces Carol Teitel (103 days at 20% of M-14 = $8,389) – LOA. This is in addition to June’s 40% Speech-Language Pathologist position at Abbot-Downing School. Budgeted at $8,389

Stephanie Easler, Special Education/3R Teacher, Beaver Meadow School, $18,892, rate of B-1, prorated 90 days, one year only. Stephanie replaces Marla Brangaccio (90 days at M-14 = $36,650) resignation. Budgeted at $36,650

Tracey McLaughlin, Speech-Language Pathologist, Christa McAuliffe School, $20,158, rate of 50% of M-14, prorated 99 days, one year only. Tracey replaces Carol Teitel (99 days at 50% of M-14 = $20,158) – LOA. This is in addition to Tracey’s 50% Speech-Language Pathologist at Christa McAuliffe School. Budgeted at $20,158

In response to a question from Ms. Ardinger about why the BMS 3R teacher replacement is one-year-only, Mr. Prince noted that that position has been posted as a one-year-only so the administration can assess its staffing needs next year.

The Board voted 9–0 to approve the staff nominations as presented (moved by Oliver Spencer, seconded by Ms. Patterson).

Agenda Item 7. School Board Committees

Mr. Cosgwell reviewed the Board Committees for 2014.

**Capital Facilities**: Oliver Spencer, Chair, Tom Croteau, Melissa Donovan, Nick Metalious. Goals for this committee include examining capital projects and how best to fund them.

**Communications**: Jennifer Patterson, Chair, Kass Ardinger, Melissa Donovan, Oliver Spencer

**Executive**: Clint Cogswell, President, Jennifer Patterson, Vice President, Kass Ardinger, Secretary

**Finance**: Tom Croteau, Chair, Kass Ardinger, Rusty Cofrin, Nick Metalious

**Instructional**: Barbara Higgins, Chair, Rusty Cofrin, Tom Croteau, Jennifer Patterson

**Joint City Council/School Board**: Barbara Higgins, Chair, Rusty Cofrin, Clint Cogswell, Melissa Donovan

**Negotiations**: Kass Ardinger, Chair, Barb Higgins, Jennifer Patterson, Oliver Spencer
Agenda Item 8. Board Retreat

Mr. Cogswell reviewed the work of the Board retreat, held on January 22, in setting goals for its work this year, including

1. Approve budget for FY 2014-2015
2. Hire new principal for Abbot-Downing School
3. Common Core Standards – as a school board, try to support that initiative
4. State accountability testing – look at report and make adjustments.
5. Negotiate successor agreements with CEA, CEOPA, CEAA, Food Service, Maintenance/Transportation (5 total)
6. Review the Visitor policy – this is a more complex issue with changes in security protocols
7. Technology plan – add tech every year, training, make sure it works
8. Decide on capital improvements for FY 2014-2015 and means of funding
9. Adopt a social media policy for staff and for students
10. Adopt an Interdisciplinary Credit policy to meet state standards
11. Conclude work with Educator Effectiveness Committee and make recommendation
12. Ensure technology is in place for first administration of Smarter Balanced Assessment in spring 2015
13. Take action about outsourcing Food Service operation

Oliver Spencer noted that there are numerous goals on this list, and suggested the Board have a continuing discussion about prioritizing them.

Melissa Donovan suggested adding to the list of goals a comprehensive review of School Board policies. Ms. Patterson noted that policy work is usually taken up in the summer when the Board has more time to consider changes or new policies.

Agenda Item 9. Report on Negotiations Committee

Ms. Ardinger noted that the Negotiations Committee met on January 15 for what was primarily a team-building session and orientation to the negotiations process. The negotiations schedule will be developed after the budget process ends in March.

Ms. Patterson noted that the CEA contract expires in 2015. No contracts expire in 2014. Larry Prince noted that five contracts will expire in 2015 and three will expire in 2016.
Agenda Item 10. Report from Board Work Session

Mr. Croteau reported on the first Board Work Session, which was the presentation of the proposed FY2014-2015 budget. The full presentation can be found on the District website and is also attached to these minutes.

Mr. Croteau noted that the budget preparation is an ongoing and very public process, and the public is welcome to provide input at the appropriate times.

Mr. Cogswell stated that the dates of all the Board Work Sessions will be posted, and the sessions will be videotaped and accessible on ConcordTV.

Agenda Item 11. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings in February, emphasizing the six Board Work Sessions on the budget. Work Session #2 (February 5) will cover regular education, projected enrollments, and the reduction of some classroom teaching positions. Work Session #3 (February 10) will cover special education services for students with serious behavioral issues. Work Session #4 (February 12) will cover the technology budget and technology standards developed by the Instructional Committee. There will be a brief recap of what was accomplished this year, what is in the works for next year, what it will cost and how it will be paid for.

Work Session #5 (February 17) will be a discussion of the buildings and grounds budget lines, debt service, and revenues in more detail.

Other topics for subsequent Board Work Sessions are still to be decided.

The final budget will be posted on March 5. Two public hearings will follow, on March 17 at 7:00 p.m. at Mill Brook School and on March 19 at 5:30 p.m. at Central Office.

Superintendent Rath noted that, while the Board has an opportunity to review the budget in October and make any final adjustments, this preliminary budget is required in order to issue staff contracts in the spring.

Mr. Croteau noted that the School District budget is flexible at this time of year. Even with lost revenue, in a $79 million budget, the increase is only about $440K. He said that was truly amazing, considering the size of this district’s budget.

Agenda Item 12. Public comment

There was no public comment.

Ms. Ardinger encouraged new Board members to consider the NHSBA annual School Board orientation on Tuesday, April 29 in Concord.

Agenda Item 13. Adjournment
The Board voted 9-0 to adjourn (motioned by Ms. Ardinger, seconded by Mr. Croteau).

The Board adjourned at 7:40 p.m.

Respectfully submitted,

Kass Ardinger
Secretary
Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Melissa Donovan, Barb Higgins, Nick Metalious, Jennifer Patterson, Oliver Spencer

Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources, Larry Prince, Director of Facilities and Planning/Community Education Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:38 p.m., explaining that this was the first meeting to review the Superintendent’s Proposed Budget for FY2014-2015. He announced that all meetings will be televised on ConcordTV, and minutes from the meetings will be available on the Concord School District website.

Superintendent Rath outlined four program goals for the FY 2014-2015 Budget:

1. Provide staffing and resources to implement curriculum and instruction that address the Common Core State Standards and enable all students to demonstrate our “sacred seven” by becoming active, self-directed learners, effective communicators, effective collaborators, informed decision makers, creative producers, life planners and community participants.

2. Provide leadership, support and resources for the effective use of new media and technologies as important learning tools as well as the leadership, support and resources to enable staff to continue to use data effectively to improve our curriculum and instruction.

3. Provide staffing and resources to maintain the district’s commitment to the full inclusion of students with IEPs.

4. Provide programs and services for our at-risk high school students through the Diploma Academy and other alternative programs.

Additional financial goals include:

5. Develop stable and sustainable methods for major purchases (technology, buses), capital improvements and for replacement plans within the constraints of the budget.

6. Maintain the School Board’s goal of level debt service.

The structure of the District budget includes three funds:

- 1110 – General Fund – most work in the FY15 Budget is focused on this fund
1221 – Grant Fund – the District only spends what comes in through this fund
1222 – Food Service Fund

Business Administrator Jack Dunn explained that total appropriations for FY15 are $78,977,804.

$73,999,956 of this appropriation is in the General Fund, $1,783,957 is in the Food Service Fund and $3,193,891 is in the Grants Fund.

By comparison to FY14, the change in General Fund appropriation is an additional $440,842 or .60%.

The comparison from FY14 to FY15 shows declining revenue of $1,256,594. This is a difference of $93,218 in Local Revenue; $536,716 in State Revenue; $96,200 in Federal Revenue and $530,460 in Transfers.

Superintendent Rath displayed a graph that shows what percentage of the General Fund each of the following function groups comprise:

- Regular Education and Support Services – 42%
- Special Education and Pupil Services – 25%
- Vocational Education – 2%
- Co-Curricular Activities – 1%
- Adult Education/Community Education – 1%
- Administration – 8%
- Buildings and Grounds and Construction Principal and Interest – 18%
- Transfers – 1%
- Benefits (Severance, Retiree Health Insurance, Other) – 2%

The Superintendent reviewed the major expenditures and changes within each of the function groups.

**Regular Education (Function 1100) and Support Services (Function 2200)**

Under Regular Education, Superintendent Rath noted that declining enrollments in K-5 grades are projected with a decrease of 46 students at the elementary level; an increase of 35 students at the middle school; and a decrease of 109 students at the high school. With these declines, 4 classroom teaching positions in Grades K-5 and 6.2 classroom teaching positions in Grades 9-12 are proposed to be reduced.

The regular education budget includes funds for *Everyday Math* materials in Grades K-5 and new texts for Pre-Calculus, as well as materials for the addition of two new Math courses: *Senior Math* and *Topics in Applied College Math* in Grades 9-12.

In addition, the budget includes funds for *U.S. History* and *AP U.S. History* textbooks for Grades 9-12, a new Sousaphone for the Concord High School band, multi-year
repairs of the Concord High weight room, and replacement and refinishing of
furniture and equipment such as tables and projectors.

Support Services includes the areas of Library Media, Technology, Professional
Development and Assessment. The budget calls for the addition of a Technology
Integrator position at Abbot-Downing School to the District budget from the Title II
budget, and the addition of a new Technology Integrator position at Concord High.

The proposed budget continues to budget for replacement of library books and
materials, as well as to allocate funds for educationally-related applications for iPads.

**Technology**

The Technology budget includes additional devices at Beaver Meadow and Broken
Ground Schools; provides Rundlett Middle School 7th Grade with iPads; continues
with the technology replacement plan and the practice of leasing computer equipment;
makes significant network upgrades at Concord High; and provides a technology
contingency fund of $50,000.

**Special Education (Function 1200) and Pupil Services (Function 2100)**

The budget for Special Education is proposed to increase $826,164.93.

Special Education includes special education programs; consulting services; tuition for
students with IEPs to attend Second Start and tuition for students to out-of-district
programs; supplies, books, software; contract for Medicaid administration; guidance,
nursing, speech and language therapy, physical therapy, vision and hearing staff
salaries and benefits; contract for physical therapy services; and extended day and
extended year programs for children with special needs.

Under the Transportation function (2700), the costs for special education transportation
within the District are $918,288 and costs to contract for transportation of students to
out-of-district placements are $350,000. There is a proposal to add consultation services
for children with emotional and behavioral disabilities. The district has employed
consultant Bill White and proposes an additional $250,000 to place a behavior specialist
in each elementary school and continue to provide consultation to the SSR and 3R
programs.

**Vocational Education (Function 1300)**

The Vocational Education budget includes staff and resources for Concord Regional
Technical Center. The CRTC revenue projection is $1,479,320.

**Co-Curricular (Function 1400)**

Items in the Co-Curricular budget for FY15 include salaries and resources for clubs and
athletic programs; an increase in salaries and benefits ($24,794); $11,000 for high school
summer school and $20,000 for stipends for clubs at the elementary level.

**Adult and Community Education (Function 1600)**
The Adult and Community Education proposed FY15 budget includes the Diploma Academy and the Adult High school; Community Education Adult Enrichment classes; and a reduction in postage, printing and advertising costs. Revenues in this area must offset expenses.

**Administration (Functions 2300, 2400, 2500, 2800)**

The Administration function includes stipends for School Board members as well as salaries and benefits for Central Office administrators including Superintendent; Assistant Superintendent; Director of Student Services; Business Administrator; Director of Human Resources; Building Administrators (14); Central Office Managers (3); Executive Secretaries (3); Administrative Assistants at the Central Office (12); and Administrative Assistants at the schools (21).

The Superintendent’s budget proposes to add 5 three-hour positions, one at each elementary school, to provide assistance with paperwork and scheduling for special education, as well as an increase in audit services and restoring the Superintendent’s Contingency to level of FY 14.

**Building and Grounds (Function 2600)**

The Buildings and Grounds budget includes salaries and benefits for the Director of Facilities and Planning; Head Custodians (7); full time Building Custodians (27); part-time Custodians (3); and Maintenance staff (5). Included in the FY15 Buildings and Grounds budget are maintenance agreement contracts; facilities inspection and testing services; property and liability insurance; ongoing maintenance and repairs, replacement of equipment (e.g. pumps, motors), and cleaning and maintenance supplies; cost of utilities including a decrease in electricity costs due to the new schools; a proposal to pay off the NORESCO Lease; the purchase of maintenance contracts on HVAC systems for the three new schools; a budget for Rumford School; capital and summer projects (to be discussed at Work Session #5: Building and Grounds, February 17); debt service; a decrease in principal and debt payments; and a maintenance and repairs contingency.

**Transportation (Function 2700)**

The Transportation budget includes salaries and benefits for the Transportation Director, bus drivers, monitors, crossing guards and mechanics’ salaries and benefits. Included in the proposed FY15 Transportation budget are the contract to transport students to out-of-district placements (there is a significant increase in out-of-district transportation costs of +$150,000); co-curricular, charter and PTO trips; after-school transportation; summer transportation for the City of Concord Recreation Department; homeless transportation; additional funds for after-school transportation offset by revenue from the 21st Century Grant and charter services; repair, maintenance, and fuel (diesel and gasoline); capital leases; bus replacement (5 new buses – 3 big, 2 small); and purchase of one replacement mini-van.

**Benefits (Function 2900)**
The FY15 Budget Benefit function includes healthcare consultants, costs of health insurance for retirees under 65, Cobra and Section 125, Life and Disability, Unemployment and Worker’s Compensation. Included in the FY15 Budget for Benefits are an increase in life insurance; a 0.8% decrease in health insurance rates for retirees; and a reduction of $104,000 in estimated costs for early retirees. The Superintendent’s budget proposes to use $250,000 from the Health Risk Reserve Fund to help cover the cost of health benefits for retirees. There is an expected reduction in the number of retirees eligible for the district’s health insurance contribution of 15-20 enrollees.

Revenues

Mr. Dunn explained that included in the General Fund Revenue are tuition, transportation fees and other fees in local funding, the Adequacy Grant, Building Aid, Catastrophic Aid, Vocational Aid and e-Rate in state funding and Medicaid and interest rebates in federal funding, as well as transfers from the Facilities Purchase and Renovation Trust, the Risk Management Trust, the Energy Trust and the Special Education Trust fund.

Tax Impact

Mr. Dunn displayed the tax impact slide, stating that the amount to be raised by state and local taxes is $48,086,598 and based on .30% increase in city valuation, the increase to the tax rate would be 3.91% or $14.08. He explained that the amount to be raised is the total of the expenditures in the General Fund ($73,999,956) offset by Revenues ($23,813,358) and the Unreserved Fund balance ($2,100,000). Kass Ardinger added that the district is facing over $1.2 million in lost funds from state and federal sources. Mr. Dunn reminded the Board that one reason for the revenue decrease is the decline in Deerfield enrollment from the expected 194 students to the estimated 168 students.

Additional factors affecting the FY15 Budget are the impact of sequestration; property valuation (which the district won’t know until October), the unreserved fund balance (currently estimated at $2,100,000), and enrollments at Concord High School.

Mr. Dunn reviewed the budget development schedule for February and March, explaining which topic will be presented at each meeting.

Barb Higgins thanked Superintendent Rath for her attention to special education.

Ms. Ardinger stated that it is amazing how small the increase is from FY14, considering the loss of revenue from state Adequacy Aid.

Superintendent Rath noted that descriptions of the detailed increases and decreases begin on page 12 of the budget document. The budget is also posted on the district website, concordnhschools.net. Mr. Cogswell asked the administration to develop a graph representative of past years’ tax increases. Ms. Ardinger requested an explanation of the transfers. Superintendent Rath suggested that if Board members had questions after this meeting to email Mr. Dunn so the administration can prepare answers for the next scheduled meeting.
Superintendent Rath noted that the February 5 Work Session will be a review of enrollment projections, staffing and benefits.

The Board voted 9-0 (motioned by Ms. Higgins, seconded by Ms. Ardinger) to adjourn.

The meeting adjourned at 6:43 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer

Board member absent: Nick Metalious

Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities and Planning/Community Education Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:32 p.m. In addition to the review of enrollment, staffing and benefits at this meeting, the Board will also review and approve the amended Deerfield contract.

Business Administrator Jack Dunn explained that the State Board requested clarification language be placed into the Deerfield Tuition Contract. The contract was originally amended and signed by the Deerfield School Board on November 20, 2013, then by the Concord School Board on December 6, 2013. Below is the current contract language followed by proposed amended contract language that was approved by both the District’s and Deerfield’s attorneys.

Current Deerfield contract:

(2) ATTENDANCE COMMENCEMENT, TERMINATION-WITHOUT CAUSE AND MINIMUM TERM:

Attendance of Deerfield students in the Concord School District commenced at the inception of the 2004-2005 school year and has continued for a minimum term of ten (10) school years, three of which remain. The original minimum term expires on June 30, 2016. This amended agreement extends the maximum term to June 30, 2024.

(3) AUTOMATIC CONTINUATION – TERMINATION NOTICE – FINAL TERMINATION:

Unless terminated at the end of the minimum term by written notice as provided in Section 2 hereof, this contract shall automatically continue in force and the term shall be extended beyond the minimum term until a termination date is set by proper notice from either party, whereupon the agreement shall terminate on the date so set. For the purposes of this section a school year shall be considered as beginning on July 1 and ending on June 30 of the following year.

Final Deerfield contract after changes:
(2) ATTENDANCE COMMENCEMENT, TERMINATION-WITHOUT CAUSE AND MINIMUM TERM:

Attendance of Deerfield students in the Concord School District commenced at the inception of the 2004-2005 school year. The original agreement has continued beyond the minimum term of ten (10) school years, and would expire no sooner than June 30, 2016. This amended agreement reaffirms the maximum term of June 30, 2024.

(3) AUTOMATIC CONTINUATION – TERMINATION NOTICE – FINAL TERMINATION:

This contract shall automatically continue in force until June 30, 2024, unless a termination date is set by proper notice from either party, as set forth herein, whereupon the agreement shall terminate on the date so set. For the purposes of this section a school year shall be considered as beginning on July 1 and ending on June 30 of the following year.

Kass Ardinger explained that the need to amend the Deerfield contract arose due to the fact that if the contract were amended, and not established as a new contract, there is no requirement for voter approval. Jennifer Patterson noted that the original language was confusing, but the new language is clearer. Mr. Cogswell added that this process has been quite extensive and that this is a fair contract for both Deerfield and Concord School District. He strongly urged the Board to approve the amended contract.

The Board voted 8-0 (motioned by Mr. Cogswell, seconded by Ms. Ardinger) to approve the amended tuition contract with Deerfield.

Enrollment Projections and Staffing

Superintendent Rath reviewed enrollment, staff changes and benefits for the proposed FY15 budget, including a 10 year history of K-12 enrollments, state enrollment trends from 2006 to 2013 and enrollment projections K-12 by level from 2014/2015 through 2023/2024.

She then showed enrollment projections specifically for 2014/2015 by school. There are estimated to be 46 fewer elementary students, 35 more students at Rundlett Middle School (RMS), and 109 fewer students at Concord High School (CHS). These projections are based on January 2014 enrollment figures.

Ms. Ardinger requested the range of low, medium and high enrollments be displayed for review. The ranges according to the Board policy #641 are as follows: Kindergarten range is 14 to 20 students per class with a midpoint of 17; the range for the primary level is 18 to 24 students per class with a midpoint of 21; and the range for the upper elementary/intermediate level is 22 to 28 with a midpoint of 25.

The Board reviewed the projected 2014/2015 CHS enrollments by department and projected reductions by department in grades 9 through 12 were discussed. Due to the projected decrease in enrollment of 109 students at CHS, the district proposes a decrease in staffing of 6.2 classroom positions. However, at this point in time, these are
simply numerical calculations; the administration will analyze enrollment numbers when they become available.

Melissa Donovan asked what the 109% listed in science enrollments represented, to which Superintendent Rath replied that this number represents the students taking multiple science offerings. Ms. Patterson noted that it is challenging to determine enrollment projections in kindergarten and grade 1 as the district does not know the numbers until the children are actually registered.

Mr. Cogswell clarified that most of the staff reductions will be accomplished through either retirements or people leaving the district. Superintendent Rath clarified that these elementary staff reductions can be covered by employees leaving for retirement; however, this is not the case for the high school.

Superintendent Rath displayed graphs detailing reductions in staff over the past 20 years. The district reduced 26 classroom positions at the elementary level; 14 cluster teacher positions at the middle school over a 17-year period and 7.5 positions at the high school. The high school numbers reflect that early in this time period Bow students attended CHS and Deerfield students came into CHS when Bow left.

Superintendent Rath showed statistics representing the change in demographics in the district, including the percentage of student enrollment of other races as well as the percentage of students on free and reduced lunch. Ms. Ardinger noted the changing student population, also noting that poverty impacts learning and education.

Other staffing change proposals for 2014-2015 include position reductions of 1 math tutor at CHS, a .4 Special Education Coordinator at CHS; 1 full-time and 1 part-time reading tutor at the elementary level (Note: all reading tutor positions will be removed from the district budget and funded by Title I).

Staffing changes and additions include bringing 1 Tech Integrator at Abbot-Downing School into the district budget (currently federally funded); adding 1 new Tech Integrator position at CHS; assuming all costs for the CHS social worker position; making 1 tech support position full-time; adding 1 permanent substitute teacher (for an absent classroom teacher or educational assistant on any given day); and adding 5 part-time (3 hours per day) office assistants to elementary schools (with a focus on assisting with tasks related to special education). The budget associated with personnel changes is a reduction of just over $600,000

Ms. Ardinger expressed appreciation to Superintendent Rath for managing projected enrollments and the number of individuals impacted has been relatively small due to teacher retirements. Superintendent Rath explained that some individuals next year may move from the high school, where there are no retirements, to the middle school, where retirements are planned.

**Benefits**
Human Resources Director Larry Prince discussed benefits in the FY15 budget. Health insurance is budgeted at $7,996,625 showing a decrease of $498,486 or -5.87% due to reduction in premiums, as well as bargaining more contribution from employees. Also contributing to the decrease is the fact that three bargaining groups have accepted a new Consumer-Driven Health Plan (CDHP). A third factor contributing to the reduction in health insurance costs projected for FY15 is the fact that fewer teachers are retiring before 65. Once a retiree turns 65, he/she is no longer eligible for the district’s 65% contribution to health insurance. $104,000 of the reduction in health insurance is due to the lower number of retirees eligible for the district contribution.

Dental insurance is budgeted at $612,500, a slight increase of $10,000 or 1.66%. The district self-insures its dental plan by paying claims but not monthly or annual premiums. The budgeted amount is based on actual claims paid and the trending pattern of those claims.

Life insurance is budgeted at $55,000, an increase of $8,899 or 19.30% due to this account having been under-budgeted in FY2013-2014. Also included in this account is Accidental Death and Dismemberment insurance. Disability insurance is budgeted at $76,000, an increase of $5,646 or 8.03% also due to this account having been under-budgeted in FY2013-2014.

FICA contributions are budgeted at $2,940,923, an increase of $69,017 or 2.40%. The budgeted amount in this account is driven by gross wages. The District’s cost is 7.65% of wages.

New Hampshire Retirement for Non-Teachers is budgeted at $748,290, an increase of $32,058 or 4.48%. Also driven by gross wages, the district contribution in this category will remain at 10.77% for 2014-2015. New Hampshire Retirement for Teachers is budgeted at $3,965,535, an increase of $76,707.47 or 1.97%. The district contribution in this category will remain at 14.16%. In total, both NH Retirement accounts will increase by $108,765.47 or 2.36%.

Course reimbursement for unaffiliated groups is budgeted at $6,000, an increase of $3,000 or 100%. This budget line item is increased due to projected course offerings taken by unaffiliated staff. Course reimbursement for CAA – Principals/Administrators – is budgeted at $15,000, an increase of $2,000 or 15.38%. This increase was collectively bargained. Course reimbursement for CEA – Teachers is budgeted at $150,000. There is no change for the 2014-2015 school year. This amount is also collectively bargained.

Funds for the Prepaid Masters program for CEA is budgeted at $40,000 for FY15. The remaining balance of the $60,000 negotiated for Prepaid Masters will continue to be funded through the Title II grant.

Course reimbursement for CEOPA – Administrative Assistants – is budgeted at $3,000 which represents no change to this collectively bargained benefit. Course reimbursement for CEAA – Educational Assistants - is budgeted for $15,000 with no change. This amount is negotiated as part of the Master Agreement with CEAA.
Ms. Donovan asked what is done with the course reimbursement fund if it is not used up. The remaining funds go to the unreserved fund balance.

Unemployment insurance is budgeted at $55,000. This amount is based on actual costs and there is no change from 2013-2014.

Worker’s Compensation is budgeted at $216,745, an increase of $16,055 or 8%. The District’s insurance carrier calculates an annual premium based on the district’s history of workplace injuries and lost time accidents. This premium amount, or percentage, is then applied to gross payroll.

Mr. Dunn explained that there will be an increase in Workers’ Compensation insurance, referenced in Appendix C.4, of $16,055 or 8% increase. In addition, the district’s Property and Liability insurance, referenced in Appendix C.3, covers the properties, general liability (lawsuits), and vehicles. The projected increase for Property and Liability insurance will be $16,224 or 7%. This increase was limited due to the district’s participation in Primex’s CAP Rate Program.

The administration proposes using up to $250,000 from the Health Risk Reserve to cover the cost of retiree benefits.

Superintendent Rath noted that the February 12 work session will focus on special education. Ms. Ardinger asked when the district would have registration information for CHS. This is expected to be finalized in early March; however, the budget will be posted without the registration information.

Ms. Donovan requested a job description of the Tech Integrators, as she would like to review the cost and benefit of adding these positions.

The Board voted 8-0 (motioned by Ms. Ardinger, seconded by Tom Croteau) to adjourn.

The meeting adjourned at 6:46 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board President Clint Cogswell called the meeting to order at 5:34 p.m., noting that the purpose of the meeting was to review the Special Education programs and budget. He introduced Assistant Superintendent Donna Palley, who explained that she and Bob Belmont, Director of Student Services, would discuss all phases of special education, out-of-district tuition and transportation costs, with a specific focus on a proposal for an expanded contract with Bill White Associates for contracted service personnel at the elementary level to work with students with Emotional and Behavioral Disabilities (EBD) under the supervision of Bill White and consultant Cathy Apfel. The agenda will also include a review of Medicaid revenue.

Ms. Palley and Mr. Belmont described Concord School District’s student population with disabilities in the current year. As of October 2013, the district population is 4,689 students, of whom 709 (15%) are students with disabilities. This includes 265 (13%) of the elementary population, 149 (15%) of the middle school population and 295 (17%) of the high school population. The percentage is higher at the high school due to the fact that students with disabilities can receive services until age 21.

They described the district’s special education enrollment history and the number of students, by level, with disabilities from 2008/2009 – 2013/2014. Mr. Cogswell requested a graph detailing enrollment history using percentages.

Out-of-district tuition for FY15 is projected to be $1,744,479. Mr. Belmont explained that this amount covers community preschool sites, Second Start Alternative High School, foster placements, court placements, day placements and residential placements.

In the 2013-2014 school year, 27 students are in out-of-district placements. This represents .006% of the total student population of 4,689 or 4% of the 709 students with disabilities. Foster placements consist of 1 at the elementary level, 1 at Rundlett Middle School and 2 at Concord High School. There are 4 students in court placements at the
high school level; there are 2 at the middle school and 15 at the high school in day placements. The district has 2 high school students in residential placements. Mr. Belmont provided several examples of residential placements, including Contoocook School, Longview, and Spaulding in Northfield.

Oliver Spencer asked what the criteria are for foster vs. residential placement. Mr. Belmont and Ms. Palley explained that foster placement in special education goes through the court and is temporary. Students go to school in the town in which they are placed. For out-of-district placements, special education teams decide where the student will best succeed.

Ms. Palley and Mr. Belmont provided a history of out-of-district tuition costs by level from 2010/2011 – 2014/2015. The amounts listed are the total number of students in out-of-district placement for that school year and the actual cost for 2013/2014 and proposed cost for 2014/2015.

\[
\begin{align*}
2010/2011 & \text{ – 39 students} = $1,319,089 \\
2011/2012 & \text{ – 27 students} = $1,580,706 \\
2012/2013 & \text{ – 30 students} = $1,578,612 \\
2013/2014 & \text{ – 27 students} = Projected $1,586,438 \\
2014/2015 & \text{ – 26 students} = Proposed - $1,744,479
\end{align*}
\]

Special education transportation includes salary and benefits for 12 drivers and 8 bus monitors for both the school year and for summer programs. In-district transportation for 190 students with disabilities, including preschoolers, Early Language Learning students to Broken Ground School and homeless students totals $568,288. Out-of-district transportation for 26 students totals $350,000, bringing the total amount for special education transportation to $918,288. The costs include 1 bus monitor employed for an out-of-district placement.

Mr. Cogswell asked about a better way to handle out-of-district placements that would not cost the district over $300,000. Jack Dunn explained that he and Mr. Belmont have met with representatives from both vendors, The Provider and Easter Seals.

Other expense factors not included in the estimated costs for special education transportation include fuel, financing of buses, repairs and maintenance, management, homeless transportation (required by the McKinney-Vento Act), training, conference, and travel and insurance.

The district receives revenue related to transportation including Medicaid, Catastrophic Aid, and a Title I Grant, which pays for extended day and summer extended school year programs.

This budget proposes to withdraw up to $150,000 from the Special Education Expendable Trust Fund to mitigate the impact of rising costs for out-of-district tuition.
and transportation on the FY15 Budget. If this was approved, it would leave a remaining balance in the Special Education Trust of $256,242.

Mr. Belmont explained that Catastrophic Aid has about a $46,000 minimum cost per student before the district is reimbursed for expenses. The state has implemented new rules that require invoices and bills that are tied to students’ IEPs. In response to Ms. Ardinger’s question if there was a decline in Medicaid Revenue or if that would remain the same in the FY15 Budget, Mr. Dunn provided the history of actual Medicaid revenue and the projected revenue for the FY15 Budget.

- FY12 - $569,567
- FY13 - $804,484
- FY14 - $1,336,979
- FY15 - $1,112,500 (budgeted)

Mr. Belmont explained that a letter is sent to parents explaining Medicaid eligibility and requesting Medicaid numbers for billing. Mr. Dunn added that because the district moved from paper to electronic reporting, a reduced fee with the provider was negotiated, from 8.5% to 7%.

The district provides a continuum of services for students with challenging behaviors both in the classroom and outside the classroom. Inside the classroom, such services include various instructional strategies such as Responsive Classroom and additional support from special educators, educational assistants, and guidance counselors. Services outside the classroom include a Student Support Room at all 5 elementary schools, short-term pull-out programs in school, and a longer-term self-contained 3R program, housed at BMS but available district-wide.

Ms. Palley displayed data from the School-Wide Information Systems (SWIS) with regard to students with challenging behaviors, from September 2013 through February 2014. This is the data from four of our elementary schools:

- 6 students generating 228 office referrals
- 3 students generating 164 office referrals
- 6 students generating 134 office referrals
- 5 students generating 106 office referrals

The district’s proposal, through Bill White Associates, is to contract for the services of 5 Behavior Specialists, at a cost of an additional $240,000 in the special education budget. Behavior Specialists are hands-on staff, supervised and trained by Bill White and his consultants. The administration proposes one Behavior Specialist for each elementary school. Working under the supervision of Cathy Apfel and Bill White, both consultants to the district, Behavior Specialists would implement behavior plans for select students. The budget also includes funds for training by Bill White staff for school
staff, specifically Student Support Room staff. The cost of training is budgeted at $39,436.

Ms. Patterson asked if this would be a pilot program. Ms. Palley said the district will take this program one year at a time and initially will have a Behavior Specialist in each school. Mr. Croteau indicated he and others would like to hear more information from Bill White regarding the program and staff training.

Ms. Higgins asked if it wouldn’t be more effective to use the already established 3R program. Donna Palley explained that the team had considered this as an option but that we have used the model of Behavior Specialists working under Bill White’s supervision for the past ten years and it has been quite successful.

Ms. Patterson noted that in his report, Bill White stressed the importance of using the PBIS or Responsive Classroom programs, also already established. Superintendent Rath explained most of our schools have a school-wide program in place or in development. Mill Brook School has a Responsive Classroom. Rundlett Middle School is in its third year of implementing PBIS; Beaver Meadow School is in year 2 with PBIS. Christa McAuliffe School is in the study phase of PBIS. Broken Ground’s system is similar to that of PBIS. Abbot-Downing School currently does not have one of these school-wide programs, but the need for a system has been discussed during the Principal search process. Rusty Cofrin supported the idea of modifying behaviors at the elementary level before students arrive at RMS and CHS.

The question was asked whether the district should have a policy requiring each school to implement a school-wide program. Ms. Patterson suggested the Board review and look into revising the language of the Code of Conduct policy.

Superintendent Rath advised the Board that the February 17 work session will be a review of Capital Facilities and Buildings and Grounds. Originally, Technology was planned to be discussed; however, this topic will be moved to the Wednesday, February 19 work session.

The Board voted 7-0 (motioned by Ms. Ardinger, seconded by Ms. Higgins) to adjourn.

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board of Education, Concord School District  
FY2014-2015 Board Work Session #4  
February 17, 2014

**Board members present:** Kass Ardinger, Rusty Cofrin, Clint Cogswell, *President*, Tom Croteau, Melissa Donovan, Nick Metalious, Jennifer Patterson, Oliver Spencer

**Board members absent:** Barb Higgins

**Administration:** *Superintendent* Chris Rath, *Assistant Superintendent* Donna Palley,  
*Business Administrator* Jack Dunn, *Director of Human Resources*, Larry Prince, *Director of Facilities and Planning/Community Education* Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:30 p.m., noting that this was Board Work Session #4 and the topic was Building and Grounds. The agenda included options to pay the NORESCO Lease, review the FY15 Building and Grounds budget and the Capital Improvement Plan (CIP), review proposed bond options and to hear a proposed plan to study Rundlett Middle School.

Mr. Dunn explained that the NORESCO Energy Improvement Project (Energy Savings Co.) lease includes lighting upgrades, lighting occupancy sensors, new energy management systems at the elementary schools; retro-commissioning of upgraded energy management system at RMS, steam trap repairs, new premium efficiency motors, pipe insulation, weatherization, domestic water conservation, network monitoring software, variable volume hot water pumping, kitchen hood controls, and new hot water boilers at BMS. This work took place at the decommissioned, sold or replaced schools (Dame, Walker, Conant, Kimball, Eastman, Rumford) and Rundlett and Concord High.

The following are two proposals for payment of the NORESCO lease:

In NORESCO Proposal #1, the administration proposes to transfer the FY15 payment of $168,661.01 from the Maintenance Trust Fund which currently has a balance of $817,144.88, leaving a balance of $648,483.87. To do this, the Board would need to increase the appropriation for the General Fund in FY15 from $73,999,985 to $74,168,646.01.

In NORESCO Proposal #2, the administration proposes to pay off the remaining portion of the NORESCO lease, $530,202.23, leaving a balance in the Maintenance Fund of $286,942.65.

The District would save $27,725.87 in interest by paying off the lease with the Maintenance Fund.

Kass Ardinger noted that the dilemma with using the Maintenance Fund to pay off the NORESCO lease is spending the money from the sale of the Walker School, which was
intended to be used as a down payment for future building projects. She added that paying off the lease will leave very little for that purpose. Both she and Mr. Cogswell stated that the savings of $27,000 in interest would not be worth the reduction of the fund. Jennifer Patterson also noted that it may make sense to use the Maintenance Fund for the FY15 payment. Ms. Ardinger suggested moving money from the Maintenance Fund to another fund to lock away for future use. Mr. Dunn noted that this could be further discussed at the work session on Monday, March 3.

A chart was displayed showing a Building and Grounds Function Summary with the following information:

<table>
<thead>
<tr>
<th></th>
<th>FY15 Proposal</th>
<th>Change</th>
<th>% Change from FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Grounds</td>
<td>$5,757,430</td>
<td>-$156,396.39</td>
<td>-2.64%</td>
</tr>
<tr>
<td>Construction Services</td>
<td>$220,000</td>
<td>-$326,890.00</td>
<td>-59.77%</td>
</tr>
<tr>
<td>Bond Principal/Interest</td>
<td>$6,763,346</td>
<td>-$254,197.75</td>
<td>-3.62%</td>
</tr>
<tr>
<td>Total</td>
<td>$12,740,776</td>
<td>-$737,484.14</td>
<td>-5.47%</td>
</tr>
</tbody>
</table>

The Buildings and Grounds Summary was further detailed showing:

<table>
<thead>
<tr>
<th></th>
<th>FY15 Proposal</th>
<th>Change</th>
<th>% Change from FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,865,606</td>
<td>$48,649.00</td>
<td>2.68%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$809,457</td>
<td>$6,417.00</td>
<td>.80%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$37,365</td>
<td>-$5,060.00</td>
<td>-11.93%</td>
</tr>
<tr>
<td>Purchased Property</td>
<td>$658,566</td>
<td>-$136,731.50</td>
<td>-17.19%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$245,965</td>
<td>-$10,987.69</td>
<td>-4.28%</td>
</tr>
<tr>
<td>Supplies, Books and Utilities</td>
<td>$2,007,471</td>
<td>-$113,506.52</td>
<td>-5.35%</td>
</tr>
<tr>
<td>Equipment</td>
<td>$68,000</td>
<td>$2,296.00</td>
<td>3.49%</td>
</tr>
<tr>
<td>Dues, Fees &amp; Interest</td>
<td>$65,000</td>
<td>$52,527.32</td>
<td>421.14%</td>
</tr>
<tr>
<td>Total</td>
<td>$5,757,430</td>
<td>-$156,396.39</td>
<td>-2.64%</td>
</tr>
</tbody>
</table>

The Constructions Services Summary showed the cost of Capital Summer Projects:

<table>
<thead>
<tr>
<th></th>
<th>FY15 Proposal</th>
<th>Change</th>
<th>% Change from FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased Property</td>
<td>220,000.00</td>
<td>-326,890.00</td>
<td>-59.77%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>220,000.00</strong></td>
<td><strong>-326,890.00</strong></td>
<td><strong>-59.77%</strong></td>
</tr>
</tbody>
</table>
The history of Capital Summer Expenditures from 2011–2014 was detailed showing the average summer project budget over the four years was $288,209.25.

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>BUDGET</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>173,319.00</td>
<td>185,182.55</td>
</tr>
<tr>
<td>2012</td>
<td>228,207.00</td>
<td>228,320.45</td>
</tr>
<tr>
<td>2013</td>
<td>192,921.00</td>
<td>213,054.11</td>
</tr>
<tr>
<td>2014</td>
<td>558,390.00</td>
<td>475,153.62</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,152,837.00</td>
<td>1,101,710.73</td>
</tr>
</tbody>
</table>

Mr. Dunn and Mr. Cashman listed the summer projects for FY14 and FY13. In addition to this information, Mr. Cogswell requested a column detailing the cost of each project.

The list of Capital Summer Projects for 2014 included:

- Replaced 4th & 5th grade carpets and lockers (Phase II) at Broken Ground School;
- Replaced 1st floor main hallway tile, cafeteria tile teachers’ room floor at Beaver Meadow School;
- Renovated bathroom 400 Wing; landscaped the front plaza and added signage, shrubs and flagstone at Rundlett Middle School;
- Replaced roof over the music room, rubber stair treads in the west wing and spiral stair well, and installed blue strobe lights for security at Concord High School;
- Added a fire panel and increased code compliance at White Farm.

The list of Capital Summer Projects for 2013 included:

- Hall floor replacement at Broken Ground School;
- Hallway floor tile replacement (Phase I) and carpet and tile classrooms at Beaver Meadow School;
- Renovated the bathroom in the 500 Wing and installed a kiln exhaust fan at Rundlett Middle School;
- Ledge repairs at CHS;
- Replaced the roof (storage barn) at White Farm.

In addition, the Bond Principal and Interest expenses showed:

<table>
<thead>
<tr>
<th></th>
<th>FY15 Proposed</th>
<th>Change</th>
<th>% Change from FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues, Fees and Interest</td>
<td>$3,006,441</td>
<td>-$184,402.75</td>
<td>-5.78%</td>
</tr>
</tbody>
</table>
In preparing the FY15 budget proposal, the administration proposes the Board consider either a $1 million bond to pay for the proposed capital projects on the Capital Improvement Plan presented to the Board in December or just spend $220,000 for capital (summer) projects. The total amount needed for capital projects proposed on the plan for FY15 is $972,302.

Superintendent Rath stated that there is some flexibility with the timeline; for example, this could be a 15-year plan rather than a 10-year plan.

A bond history of Capital Projects detailed the following:

<table>
<thead>
<tr>
<th>Year</th>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1987-88</td>
<td>RMS Renovation &amp; Expansion</td>
<td>$9.5 million</td>
</tr>
<tr>
<td>1994-96</td>
<td>CHS Renovation &amp; Expansion</td>
<td>$32.7 million</td>
</tr>
<tr>
<td>2001</td>
<td>Miscellaneous Projects</td>
<td>$1.1 million</td>
</tr>
<tr>
<td>2009</td>
<td>RMS HVAC (QSCB)</td>
<td>$4.3 million</td>
</tr>
<tr>
<td>2010</td>
<td>Elementary Consolidation Project (BAB)</td>
<td>$55 million</td>
</tr>
</tbody>
</table>

**Amounts are rounded and do not include interest or refunding.**

Mr. Dunn displayed a table showing the district’s Debt Service as of today in reference to bonds only, stating that this table was set up assuming losses due to sequestration for the life of the loans. He explained that this table shows no new debt. He explained the process of assuming the 5% debt, which in 2005 was equal to $3.2 million. A discussion among Board members and administration followed, with focus on whether to increase the debt at this time with a new bond.

A discussion on bonds ensued regarding needed projects and which are necessary at this time and which can be pushed out without bonding in FY15. Flooring projects, bathroom and roof repair and replacement, gym floors, landscaping, HVAC, blinds and shade replacement were discussed. There was also discussion about the need for extensive repairs at Rundlett, as well as the need for maintenance of the new schools at some point in the future.

Superintendent Rath distributed a draft outline of a planning process for developing a more comprehensive plan for Rundlett Middle School:

April 2014 – December 2014

Phase IA: Adopt a vision, goals and an implementation plan for a middle-level educational program that meets present and future needs.

Phase IB: Compile updated demographics of community and school district, including city growth projections and enrollment projections.

January 2015 – October 2015
Phase II: Achieve community consensus and Board approval for preliminary set of educational specifications for a middle-level educational facility.

September 2015 – December 2015
Phase III: Assess feasibility of current facility.

January 2016 – April 2016
Phase IV: Develop community consensus for middle-level educational facility plan.

April 2016 – December 2016
Phase V: School Board adopts Master Plan for Middle School facility.

January 2017 – September 2017
Phase VI: School Board accepts architectural designs to implement Master Plan for middle school facility.

September 2017 – June 2019
Phase VII: School Board hires contractor for middle school project and work begins.

September 2019
New/renovated middle school facility opens.

Superintendent Rath noted that this timeline is ambitious and will depend on how much consensus there is around the plan and the financial plan the Board adopts. Ms. Patterson noted even if the District cannot start the process right now, it could start the planning process. Tom Croteau agreed that the Board and District should initiate Phase IA and IB at this time.

Superintendent Rath explained that if there is no bond, the District has budgeted $220,000 for spending on summer FY15 projects. Melissa Donovan suggested that the projects be prioritized. Mr. Cogswell suggested that the administration develop a plan if $500,000 were available for capital projects including the minimum necessary at Rundlett. Ms. Ardinger noted that $500,000 will increase the tax rate and the Board and District should decide which projects are expendable.

Mr. Cogswell stated that the Board can make cuts at other meetings but noted that it is important to maintain the buildings, to which Ms. Patterson added that there should be additional discussion at one of the open meetings.

Mr. Cogswell closed the meeting, noting that the topic for Wednesday, February 19 is Technology.

The Board voted 8-0 (motioned by Nick Metalious, seconded by Mr. Croteau) to adjourn.

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer

Board members absent: Kass Ardinger, Nick Metalious

Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities and Planning/Community Education Matt Cashman, Director of Technology Matt Ballou

Board President Clint Cogswell called the meeting to order at 5:33 p.m. He explained that this is the fifth meeting to review the FY 2014-2015 Superintendent’s Proposed Budget. The topic this evening is Technology.

Assistant Superintendent Donna Palley explained that the state minimum standards for Information and Communications Technologies (ICT) require the district to have a technology curriculum including how students demonstrate their competencies with technology. The minimum standards also influence how the technology integrators and other staff support students in learning to use technology and using technology to learn as well as how teachers are learning to use technology and using technology to support student learning.

New Hampshire’s ICT Standards require an integrated approach to the use of 21st century tools, including digital technology and communication tools, within all curriculum areas through the adoption of an ICT program in grades K-12.

Students must be able to demonstrate knowledge of ethical, responsible use of technology and proficiency in using technology to access, manage, integrate, evaluate and create information. Students must be able to use 21st-century tools to develop proficiency in literacy, numeric problem-solving, decision-making, and spatial/visual literacy. Students must also demonstrate technical proficiency at a foundational level with hardware, software, networks and elements of digital technology.

Starting in first grade, students will be creating digital portfolios that address creativity and innovation, communication and collaboration, research and information fluency, critical thinking, problem solving and decision-making, digital citizenship and technology operations and concepts.

The state standards indicate that the local school board shall provide opportunities for high school students to complete a ½ credit ICT course prior to high school graduation,
including use of common productivity and web-based software, use of a variety of multimedia software and equipment, configuring computers and basic network configurations, and applying programming concepts used in software development. Students may, however, choose to present a portfolio instead of taking a class.

Ms. Palley explained that the district’s elementary technology curriculum is aligned with the state technology standards and the curriculum will ensure that each student has the knowledge and skills through operations, multi-media, keyboarding, assessment evidence, rubrics, exemplars, and individual learning experiences. She noted students are developing portfolios through the Concord School District Google site. She showed the Board a short video in which students described their use of the Google site. The students on the video explained the creation of a portfolio with the steps involved.

Ms. Palley explained how, by level, technology integrators and other staff support students in learning to use technology and using technology to learn.

Elementary schools provide mini-lessons and technology classes by utilizing multimedia elements (audio, video, pictures, and text), editing text documents, using and teaching internet safety, citing sources, using online research tools, and keyboarding.

Middle school provides lab lessons and the Technology Education Related Arts class that uses Google applications as well as Excel and Digital Photography applications, Robotics and Computer-Aided Design as well as online research tools.

High school courses will now include Digital Life 2.0, Coding, Mobile App Development (2015/2016), e-Commerce, PC Applications, and Digital Production. The Concord Regional Technical Center offers Information Technology; Computer Repair & Networking for Home and Small Business, Information Technology; Visual Basic Programming and Graphic Design.

Oliver Spencer stressed how important it is to teach our students Internet safety. He stated that this subject cannot be repeated enough.

Donna Palley described examples of how our students are currently using technology in an integrated way. Elementary-level students are solving math problems with online manipulatives and other tools, creating digital books, recording their own voices (and sharing them with the Kindergarteners), producing a multimedia digital story on a social studies theme, using various presentation applications to show research results, practicing math facts to develop fluency and using Google Docs to collaborate on writing pieces.

Middle school students are using a note-taking application to read and annotate text, developing a multimedia webcast demonstrating content knowledge, using an application to construct 3D designs and models, collaborating with peers on writing in interactive document applications and creating blogs for students to have book discussions.
In high school, students are using technology in World Language classes to develop oral and aural proficiencies in Spanish and make connections with media outlets and individuals in Spanish-speaking countries. In English classes students are capturing image, text, and sound for use in multimedia products, including short films, Public Service Announcements, podcasts, and serial webcasts. They are drafting, revising, and publishing writing; crafting, refining and publishing/broadcasting news features of interest to the CHS community; and developing informational graphics and digital story projects. In Social Studies classes students are selecting, analyzing and citing digital sources for research; using advanced digital search techniques; analyzing source credibility; and creating presentations of research, including interactive digital timelines and communicating online with members of other cultures.

Tom Croteau asked who is responsible for making sure that students are acquiring the various competencies. Ms. Palley responded that the focus right now is on developing curriculum aligned to the standards and that the portfolios will eventually document a student’s progress. Melissa Donovan added that she would like to know the importance of using technology devices vs. textbooks.

Concord teachers are learning to use technology through professional development opportunities in the summer, after school, at faculty meetings, in Strand study groups, through newsletters and through co-teaching with technology integrators, on curriculum committees, and through curriculum development opportunities, as well as working with the technology integrators on the re-teaching and enrichment days in math. Teachers are using technology to support student learning at all grade levels with Universal Design Features, that is, multiple means of representation, expression and engagement. Teachers are providing feedback to students in Google Docs. They are gathering formative assessment information with students explaining their thinking; students recording themselves reading and speaking; and with online quizzes. Ms. Palley offered several specific instances where CSD teachers are using technology to support student learning.

Mr. Spencer reiterated that the Board and administrators should be certain that teaching Internet safety is one of our top priorities throughout all technology use.

A discussion of the responsibilities of the Technology Integrator position followed. Technology Integrators collaborate with other educators to incorporate digital tools and resources into classroom instruction; collaborate with other educators to design, implement and assess curriculum that integrates multimedia, research and information literacy into the regular education program; and support all educators in the use of adaptive technologies and other resources to personalize and differentiate learning activities to provide full access to curriculum for all learners. The Technology Integrator sets up and manages the digital portfolio process; manages and integrates digital tools within the school community; and provides instruction in and promotes the use of digital tools for teaching, collaboration and communication with students, parents, peers and community members. Technology Integrators also provide
instruction, model and monitor safe, ethical and legal practices regarding the use of digital tools and social media. Ms. Palley provided resource links for the job description of the Technology Integrators and a link for the Elementary Technology Curriculum.

Director of Technology Matt Ballou then reviewed the work that has been done with funds budgeted for FY2014. In FY14 new network hardware and infrastructure was installed at Beaver Meadow, Broken Ground, Rundlett and Concord High Schools. Over 303 student and staff laptops and 145 student and staff desktops were built and wireless capacity was added at Concord High. The district replaced media center computer labs at Broken Ground and Beaver Meadow, as well as 8 computer labs at Concord High and 2 at Rundlett. A rollout of over 740 iPads for Beaver Meadow, Broken Ground and 6th Graders at Rundlett was completed, a new Firewall was installed and work on a new Technology Plan was started.

The school district’s inventory now includes 2,415 iPads, 808 desktop computers, 775 laptop computers, 150 networked printers, an LCD projector in almost every classroom, interactive white boards in all classrooms at the elementary level and a proposed phase in classroom updates at the middle and high schools.

Jennifer Patterson asked if the iPads will become obsolete. Mr. Ballou stated that currently there is no date for iPads becoming obsolete; he estimated two to three years, but they can be used even when obsolete.

Under Mr. Ballou’s leadership, the Concord School District infrastructure has been updated significantly, with installations at Abbot-Downing, Christa McAuliffe and Mill Brook Schools in 2012 and installation at Concord High, Rundlett, Beaver Meadow and Broken Ground Schools in 2013. This infrastructure is a modular intelligent design with all modules working together. It has high management capability and is scalable as needs and technology change. The connection to the network is 10 times faster than the previous design and the speed to a desktop, laptop or phone is also 10 times faster than the previous design.

Mr. Ballou displayed maps showing infrastructure both before and after the updates, along with a graph showing the network speed to classrooms now at 1000 Mbps, as compared to the previous 100 Mbps. Wireless infrastructure has 237 access points, is managed via a Cloud controller, and provides a school and guest network. The wireless infrastructure also provides quality of service (QOS) throttling, device tracking, a speed upward of 130 Mbps, and reporting. All buildings utilize the same hardware platform and as Mr. Ballou explained, there are approximately 4700 devices connected per day. He displayed a “heat map” of the high school showing this activity, along with a graph showing a comparison in speed at each school from 2013 to 2014.

Mr. Ballou briefly discussed bandwidth usage with a 100 Mbps Comcast connection and 100 Mbps G4 Fiber Optic system. A bandwidth analysis with traffic analytics was displayed for the Board’s review.
Business Administrator Jack Dunn then reviewed the technology work planned under the FY15 budget. This work will include replacing the Rundlett 402 Lab, installing ceiling mounted projectors at Concord High, Rundlett, Beaver Meadow and Broken Ground Schools, the 4th grade iPad cart deployment at Broken Ground and Beaver Meadow Schools, and the 7th grade iPad cart deployment at Rundlett Middle School. Also included will be classroom A/V upgrades at Concord High and Rundlett, Google Chrome Book labs at CHS, replacement computers for staff, and Concord High 4th and 5th floor wiring.

Looking forward, the district plans to continue migration toward mobile technology, including wireless and network upgrades and investment in mobile devices. Other plans include a possible Internet connection speed increase; a Bring Your Own Device plan; a mix of traditional computers with mobile tech; moving existing systems to other schools; and a five-year plan for upgrading networking and support equipment in other buildings.

Rusty Cofrin asked for an explanation of moving existing systems to other schools. Mr. Ballou and Mr. Dunn explained that the district plans to reuse higher-end systems that may no longer be sufficient for certain classes such as drafting.

The FY15 budget for Technology shows $459,920 in Salaries, $164,087 in Benefits, $28,000 in Professional Services, $444,027 in Purchased Property, $31,470 in Purchased Services, $246,760 in Supplies, Books and Utilities, $30,800 in Equipment and $50,000 in Dues, Fees and Interest. This results in a total difference of $116,053.56 less than the FY14 budget.

A list of equipment purchased by location and purchase amount shows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>District-Wide</td>
<td>$330,564.76</td>
</tr>
<tr>
<td>Abbot-Downing</td>
<td>$ 3,090.00</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>$ 2,970.00</td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>$ 8,560.00</td>
</tr>
<tr>
<td>Christa McAuliffe</td>
<td>$ 3,112.50</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>$ 2,940.00</td>
</tr>
<tr>
<td>Rundlett</td>
<td>$ 9,077.50</td>
</tr>
<tr>
<td>Concord High</td>
<td>$ 46,900.00</td>
</tr>
</tbody>
</table>

**$407,214.76 GRAND TOTAL**

This list of equipment proposed to be purchased by location includes annual hardware and software maintenance, licenses, iPad applications, cabling, repairs and maintenance, telephone and Internet connections, bulbs, district-wide educational software subscriptions, contingency, battery back-up replacement and contracted services.
A list of equipment proposed to be financed by location shows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Purchase Amount</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Wide</td>
<td>$46,500.00</td>
<td>$15,882.49</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>$137,510.00</td>
<td>$46,967.78</td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>$145,420.00</td>
<td>$49,669.51</td>
</tr>
<tr>
<td>Rundlett Middle School</td>
<td>$265,975.00</td>
<td>$90,538.75</td>
</tr>
<tr>
<td>Concord High School</td>
<td>$148,084.00</td>
<td>$50,579.42</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$742,589.00</strong></td>
<td><strong>$253,637.96</strong></td>
</tr>
</tbody>
</table>

This list of equipment financed by location includes iPads, Apple TVs, Chrome Books, carts, projectors and mounting kits, server(s), laptops for staff and workstations for computer labs.

Mr. Dunn noted that Beaver Meadow equipment to be purchased shows a larger dollar amount due to Smart Boards for $1300, and a portable Smart Board for $4500. The portable Smart Board will be purchased for the gym and music room. Melissa Donovan asked if it wouldn’t make more sense to purchase three Smart Boards vs. the one portable Smart Board. The administration will follow up on this.

Ms. Patterson asked if all schools are at a current level of technology. Both Broken Ground and Beaver Meadow have been significantly upgraded. The administration will compile this analysis. Ms. Donovan asked if the district plans to continue to purchase technology each year. Superintendent Rath responded by stating that the district is considering when to incorporate “bring your own device (BYOD),” but noted that a student having his/her own device is not an expectation in the classroom at this time.

Mr. Dunn explained how the district could finance new technology conventionally, as well as through an equity lease. Highlights of the equity lease include being able to select the payment schedule that fits the budget cycle (annual – which CSD would utilize – semi-annual, quarterly or monthly) and being able to finance the equipment needed with no down payment. He explained that the equity lease option would allow the possibility of refinancing the remaining balance during the lease term in order to purchase additional technology. By comparison, conventional financing would create fixed payments each year.

The Board discussed continuing to buy technology to bring all schools to the same level. The comparison presented at this session showed purchases through 2017. Ms. Patterson noted that the Board would need to have a projection showing purchases further out before making a decision. She noted that the equity lease option is compelling and makes sense; however, it means added debt and added spending without knowing if the district will need less technology in the future. Ms. Donovan
asked Mr. Dunn to provide a comparison to extend past 2018. The administration will bring this information back at a future session.

The Board voted 7-0 (motioned by Mr. Cogswell, seconded by Ms. Patterson) to adjourn.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Agenda Item 1. Call to Order
The meeting was called to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda
Clint Cogswell reviewed the agenda.

The Board voted 9-0 to approve the agenda as amended (motioned by Kass Ardinger, seconded by Barb Higgins).

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

Agenda Item 4. Recognitions
Student representative Ryan Donnelly noted a small but welcome change at the high school: Food Service has changed pizza providers. He also reported that the Winter Carnival and kickoff bonfire were a big success, with almost every club participating. He commented that it is the only event that everyone in the student body feels like they could go to. He reported that the Model UN club went to Boston Park Plaza on a recent weekend for a simulation of UN activities.

Student representative Claire Celestin noted that over the winter vacation a number of CHS students went to El Salvador to build houses for underprivileged families. The boys and girls Nordic teams both brought home another state championship.

Superintendent Chris Rath noted that seniors Megan Reese and Ben Bengtson have been offered Division I Athletic Scholarships. Megan will be attending the University of Connecticut on a track and field scholarship, and Ben will be attending the University of Hartford on a baseball scholarship.
She noted that about 30 students organized and participated the prior Saturday in a fundraiser for the Friendly Kitchen. The organizers (Della Dolcino, Maggie Lee, Joe Ossoff, Skye Reese) developed a game, based on the popular movie and book *The Hunger Games*, where a group of kids (“Tributes”) raised money from “Sponsors” and then were set loose in a wooded “Arena” where they formed alliances and battled it out using foam weapons. In total, the students raised over $800 for the Friendly Kitchen.

Superintendent Rath informed the Board that March is *Youth Art Month*, during which art created by students from kindergarten through high school is displayed at the Steeplegate Mall, showing their development as artists. March is also *Music in Our Schools Month*, with performances by District Bands and Orchestras and the Choral and Jazz Festivals.

Lastly, she noted that the Diploma Academy is now offering classes for parents wanting to go back to school and get their high school diplomas. In addition, there is an *Active Parenting* class at the Diploma Academy as part of its community outreach.

**Agenda Item 5. Presentation**

Concord YMCA Executive Director Jim Doremus and Deb Galipeault, Childcare and Youth Services Director, gave a brief update to the Board on YMCA activities. The YMCA currently operates the afterschool and summer programs at Abbot-Downing School. They described their KidStop program, which was developed in the early 1980s and currently serves 350 children at several sites, including Abbot-Downing School, Gilmanton, Loudon, Pittsfield and the YMCA. 141 children in these programs are Concord residents. Their mission is to help strengthen the foundations of community by nurturing the potential of every child and by providing children with opportunities to make healthy choices about their lives.

They noted that KidStop is now “licensed plus certified,” indicating it is subject to an annual review. They described the components of each day’s program, including 30 minutes of physical exercise; healthy snacks; an enrichment program that is informational, instructional, and educational; and a minimum of 30 minutes of homework time. All students swim at the YMCA for one hour each week.

The YMCA strives to be a “welcome guest” at schools. ADS Principal Deb McNeish has been very supportive of the program. The YMCA is now also partnering with the 21st Century grant project, the Friends Program, and with Granite State Children’s Alliance on an initiative geared toward eliminating child abuse.

Mr. Doremus noted that the YMCA is working with the District to expand their program to Beaver Meadow School.
Agenda Item 6. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the regular monthly meeting on February 3, 2014.

The Board voted 9–0 to approve the minutes of the regular monthly meeting on February 3, 2014 (moved by Oliver Spencer, seconded by Rusty Cofrin).

Agenda Item 7. Personnel

Coach nominations

The Board voted 9–0 to approve the list of existing spring coach nominations as presented (moved by Ms. Ardinger, seconded by Jennifer Patterson).

Mr. Prince presented five new spring coach nominations.

Kyle Brown, Boys Spring Track Assistant Coach, Concord High School, $2,305, Step 1, Group 9, 6.0%. Kyle replaces Kyle Moser

Joshua Kukla, Boys Freshman Lacrosse Coach, Concord High School, $1,921, Step 1, Group 11, 5.0%. Josh replaces Jason Moore

Jennifer Rivers, Girls Spring Track Assistant Coach, Concord School District, $2,497, Step 2, Group 9, 6.5%. Jennifer replaces Aiyda Ghahramani

Jacqueline White, Unified Spring Track Coach, Concord High School, $960, Step 2, Group 14, 2.5%. Jackie replaces Bryant Lausberg

Nicholas Zeras, Girls Track Supplemental Coach, Concord School District, $1,537, Step 3, Group 13, 4.0%. Nick replaces Stuart Kremzner

The Board voted 9–0 to approve the new spring coach nominations as presented (moved by Ms. Higgins, seconded by Melissa Donovan).

Agenda Item 8. Finance

Finance Committee Chair Tom Croteau reviewed the minutes of the Board Work Sessions on the budget on February 10, February 12, February 17 and February 19.

Board Work Session #1 on February 3, 2014 had already been reviewed; the minutes are included in the March meeting materials as part of the public record.

Board Work Session #2 (Enrollment Projections, Staffing, and Benefits) on February 10, 2014. At that meeting, Superintendent Rath reviewed enrollment, staff changes and benefits for the proposed FY15 budget, including a 10-year history of K-12 enrollments, state enrollment trends from 2006 to 2013 and enrollment projections K-12 by level from 2014/2015 through 2023/2024. Also at that meeting, Human Resources Director Larry Prince discussed benefits in the FY15 budget. Health insurance, life insurance,
FICA contributions, unemployment insurance and Worker’s Compensation, among other benefits, were discussed.

Mr. Cogswell noted that the Superintendent and the administration are keeping an eye on staffing levels and balancing costs.

In addition to the review of enrollment, staffing and benefits, the Board reviewed and approved the amended Deerfield contract.

Board Work Session #3 (Special Education and Pupil Services) on February 12, 2014 included discussion of out-of-district and transportation costs and the proposal to contract with William White Associates to place behavior specialists in each elementary school.

Board Work Session #4 (Buildings and Grounds) on February 17, 2014 included discussion of options to pay the NORESCO Lease, the FY15 Building and Grounds budget including salaries, supplies, utilities, fees, summer projects, and the Capital Improvement Plan (CIP), proposed bond options and a proposed plan to study Rundlett Middle School. Mr. Croteau described the various phases of the plan for the middle school, noting that this timeline is ambitious and will depend on how much consensus there is around the plan and the financial plan the Board adopts. He noted the importance of the discussion about whether Rundlett Middle School may or may not need to be renovated or replaced. Questions were posed about what kinds of spaces, programs and technology middle school students need.

Board Work Session #5 (Technology) on February 19, 2014. Assistant Superintendent Donna Palley explained that the state minimum standards for Information and Communications Technologies (ICT) require an integrated approach to the use of 21st century tools, including digital technology and communication tools, within all curriculum areas through the adoption of an ICT program in grades K-12. She described activities at the elementary, middle school and high school levels, including labs, related arts classes, online research tools and a number of new high school courses such as Digital Life 2.0, Coding, Mobile App Development (2015/2016), e-Commerce, PC Applications, and Digital Production. Additionally, the Concord Regional Technical Center offers Information Technology; Computer Repair & Networking for Home and Small Business, Information Technology; Visual Basic Programming and Graphic Design.

The responsibilities of the Technology Integrator position in collaborating with other educators to incorporate digital tools and resources into classroom instruction were discussed, as was the technology inventory, updates to infrastructure, options of equity or conventional leasing to finance technology purchases, and technology work planned in the next fiscal year. The Board is still in discussion about these proposals.

Mr. Cogswell thanked the administrators for their careful work and many hours preparing the budget, and thanked Mr. Croteau for his thorough report.
The Board voted 9–0 to approve the minutes of the Board Work Sessions on the budget on February 10, February 12, February 17 and February 19 (moved by Ms. Ardinger, seconded by Nick Metalious).

Ms. Patterson asked about the issues that will be focused on in the upcoming Work Sessions as the Board prepares to post the budget.

Mr. Cogswell noted that PowerPoint presentations and the entire proposed budget are posted on the website. Mr. Croteau suggested that people who might have a specific question have access to the information on the District website. Mr. Cogswell said that after the proposed budget is posted, he would like to get the information out to the public in many ways, and asked for feedback about how the community feels about the budget. Ms. Patterson noted that the Superintendent presents a helpful narrative summary of the budget proposal every year to outline the Board’s goals, areas of change, etc.

Agenda Item 9. Grant Signature Authorization

Resolution

The administration requested an update of the authorization for several District administrators to sign state and federal grant forms on behalf of the Board, a requirement of the DOE.

The Board voted 9-0 to authorize Superintendent Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Student Services Robert Belmont, and Director of Facilities and Planning Matt Cashman to sign state and federal grant forms (OMB Forms 1, 3 and 4) originating from Concord School District, on behalf of the Board, a requirement of the DOE (moved by Mr. Cogswell, seconded by Ms. Patterson).

Agenda Item 10. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings in March, emphasizing the five upcoming Board Work Sessions on the Budget. The proposed budget will be posted on March 5. Two public hearings will follow, on March 17 at 7:00 p.m. at Mill Brook School and on March 19 at 5:30 p.m. at Central Office. A Special Board meeting will be held on March 26 at 5:30 p.m. at Central Office to vote on the preliminary budget. She noted that CHS enrollments will be available by March 12.

Superintendent Rath stated that, while the Board has an opportunity to review the budget in October and make any final adjustments, this preliminary budget is required in order to issue staff contracts in the spring.
Agenda Item 11. Public comment

There was no public comment.

Mr. Cogswell announced that Concord Trust awards up to $15,000 in grants to Concord teachers, and the application deadline is March 15.

Agenda Item 12. Adjournment

    The Board voted 9-0 to adjourn (motioned by Ms. Ardinger, seconded by Ms. Donovan).

The Board adjourned at 8:20 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Melissa Donovan, Barbara Higgins, Nick Metalious, Jennifer Patterson, Oliver Spencer

Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities and Planning/Community Education Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:32 p.m., the sixth meeting to review the FY 2014-2015 Superintendent’s proposed budget. The agenda included revenues and transfers, the tax impact, additional considerations, and proposed potential reductions.

Mr. Dunn showed a budget comparison with an appropriation of expenditures at $73,559,114 in FY14 and $73,999,956 in FY15 for a total increase in expenditures of $440,842. A similar comparison between FY14 and FY15 was displayed for revenues. The total revenue, less taxes, shows a decrease of $1,493,493. This is a result of decreases in the following revenue categories: local, state and federal revenue of $726,134, other sources (grants, indirect) and transfers of $530,460, and $236,899 in the unreserved fund balance.

Mr. Dunn explained the revenue increases and decreases for FY15. This included a local revenue decrease in Deerfield regular education tuition of $270,179 and an increase in Deerfield special education tuition of $138,762. Other local revenue changes included foster care, decreased by $54,000; vocational tuition, increased by $120,000; charter transportation increased by $45,374; athletic fees and gate fees decreased by $22,405; and community building rental showing an increase of $50,164.

There is a projected loss in state adequacy of $677,435 and an increase in catastrophic aid of $11,541. Federal revenue shows decreases of $500 in Medicaid distribution and $95,700 in the interest rebate.

Other sources and transfers include the indirect administrative charge from grants of $78,668, a decrease of $18,314 and an indirect administrative charge from food service of $46,272, an increase of $792. Other transfers include a transfer from the Facilities Renovation fund of $1,228,562, a decrease of $577,938 compared to FY14; a transfer from the Risk Management Fund of $250,000 to cover retiree health costs. There will be no transfer from the Building and Renovation trust funds at this time. For FY14 there was a transfer from the Building and Renovation fund of $100,000 to help pay for the
renovations to the Rundlett bathrooms. The FY15 budget includes a transfer from the Special Education trust of $150,000 to support out-of-district costs and a transfer from the Energy Fund of $40,000, a $235,000 decrease from the transfer made for FY14. The NORESCO lease and Concord Steam were paid with Energy Reserves in FY14 at a cost of $275,000; this year the administration is proposing to transfer $40,000 from the Energy Reserve to pay for utilities at Rumford School in FY15. The revenues projected from transfers for the FY15 budget total $1,793,502, a decrease of $530,460, compared to the transfers made for the FY14 budget.

At this time, the Unreserved Fund Balance from FY14 is projected to be $2,100,000, a $236,899 decrease from the Fund Balance that was available for FY14. Kass Ardinger thanked Mr. Dunn for making this information more refined and transparent so that it is more easily understood.

Mr. Dunn explained that a comparison from FY14 to FY15 shows the expenditures being $440,842 more and revenue $1,493,493 less, resulting in a total amount needed in FY15 of $1,934,335.

A review of state and local taxes shows a $576,019 increase in state taxes due to the amount required to be raised in taxes by the state formula. The increase in local taxes is projected to be $1,358,316.

Mr. Dunn discussed the tax impact, noting the amount to be raised by state and local taxes is $48,086,598 based on .30% increase in the city valuation. The increase to the tax rate would be 3.91% or $14.08 per thousand. He explained that the amount to be raised is the total of the expenditures in the General Fund of $73,999,956 offset by revenues of $23,813,358 and the Unreserved Fund balance $2,100,000.

Superintendent Rath explained that the Board has some decisions before posting the budget proposed for FY15. One decision is whether to make the transfer from the Energy Reserve to offset the NORESCO lease payment as well as the decision to make a payment or pay off the NORESCO lease in full. Another decision is whether to pay for technology using the equity lease formula as described in Work Session #5. The Board also needs to consider whether it wants to increase the amount for capital projects beyond $220,000, which will require additional funds.

The Board will hear a presentation on the Bill White proposal at a future meeting. This proposal cost is approximately $250,000. Superintendent Rath noted that Concord High School and Concord Regional Technical Center enrollments are in process. She explained that the District is confident it will come close to the enrollment estimate given in the presentation of the FY15 budget to the Board. The final consideration is the tax rate.

The Board also needs to consider whether it wants to establish the new reserve, the Deerfield Tuition Reserve, at $279,000, to offset tuition reduction next year due to the lower tuition rate and lower enrollments.
Jennifer Patterson stated that she would like to hear more about the advantages of technology from the educational view to find out if it’s necessary for every student to have a device, or if the District can achieve the same results with shifting the iPads around. Ms. Ardinger noted that the proposal appears to be an aggressive acquisition of technology and agreed with looking closer at the value of this proposal. Rusty Cofrin suggested implementing the Bring Your Own Device (BYOD) program sooner, to which Ms. Patterson added she would like to see more information regarding BYOD. Melissa Donovan would like to see to what extent the iPads are being used in the classrooms.

Superintendent Rath explained that the District is examining options with regard to staff reductions. She noted that increasing class sizes could result in additional staff reductions at the elementary level. Mr. Cogswell noted that the District has extensively researched full-time kindergarten, and the findings showed it is important to keep class size low in Grades 1 through 3. Barb Higgins agreed, noting that the third grade is the last primary grade to prepare students for further learning.

Superintendent Rath said the Board could reduce or delay the bus replacement schedule. Ms. Donovan asked if reduced enrollment will mean fewer students riding the buses; Superintendent Rath said the District will be looking at this closely.

Ms. Donovan suggested spreading out the hiring of tech integrators. Ms. Patterson noted that the District could find a way to reduce the cost of the Bill White project.

Ms. Ardinger noted that putting off purchases sometimes results in tax spikes when things like technology or buses are purchased all at once and explained that the Board supports technology but should consider a slower acquisition schedule. Mr. Cogswell explained that the District is trying to maintain a 4% increase in the tax rate, while at the same time trying to increase the $500,000 for capital projects.

Superintendent Rath asked Board members for their thoughts on the proposed transfers, specifically the Maintenance Fund to pay NORESCO and the Energy Fund for Rundlett. Ms. Ardinger made a proposal to preserve the reserves in order to avoid tax spikes, and Mr. Cogswell suggested transferring the Deerfield Reserve to pay for capital projects. At Mr. Cogswell’s suggestion, Mr. Dunn displayed tax rate trend, Appendix I.8.

Superintendent Rath asked if the Board intends to post the budget at the Wednesday, March 5 work session. Board members agreed that they should discuss possible changes and reductions in the budget before posting a budget in order to give the public a chance to comment on the budget reductions. Mr. Dunn suggested that if the Board needed more time it could postpone the budget posting by one week to give the Board more time to consider additional information about further reductions. Ms. Patterson added that the Board owes the voters an explanation of its reasoning, and the areas of technology, capital facilities, etc. should be discussed at Wednesday’s work session, after which the Board can determine if more time is needed.
The Board voted 9-0 (motioned by Barb Higgins, seconded by Nick Metalious) to adjourn.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Concord School District
FY2014-2015 Board Work Session #7
Budget to Post
March 5, 2014

Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer

Board member absent: Nick Metalious

Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities and Planning/Community Education Matt Cashman, Director of Technology Matt Ballou

Board President Clint Cogswell called the meeting to order at 5:35 p.m., noting that the session was the seventh to review the FY 2014-2015 proposed budget for FY15. The agenda was to review open items and proposals and finalize a preliminary budget to post for a public hearing keeping a tax rate increase no greater than 4%.

Business Administrator Jack Dunn explained that in the request for Capital Projects, $220,000 is in the proposed budget. The Board has asked to see what it would take to increase the amount to $500,000, an increase to the budget of $380,000. The budget assumes paying off the NORESCO lease in FY14 using the Maintenance trust fund, which would result in no payment in FY15. The Board asked for information about making this year’s payment of $168,661 from the reserves. Mr. Dunn proposed making the $168,661 NORESCO payment for FY15 only from the Maintenance Fund that is currently $817,144.88, leaving a balance of $648,483.87.

For technology, the proposed budget assumes using an equity lease to finance the equipment and deferring payment. The Board requested to see what a conventional lease would look like. Mr. Dunn reviewed the proposed technology purchases for each school. On February 19, the total proposed purchase amount for Broken Ground, Beaver Meadow, Rundlett, Concord High and district-wide was $742,589, with a payment amount of $253,637.96. On this date, March 5, the administration has revised the total proposed purchase amount for the same locations to $499,670 which means a payment amount of $170,666.79.

Mr. Dunn provided a detailed description of the technology equipment, the cost and impact of each item on the total payment for each location. The total cost of equipment at Broken Ground is $101,920 resulting in a payment amount of $34,811.69. At Beaver Meadow the total cost of equipment is $94,210 with the payment amount of $32,178.27.
Rundlett total equipment cost is $151,540 with a payment amount of $51,759.85. Concord High cost for total equipment is equal to $140,000 resulting in a $47,818.26 payment. Lastly, the district amount totals $12,000 with a payment amount of $4,098.71.

The plan is to bring devices currently not being used at some schools to Beaver Meadow and Broken Ground. Some SmartBoards would be purchased to create equity among the elementary schools. Superintendent Rath explained that the assumption in planning was of one iPad per child; however, the District could change their philosophy going forward. She added that the Rundlett model is the same as originally presented.

Assistant Superintendent Donna Palley met with Rundlett Principal Tom Sica and the Tech Integrators to explore the Board’s questions regarding the impact of iPads at the school. They both agreed that they have seen rapid deployment, and teachers are onboard for technology to become part of core classes. They see students becoming engaged, and are positive and surprised at this cultural shift. Ms. Palley reiterated that the iPads are not meant to be shared and added that it is challenging to safeguard information when devices are shared. She stated that assuming the Board agrees with the one device per child plan, technology purchases can be slowed. Another option is to look at devices that are more easily shared. The idea is to keep 6th Grade iPads with 6th Grade teachers in order not to reduce their current success with these devices.

A discussion continued on the options of iPads vs. Chrome Books, devices that are similar to netbooks, and how student needs change at each level. Concerns were expressed whether the iPad limited the abilities of certain projects at the high school level. Ms. Palley explained that the devices are constantly evolving. Mr. Cogswell stated that iPads have many applications, where the Chrome Books are limited. He supports the original proposal to purchase iPads at the middle school, as he has seen the excitement of the 6th graders using them. Jennifer Patterson asked how much training is involved for those 6th grade teachers utilizing iPads. Ms. Palley noted that Tech Integrators would be working with both teachers and students. Melissa Donovan agreed that the administration should explore different devices when deciding on purchasing technology.

Mr. Cogswell suggested that to keep the tax rate at 3.9%, it would make sense to increase capital projects from $220,000 to $500,000 by using the $280,000 in the Deerfield reserves and to make a payment to NORESCO in the current year using reserves from the sale of Walker School.

For technology, Mr. Dunn offered a review of a conventional vs. equity lease, what payments would be, and when they would end, in order to achieve equality in technology for the elementary schools and to implement the one device for one student at the middle school.
Ms. Donovan asked if choosing the Apple Equity Lease would tie the District to purchasing Apple products only, to which Mr. Dunn responded that Apple will sell all brands.

Ms. Ardinger agreed with Mr. Cogswell to utilize funds from the sale of Walker School to pay NORESCO, as long as the remainder goes into a fund for future building projects. Mr. Croteau strongly agreed with the remainder of the proceeds from Walker School going into the fund for future building projects.

Ms. Patterson suggested that the equity option for technology seems favorable, but asked if the District can pay part but not all, as the lease shows that the first two years are low and the next four years are consistently higher. She would like to see actual numbers rather than an example of payments. Mr. Dunn noted that the District can structure the lease to the District’s best advantage. All agreed that further discussion on the topic of technology and the option of a conventional vs. equity lease is needed.

Director of Facilities and Planning Matt Cashman reviewed the Capital Projects. The first display was the list of capital summer projects for FY2013 and FY2014 with costs, as requested by the Board.

**Capital Summer Projects for 2013**

<table>
<thead>
<tr>
<th>School</th>
<th>Project Description</th>
<th>Life Expectancy</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGS</td>
<td>Bleacher Repairs (Code Requirement)</td>
<td>10+ Years</td>
<td>$5,645</td>
</tr>
<tr>
<td>BMS</td>
<td>Hallway Floor Tile Replacement – Phase I</td>
<td>15+ Years</td>
<td>$8,775</td>
</tr>
<tr>
<td>BMS</td>
<td>Carpet and Tile Classrooms</td>
<td>10+ Years</td>
<td>$1,273</td>
</tr>
<tr>
<td>RMS</td>
<td>Bathroom – 500 Wing</td>
<td>20+ Years</td>
<td>$108,021</td>
</tr>
<tr>
<td>RMS</td>
<td>Kiln Exhaust Fan</td>
<td>20+ Years</td>
<td>$5,800</td>
</tr>
<tr>
<td>RMS</td>
<td>Bleacher Repair (Code Requirement)</td>
<td>10+ Years</td>
<td>$10,000</td>
</tr>
<tr>
<td>CHS</td>
<td>Floor Replacement</td>
<td>20+ Years</td>
<td>$20,770</td>
</tr>
<tr>
<td>CHS</td>
<td>Bleacher Repair (Code Requirement)</td>
<td>10+ Years</td>
<td>$10,000</td>
</tr>
<tr>
<td>White Farm</td>
<td>Alarm Panel</td>
<td>10+ Years</td>
<td>$7,150</td>
</tr>
<tr>
<td>White Farm</td>
<td>Roof Replacement</td>
<td>30+ Years</td>
<td>$15,487</td>
</tr>
</tbody>
</table>

**Capital Summer Projects for 2014**

<table>
<thead>
<tr>
<th>School</th>
<th>Project Description</th>
<th>Life Expectancy</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGS</td>
<td>Replaced 4th and 5th grade carpets</td>
<td>12-15 Years</td>
<td>$43,274</td>
</tr>
<tr>
<td>BGS</td>
<td>Replaced Lockers – Phase II</td>
<td>15+ Years</td>
<td>$30,720</td>
</tr>
<tr>
<td>BMS</td>
<td>Replaced 1st floor main hallway tile, Cafeteria tile and teachers’ room floor</td>
<td>15+ Years</td>
<td>$11,995</td>
</tr>
<tr>
<td>BMS</td>
<td>Outside Shed</td>
<td>15+ Years</td>
<td>$2,000</td>
</tr>
<tr>
<td>RMS</td>
<td>Renovated bathroom 400 Wing</td>
<td>15+ Years</td>
<td>$132,557</td>
</tr>
</tbody>
</table>
RMS  Front plaza landscaping – added sign, shrubs and flagstone  10+ Years  $8,000

CHS  Roof (Music Wing)  30 Years  $194,000

CHS  Rubber stair treads on spiral stair well (West wing)  15+ Years  $16,262

CHS  Installed blue strobe lights for security  10+ Years  $30,835

CHS  Masonry Repairs  15+ Years  $88,747

The following are proposals for Capital Projects utilizing $220,000 vs. $500,000 and $500,000 without repairs to Rundlett Middle School.

Proposal #1: Capital Projects $220,000

BMS  [11-12] – Gym Roof  $100,000

BGS  [12-06] - Existing out of date fire alarm with frequent repair issues  $55,000

CHS  [30-09] – Fire Alarm consistently goes in a trouble status. The components have been repaired. The system is functioning safely; however, we need to plan a replacement.  $65,000

TOTAL  $220,000

Proposal #2: Capital Projects $500,000

BMS  [11-07] – [Doors] – All exterior doors (15) are original and worn and do not latch easily. Many of these doors are rusted out and becoming difficult to operate. A typical exterior door can cost $2,400 per assembly.  $36,000

[11-08] – [Flooring] – A three-phase program to replace carpet and tile. We have 31 total classrooms, but 59 total rooms.  $36,000

[11-12] – [Roof] – Gym Roof is original and due for replacement.  $100,000

TOTAL BMS  $172,000

BGS  [12-05] – [Doors] – Many exterior doors are rusting and showing signs of failure.  $30,000

[12-06] – [Code] – Existing out-of-date fire alarm with frequent repair issues.  $55,000

TOTAL BGS  $85,000

RMS  [12-05] – [Doors] – Classroom door hardware is in need of upgrade. Plan to do half the building in FY14 and the remainder in FY15.  $30,000
### TOTAL RMS

**CHS** [30-01a] – [Flooring] – Cafeteria Floor – We intend to replace the cafeteria rubber tile. This cost includes removal and replacement of rubber flooring.  
**$110,885**

[03-01b] – [Flooring] – We have 411 total rooms in the building. Includes bathrooms and locker rooms. We expect to replace flooring in 115 rooms over the next 10 years. This accounts for approx. 103,000 sq ft of flooring. We use a figure of $3.00/sq ft X 103,000 sq ft = 310,000. We plan to replace 11 rooms per year over next 10 yrs.  
**$31,050**

[30-09] – [Life Safety] – Fire alarm consistently goes in a trouble status. The components have been repaired. The system is functioning safely; however, we need to plan a replacement.  
**$65,835**

### TOTAL CHS  
**$207,770**

### $500,000 NO RMS

**BMS** [11-07] – [Doors] – All exterior doors are original and worn and do not latch easily. We have 15 exterior doors. Many of these doors are rusted out and becoming difficult to operate. A typical exterior door can cost $2,400 per assembly.  
**$36,000**

[11-08] – [Flooring] – A three-phase program to replace carpet and tile. We have 31 total classrooms, but 59 total rooms.  
**$36,000**

**$100,000**

[11-14] – [Windows] – Various shades and blinds are missing or worn out. In keeping with NIMS requirements, we want to replace the missing or worn out blinds. We are including replacing screens in most of the windows as well.  
**$30,000**

### TOTAL BMS  
**$202,000**

**BGS** [12-05] – [Doors] – Many exterior doors are rusting and showing signs of failure.  
**$30,000**

**$55,000**

### TOTAL BGS  
**$85,000**

**CHS** [30-01a] – [Flooring] – Cafeteria Floor – We intend to replace the cafeteria rubber tile. This cost includes removal and replacement of rubber flooring.  
**$110,885**

[03-01b] – [Flooring] – We have 411 total rooms in the building including bathrooms and locker rooms. We expect to replace flooring in 115 rooms over the next 10 years. This accounts for approx.
103,000 sq ft of flooring. We use a figure of $3.00/sq ft X 103,000 sq ft
= 310,000. We plan to replace 11 rooms per year over next 10 yrs. $31,050

status. The components have been repaired. The system is
functioning safely; however, we need to plan a replacement. $65,835

**TOTAL CHS** $207,770

Mr. Cashman explained that the plan for the upgrade of classroom doors at Rundlett is
to change the locks from locking outside to locking inside, so that during lockdown
drills or in the case of a real lockdown, teachers will not have to go outside the
classroom to lock the door.

Mr. Dunn briefly reviewed special education enrollments, showing percentages as
requested by Mr. Cogswell at a previous work session. Enrollments from 2008/2009
through 2013-2014 for all grade levels are shown.

The Board discussed class sizes. Class Size Policy #641 establishes the average class size
for Kindergarten at 17, Primary (elementary) 21, Intermediate (middle school) 25. The
class size range for secondary (high school) is from 15 to 30. Superintendent Rath
displayed a table showing where class sizes could be increased and the amount the
FY15 budget would be impacted.

Grade 1 – Increase Mill Brook and Christa McAuliffe to 21
(mid-point of primary range) ($170,000)

Grade 2 – Increase Abbot-Downing to 24 (top of primary range) ($85,000)

Grade 3 – Increase Broken Ground to 24 (top of primary range) ($85,000)

Grade 4 – Increase Beaver Meadow to 27
(upper end of intermediate range) ($85,000)

**TOTAL** ($425,000)

Ms. Patterson noted that increasing classes above mid-range will create disparity
among elementary schools. She noted that the increase in Grade 1 is the most
appealing. Tom Croteau noted that learning is more difficult with larger class sizes.

The Board discussed remaining options for the FY15 budget, which include $279,384
from the transfer of Deerfield Reserves; placing Behavior Specialists in three schools
instead of five for savings of $100,000; and increasing class sizes as previously
discussed. Other options include the making the new CHS Tech Integrator position a .5
FTE position instead of 1.0 FTE with a savings of $56,000; re-classifying a portion of the
Director of Student Services’ salary to the Title I Grant for a savings of $48,000; and
reducing Teacher Assistant and Bus Drivers’ work years by 3 days due to the school
year going from 180 to 177 days for a savings of $87,000. In addition, the District can
revisit the bond option for capital projects ($1 million bond would mean payments of
$114,000 for 10 years) resulting in a $105,000 savings in FY15. The District could reduce
new technology purchases; and increase reserve transfer amounts. If the Board made all of these changes, it could reduce the proposed budget by $1,100,384.

Important dates indicating contract issue due dates for each Employee Group (and affiliation if applicable) are listed below.

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Affiliation</th>
<th>Contract Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Administrators</td>
<td>CAA</td>
<td>March 28</td>
</tr>
<tr>
<td>Teachers</td>
<td>NEA-CEA</td>
<td>April 15</td>
</tr>
<tr>
<td>Administrative Assistants</td>
<td>NEA-CEOPA</td>
<td>May 15</td>
</tr>
<tr>
<td>Education Assistants</td>
<td>NEA-CEAA</td>
<td>May 30</td>
</tr>
<tr>
<td>Custodians</td>
<td>UAW-Cust</td>
<td>May 30</td>
</tr>
<tr>
<td>Permanent Substitutes</td>
<td>n/a</td>
<td>June 6</td>
</tr>
<tr>
<td>Miscellaneous Unaffiliated</td>
<td>n/a</td>
<td>TBD</td>
</tr>
<tr>
<td>Food Service</td>
<td>UAW-FS</td>
<td>May 30</td>
</tr>
<tr>
<td>Tutors</td>
<td>n/a</td>
<td>TBD</td>
</tr>
<tr>
<td>Bus Drivers/Bus Monitors</td>
<td>UAW-Trans</td>
<td>June 6</td>
</tr>
<tr>
<td>Maintenance/Transportation</td>
<td>Maint/Trans</td>
<td>June 6</td>
</tr>
</tbody>
</table>

Mr. Dunn pointed out that there were still issues that could change between now and fall including the unreserved fund balance; the overages in out-of-district transportation and placements; the additional costs this year for snow removal; salt; and overtime; as well as the change in property valuation. The budget will be reviewed again in October before taxes are set.

Mr. Dunn explained that the total proposed appropriation for FY15 is now $79,146,465. The projected city valuation change is .30%, resulting in a tax rate at $14.08 per thousand for a percentage increase of 3.91%.

After discussing a number of different combinations of the options, the Board decided to post the FY15 preliminary budget with the following options to adjust funds:

- Increase class sizes in Grade 1 at Mill Brook and Christa McAuliffe to 21 $170,000
- Reclassify a portion of the Director of Student Services salary to the Title I Grant $48,000
- Reduce the new CHS Tech Integrator position from 1 FTE to .5 $56,000
- Reduce the Teachers Assistants’ and Bus Drivers’ work years (for training) by 1.5 days $47,000

**TOTAL** $321,000

This total amount will be transferred to Capital Projects to approach the $500,000 goal.
Barb Higgins left just after 7:00 p.m. prior to School Board vote.

The Board voted 7–0 to post the Preliminary FY 2014-2015 Budget with an anticipated valuation increase of .30% resulting in a tax rate of $14.08 per thousand or an increase of 3.91% for a total amount to be raised in local and state taxes of $48,086,598 (motioned by Ms. Ardinger, seconded by Ms. Patterson).

Mr. Dunn listed budget-related upcoming events:

- Monday, March 10: Review Concord High School and Concord Regional Technical Center enrollments
- Wednesday, March 12: Bill White Associates presentation
- Monday, March 17: Mill Brook at 7:00 p.m. – Public Hearing
- Wednesday, March 19: Central Office at 5:30 p.m. – Public Hearing
- Monday, March 24: TBD
- Wednesday, March 26: Post FY15 Budget

The Board voted 7-0 (motioned by Ms. Ardinger, seconded by Mr. Cogswell) to adjourn.

The meeting adjourned at 7:26 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board President Clint Cogswell called the meeting to order at 6:10 p.m., noting that the purpose of the meeting was to discuss enrollments at Concord High School and Concord Regional Technical Center (CRTC).

Superintendent Rath explained that the original budget presentation included staffing changes for CHS based on course enrollment projections. Actual CHS and CRTC course registrations enrollment numbers are now available. The Superintendent reviewed the overall enrollment change for the district and then for the high school. The high school is projected to decline by 109 students.

Superintendent Rath explained how staffing for courses at CHS is determined based on the number of students who register for a class and the class size set for each particular course. Staffing is expressed as “full time equivalents.” A high school teacher teaches five classes each semester. The full-time equivalent for one full year class is .2. The full-time equivalent for one semester class is .1

The Superintendent reminded the Board that the class requests are as of February 2014; course requests do change between now and August although students are discouraged from making changes. Staffing is determined before scheduling. Not all students will be scheduled for a course due to conflicts such as a student wanting two classes that run during the same period. If there is only one section for a class (a “singleton”), not all students who requested the class will be scheduled for the class.

The Superintendent reviewed the Board policy providing guidelines for class sizes at the different levels.
Board Policy #641 Class Size Guidelines shows the average class size by level:

<table>
<thead>
<tr>
<th>CLASS SIZE GUIDELINES – BOARD POLICY #641</th>
</tr>
</thead>
<tbody>
<tr>
<td>The average class size objectives shall be:</td>
</tr>
<tr>
<td>Kindergarten = 17 Example: 14–17–20</td>
</tr>
<tr>
<td>Primary = 21 Example: 18–21–24</td>
</tr>
<tr>
<td>If class size exceeds 20 students in kindergarten, 24 students in grades one through three, or 28 in grades four through six, educational consideration will be given to regrouping, employment of an aide or employment of an additional teacher.</td>
</tr>
<tr>
<td>Secondary</td>
</tr>
<tr>
<td>Secondary administrators will consider 30 students as a maximum class size and 15 as a minimum class size. Classes with student enrollment of less than 15 must have approval of the central administration.</td>
</tr>
<tr>
<td>Adopted January 4, 1983</td>
</tr>
</tbody>
</table>

The Superintendent provided an example of how staffing for an art course, Color and Design, was determined. A total of 313 students requested Color and Design (semester course). The average class size should be about 24 students per class for Color and Design so 313 students divided by 24 students per class would mean the high school needed to offer 13 sections of Color and Design. A teacher who teaches a semester class teaches ten semester classes per year so 13 sections divided by 10 would mean that 1.3 full-time equivalent Art teachers would be needed to teach Color and Design next year.

There is a total of 809 requests for all art classes at CHS in fall 2014, 87 fewer than fall 2013. There were 3.8 FTEs in the Art Department in fall 2013, and 3.1 FTEs in fall 2014 are projected, is a reduction of .7 FTEs for fall 2014.

Superintendent Rath noted that an average class size of 24 is used for this example; however, this number varies by class.

A chart showing the difference in the number of requests from FY14 to FY15 and the projected change in staffing was displayed:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>NO. OF STUDENT REQUESTS</th>
<th>CHANGE IN FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>-87</td>
<td>-0.7</td>
</tr>
<tr>
<td>Business (Money Mgmt., E-Commerce)</td>
<td>-82</td>
<td>-0.2</td>
</tr>
</tbody>
</table>
The projected reduction in Salaries and Benefits associated with these reductions in staff is estimated to be $468,117. The actual amount of reduction will depend on the individuals impacted by the reductions.

Melissa Donovan asked what courses would be offered if a requested course was cancelled. Superintendent Rath explained that the teachers can help a student determine which alternative course would be best for individual students.

Jennifer Patterson asked what the administration does when classes exceed the average class size. Superintendent Rath noted that it would be determined whether to offer more sections. Superintendent Rath noted that staff can be added, but not reduced once contracts are issued.

Kass Ardinger inquired about CRTC tuition status and expected revenue. Superintendent Rath noted that the projected revenue is $1.5 million: the state pays 75% and the local portion is 25%. Ms. Ardinger asked the administration to be sure to collect enough tuition money from sending districts and the state so that Concord taxpayers are not subsidizing the education of non-Concord students.

Oliver Spencer asked how students are encouraged to register for classes they want, to which Superintendent Rath replied that the guidance counselors help students make good decisions based on graduation requirements.
In response to Rusty Cofrin's note that most Advanced Placement (AP) teachers want 15 students per class and Barbara Higgins’ question whether AP is offered every year, Superintendent Rath stated that she will check to see if AP is offered every year and the number of students who requested an AP class but did not necessarily get it.

Ms. Donovan asked what options students who did not get Discrete Math were given. Superintendent Rath explained that the Math teachers will offer a different class or encourage more students to take that class.

Assistant Superintendent Donna Palley noted that the District is seeing more students enrolled in Algebra II and Geometry which is encouraging since the high school has made the Algebra class more accessible to all students.

Jack Dunn noted the remaining work sessions, public hearings and a Special Board meeting to finalize the FY15 budget:

- **Wednesday, March 5** 5:30 p.m. – Central Office: post budget
  - **5 Board members required to POST**
- **Monday, March 10** 5:30 p.m. – Central Office: CHS and CRTC Enrollments
- **Wednesday, March 12** 5:30 p.m. – Central Office: Wm. White Associates presentation
- **Monday, March 17** 7:00 p.m. – Mill Brook: Public Hearing
- **Wednesday, March 19** 5:30 p.m. – Central Office: Public Hearing
- **Monday, March 24** 5:30 p.m. - Central Office: TBD
- **Wednesday, March 26** 5:30 p.m. - Central Office: finalize FY15 budget
  - **5 Board members required to approve**

The Board voted 8-0 (motioned by Ms. Higgins, seconded by Ms. Ardinger) to adjourn.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board President Clint Cogswell called the meeting to order at 5:39 p.m., noting that it was the ninth meeting on the Superintendent’s Proposed FY 2014-2015 Budget. The topic was to hear William White Associates’ proposal for District-wide programming for students with emotional and behavioral challenges. Assistant Superintendent Donna Palley referenced the brief presentation she and Director of Special Services Bob Belmont had made on the implementation of Behavioral Specialists at each elementary school at Work Session #3 on February 12, 2014. She noted that Concord School District is dedicated to providing high-quality resources and services to students who struggle with social, emotional and behavioral challenges and explained that Bill White and Cathy Apfel had been working with Concord students with autism over the past 25 years. Over the last five years, some children with autism have presented with more complex behavioral issues Dr. White and Ms. Apfel thanked the Board for its time. Ms. Apfel noted that there has been a dramatic increase in the number of behavioral issues and in the severity and complexity of these issues not only in Concord, but also around the state. She explained that research supports children having a strong, early foundation. William White & Associates offers a three-tier model of support. She then presented the proposal detailed in Appendix M.1 of the FY15 Budget document.

Dr. White explained that the number of students with behavior issues is increasing, as is the number of students with more than one issue (such as students with emotional/behavioral challenges and learning disabilities). He stated that his research shows there are five to seven times the number of students with more than one issue, and that working one-on-one with these students proactively rather than reactively is more effective.

Cathy Apfel explained the three-tier model by breaking down the tiers and components of each:
Tier I is good classroom teaching skills

Tier II is use of the Student Support Rooms (SSR)

Tier III is the 3R Program (in Grades 2-5), and Creative Programming, which is very complex wraparound and intensive collaboration with mental health centers.

She explained that the Behavior Specialists work somewhat in Tier II but mostly in Tier III mode. They develop relationships with teachers that provide valuable links.

In reference to the proposal for one Behavior Specialist at each of the elementary schools, Jennifer Patterson asked about their day-to-day role if their services are not needed. Ms. Apfel replied that the intention is for preventive care rather than being in a reactive mode.

Kass Ardinger asked if, after teachers learn how to identify patterns and observe behavior triggers, they will be trained in ways to manage it. Ms. Apfel stated that this can be achieved for students with clear patterns; however, the majority of time the Behavior Specialist will spend time with children who are not easy to read. In answer to Ms. Ardinger’s request whether these students are evaluated thoroughly, Ms. Apfel note that she performs behavior assessments, and based on that the team examines all possible qualities that might cause triggers, whether those be family or school, etc.

Mr. Cogswell asked about training that is available so that teachers can handle all situations. Ms. Apfel stated that there will always be children who need more than what the teacher can provide and if there are not good foundations and supports these children will rise to that level.

Mr. Cogswell expressed concern that, in his experience, a new program leads to the existing staff not feeling that these behaviors are their issue. Ms. Apfel noted that her experience with the District shows a dedicated staff who are willing and collaborative.

Melissa Donovan asked how staff are trained. Ms. Apfel and Ms. Palley explained that along with the three-tiered training, the staff is offered opportunities for summer training and ongoing training at workshops, staff meetings, etc. throughout the school year. Ms. Apfel noted that at the beginning of the year staff meeting, she would explain the role of the Behavior Specialist within the school.

Mr. Croteau asked how willing the families are to be more involved. Ms. Apfel noted that the vast majority of families are willing to talk about the issues and that staff are willing to help these families access another level of support through mental health facilities.

Oliver Spencer asked Dr. White to explain his experience with breakthroughs in research, to which Dr. White replied that 20 years ago Asperger’s didn’t exist; although it was always there, it was misdiagnosed. He explained that $750,000,000 has been spent by the government to better understand autism. Mr. Spencer asked why spending on these resources now would cause improvement in the long run. Ms. Apfel explained that early intervention – working with families to learn basic skills – is the
best chance for addressing outcomes for these children. She explained that these issues can be identified in children under two years old, but that dealing with the issues is often delayed until Kindergarten, which makes the chance of changing the student’s outcome more difficult.

Ms. Arding asked what is keeping the pediatricians from helping these children if they can be identified under age two. Ms. Apfel answered that money is being spent for physicians to identify autism.

Lastly, Ms. Arding asked about a Behavior Specialist’s background. Dr. White explained that they have degrees in education or psychology, sometimes with a couple of years’ experience working in a mental health facility or similar setting.

The Board voted 7-0 (motioned by Mr. Cogswell, seconded by Ms. Patterson) to adjourn.

The meeting adjourned at 6:34 p.m.

Respectfully submitted,

Kass Arding, Secretary
Concord School District
Board Work Session on the proposed FY2014-2015 Budget #10
March 24, 2014

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President,
present: Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer
Patterson, Oliver Spencer

Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley,
Business Administrator Jack Dunn, Director of Human Resources
Larry Prince, Director of Facilities and Planning/Community
Education Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:33 p.m., noting that
this is the twelfth meeting to examine the Superintendent’s proposed FY 2014-2015
budget. The agenda was for the Board to discuss any additional questions or changes
based on public comments. At a Special Board meeting on Wednesday, March 26, 2014,
the Board will vote to finalize the FY 2014-2015 budget.

Tom Croteau asked about the decision on the method of technology purchases. The
options are conventional financing or equity financing. Business Administrator Jack
Dunn explained both options and showed 3-year and 4-year plans. After review of
both options, Jennifer Patterson asked if once this is budgeted the Board could choose
either option, as she is concerned that the District is incurring debt to obtain the
technology, but deferring all payments. She asked if there is an option to pay with
funds also available for current purchases. The cost of new equipment is budgeted at
$611,000, a decrease from the original $757,000. If the conventional method is used, the
District would need to find $209,000 for a three-year lease. Melissa Donovan asked if
the purchases could be split to buy some equipment outright and finance other
equipment. Mr. Dunn explained that the budget currently contains a hybrid of these
purchases.

The Board went on to discuss the William White Associates proposal, but returned to
the Technology topic later in the meeting to make decisions.

Ms. Patterson asked Board members if they feel the William White Associates program
should be piloted in one or two schools, rather than all. She suggested a pilot will show
how well it works. Kass Ardinger requested the long-term goal for this program and
noted that if a goal can be determined and the pilot can serve this goal, then the pilot
program should be implemented. Mr. Spencer added that training is an important
goal. Barb Higgins noted that an important piece is the relationships these students
will build with the Behavior Specialists and the importance of keeping the Behavior
Specialist past the first year once that relationship is established.
Ms. Ardinger asked why teachers cannot serve this role for their students, to which Ms. Higgins commented that the District should have staff to deal with these students' issues. Mr. Croteau noted that students at all five elementary schools are in need right now, and while the Behavior Specialists are in place, training can be provided for District employees. Mr. Cogswell explained that the District should get the William White Associates program started all at once, noting that the cost of this program is as much as out-of-district transportation where some of these students could be placed if the program is not implemented. Ms. Ardinger agreed this program would be cost effective if the alternative is out-of-district placement. She asked if there is a phase-out plan, to which Ms. Higgins and Superintendent Rath agreed there may not be a phase-out as there will continue to be students with these issues in the future.

Measurement of the success of the program to determine whether it is cost effective was discussed. A question about how teachers feel about this program was posed, and the suggestion made to survey teachers. Mr. Cogswell noted that the teachers meet with their administrators regularly, and administrators meet with the Superintendent regularly. The teachers’ thoughts and ideas are frequently discussed and administration and Central Office are made aware of their needs and desires.

Ms. Donovan noted her concern about the special training and background of the Behavioral Specialists, as they will be working with a very specific population. Mr. Spencer stated that if the Board puts its confidence in William White Associates, they should understand that he will only train individuals he trusts. More discussion followed about training Concord School District staff, particularly when that training would occur and the amount of time Dr. White would commit to training.

Ms. Patterson said she can appreciate the need for the Behavior Specialists in all the elementary schools but would like to see more information to assess if the need is being met, to determine whether and how this program would be implemented for next year. Ms. Palley noted that SWIS (School Wide Information System) has the data on students’ response to this program. Mr. Cogswell asked to set a date to review these data and stated that the Board should go with the program with the option to analyze these data. Ms. Palley added that the data can be reviewed by a specific date, quarterly, or however the Board chooses.

Ms. Patterson suggested taking $159,000 from the $279,348 that was planned to be put into the newly created Tuition Stabilization Fund in order to make the technology payment in FY15 so as to create a smaller balloon payment, and allow for technology needs in the future.

The Board voted 8-0 to reduce up to $160,000 the amount in the Tuition Stabilization Fund and transfer into financing for technology (motioned by Ms. Patterson, seconded by Ms. Ardinger).

The agenda for March 26 will be a review of budget amounts, approval of a motion to create the Tuition Stabilization Fund, and authorization for various deposits and
withdrawals into Expendable Trusts, as well as making budget adjustments as necessary. Ms. Patterson confirmed that the only change in the budget at this time is the reduction in the Tuition Stabilization Fund.

Mr. Cogswell added that at that meeting the Board would accept Nick Metaliou’s resignation and discuss the appointment of a new member to the Board along with the process involved to do so.

The Board voted 8-0 (motioned by Ms. Ardinger, seconded by Mr. Croteau) to adjourn.

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Concord School District  
Public Hearing #1 on the Budget  
March 17, 2014

**Board members:** Kass Ardinger, Rusty Cofrin, Clint Cogswell, *President*, present: Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer  
**Board members absent:** Nick Metalious  

Board President Clint Cogswell called the public hearing to order at 7:01 p.m. noting that its purpose was to hear public comment on the FY 2014-2015 posted budget. After Business Administrator Jack Dunn made a short presentation, the hearing would be opened for public comment.

The agenda includes budget goals, a review of enrollments and staffing, budget expenditures and revenues, the tax impact and other considerations.

Four Program Goals for the Budget:

1. Provide staffing and resources to implement curriculum and instruction that address the Common Core State Standards and enable all students to demonstrate our “sacred seven” by becoming active, self-directed learners, effective communicators, effective collaborators, informed decision-makers, creative producers, life planners and community participants.

2. Provide leadership, support and resources for the effective use of new media and technologies as important learning tools as well as the leadership, support and resources to enable staff to continue to use data effectively to improve our curriculum and instruction.

3. Provide staffing and resources to maintain the district’s commitment to the full inclusion of students with IEPs.

4. Provide programs and services for our at-risk high school students through the Diploma Academy and other alternative programs.

Additional financial goals include:
5. Develop stable and sustainable methods for major purchases (technology, buses), capital improvements and for replacement plans within the constraints of the budget.

6. Maintain the School Board’s goal of level debt service.

Superintendent Rath detailed enrollment history covering the time period 2003-2004 to 2013-2014, with an enrollment of 5,347 in 2003-2004 and an enrollment in the current year of 4,658, a decline of 689 students over ten years. A state enrollment trend graph revealed similar information, with a slight decline each year in enrollments from 2006 through 2013.

Enrollment projections show a decline in enrollment of 529 students from the current school year through school year 2023-2024. This information is based on the current status in the community. By level, the enrollment projections reveal a 199-student decline in the elementary level from 2013-2014 through 2023-2024 and for the same time period a decline in middle school enrollment of 99 students, as well as a decline in high school enrollment of 232 students.

It is projected that in Grades K-5 there will be 46 fewer students in FY15; an increase in Grades 6-8 of 35 students; and a decrease in Grades 9-12 of 109 students, for a total of 120 fewer students in the district in FY15 compared to FY14.

Proposed reductions in staffing at the elementary level include:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver Meadow</td>
<td>360</td>
<td>357</td>
<td>-3</td>
<td>-1</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>374</td>
<td>396</td>
<td>+22</td>
<td>1</td>
</tr>
<tr>
<td>Abbot-Downing</td>
<td>423</td>
<td>400</td>
<td>-23</td>
<td>-2</td>
</tr>
<tr>
<td>Christa-McAuliffe</td>
<td>421</td>
<td>400</td>
<td>-21</td>
<td>-2</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>398</td>
<td>377</td>
<td>-21</td>
<td>-2</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>1,976</strong></td>
<td><strong>1,930</strong></td>
<td><strong>-46</strong></td>
<td><strong>-6</strong></td>
</tr>
</tbody>
</table>

It is expected that the staff affected by these changes will be placed through attrition; that is, retirement, individuals leaving their positions or the conclusion of one-year positions.

Proposed staffing reductions at the high school level include:

<table>
<thead>
<tr>
<th>Department</th>
<th>Number of student requests</th>
<th>Change in FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>-87</td>
<td>-0.7 FTE</td>
</tr>
<tr>
<td>Business</td>
<td>-82</td>
<td>-0.2 FTE</td>
</tr>
<tr>
<td><em>(Money Management, E-commerce)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Education</td>
<td>+238</td>
<td>+.9 FTE</td>
</tr>
<tr>
<td><em>(A Digital Life/Coding)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>-180</td>
<td>-1.4 FTE</td>
</tr>
<tr>
<td>Life Studies/Health/PE</td>
<td>-198</td>
<td>-0.85 FTE</td>
</tr>
<tr>
<td>Math</td>
<td>-75</td>
<td>-1.7 FTE</td>
</tr>
</tbody>
</table>
Music +27 0
Science -123 -1.0 FTE
(Will not schedule over 24 students if Lab class)
Social Studies -114 -1.4 FTE
Industrial Arts +14 0
CRTC course registrations still in process 0
World Language (CHS) -6 0
Additional Sections/Contingency +.4 FTE
TOTAL (CHS) -586 -5.95 FTE
World Language (RMS) 36 +.4 FTE
(Due to a larger incoming 8th grade)

The total budget appropriation summary of funds includes the General Fund, at $74,168,617; Food Service at $1,783,957; and Grants at $3,193,891 for a total appropriation of $79,146,465. The General Fund is the factor that affects the tax rate.

Mr. Dunn detailed the percentage of what each function within the General Fund represents, which is the areas of activity which a service or object is required.

- Regular Ed and Support Services - 42%
- Special Ed and Pupil Services - 25%
- Vocational Education - 2%
- Co-Curricular Activities – 1%
- Adult Education/Community Ed – 1%
- Administration – 8%
- Buildings and Grounds and Construction Principal and Interest – 18%
- Transfers – 1%
- Benefits (Severance, Retiree Health Insurance, Other) – 2%

He then detailed what each group encompasses and the percentage and dollar amount changes in the General Fund budget. These lists reveal an increase of $609,503.12 or .83% in expenditures for FY15. Major increases and decreases are listed below.

- In regular education and support services, the addition of a Library/Technology Integrator in the General Fund and a decrease in capital lease payments.
- In special education and pupil services, the addition of Behavior Specialist consultants from William White Associates and an increase in special education transportation within the District.
- In vocational education, an increase in salaries and benefits for teaching staff.
- In co-curricular activities, an increase in salaries and benefits for coaches and advisors and an increase in referee stipends.
- In adult/community education, a decrease in mailing costs and website development will be experienced.
• Budgeted under Administration are five three-hour positions for special education assistants at the elementary schools and an increase in legal services.

• In Building, Grounds, Construction, Principal and Interest there will be a decrease in utilities due to the new schools, a payment on the NORESCO lease, purchase maintenance contracts on HVAC systems for the three new schools, a restored budget for Rumford School, various capital summer projects, the Board’s goal of maintaining debt service of about 5% of the budget, a decrease in principal and debt payments and a maintenance and repairs contingency.

• An increase in the transportation budget includes salaries and benefits for bus drivers, monitors, crossing guards and mechanics; a contract to transport students to out-of-district placements; repair, maintenance and fuel (diesel and gasoline); and capital leases for six new buses.

• In transfers, a decrease in deposits into the existing Expendable Trust Funds and the creation of a Tuition Stabilization Fund (due to changes made to the tuition contract with Deerfield).

• In benefits, an increase in workers’ compensation and an increase in property and liability, as well as a decrease in retiree health insurance.

The major decreases in personnel include two vacant elementary classroom positions at Abbot-Downing, one at Beaver Meadow and one at Christa McAuliffe, all at $85,322 each. Also at the elementary level are reductions of one first grade teacher at Christa McAuliffe and one at Mill Brook, both at $85,000 each. A total of $451,530 in high school classroom positions is projected, as well as a high school math tutor ($31,034), and elementary tutors ($33,096). A portion of the Director of Student Services’ salary will be funded by the Title I Grant ($48,000), as well as .40 of the Special Education Coordinator’s salary ($32,940). The total of these changes is a $1,107,888 decrease in the FY15 budget.

Increase in the FY15 budget for personnel include a Media/Technology Integrator at Abbot-Downing ($117,742), a Technology Integrator at CHS, with a .5 full-time equivalent ($56,000), a Concord High Social Worker ($21,394) and a permanent substitute teacher at the elementary level ($25,842). A special education assistant for three hours each day at all five elementary schools ($7,203 each) is proposed, as well as increasing tech support to full-time ($3,479), for a total increase in personnel of $260,472. The total net for position changes in FY15 is a decrease of $847,416.

Proposed technology equipment to be financed by location shows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Purchase Amount</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver Meadow</td>
<td>$101,920.00</td>
<td>$34,811.69</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>$94,210.00</td>
<td>$32,178.27</td>
</tr>
<tr>
<td>Rundlett Middle School</td>
<td>$263,575.00</td>
<td>$90,026.41</td>
</tr>
<tr>
<td>Concord High School</td>
<td>$140,000.00</td>
<td>$47,618.82</td>
</tr>
<tr>
<td>District Wide</td>
<td>$12,000.00</td>
<td>$4,098.71</td>
</tr>
</tbody>
</table>
This list of equipment financed by location includes iPads and carts, staff laptops, Apple TVs, A/V parts/install, and LCD “short throws” for Beaver Meadow, Broken Ground and Rundlett, as well as Smart Boards for Broken Ground and an RM 402 Lab for Rundlett. Equipment is budgeted for the high school and storage service district-wide.

The equity lease financing schedule includes current equipment costs in 2014 ($757,461.31), and new equipment costs estimated in 2015 ($611,705.00), and 2016 ($500,000.00). Based on this schedule, estimated annual lease payments are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 (original)</td>
<td>$258,718.49</td>
</tr>
<tr>
<td>2015</td>
<td>$258,718.49 (deferred payment in FY15)</td>
</tr>
<tr>
<td>2016 – 2019</td>
<td>$407,647.33 (estimated four-year lease)</td>
</tr>
</tbody>
</table>

A list of capital projects with a posted budget appropriation of $541,000 and a total amount for projects at Beaver Meadow (BMS), Broken Ground (BGS), Rundlett (RMS) and Concord High (CHS) of $494,770 was displayed:

**BMS**

- **[11-07] – [Doors]** – All 15 exterior doors are original and worn and do not latch easily. Many of these doors are rusted out and difficult to operate. A typical exterior door can cost $2,400 per assembly.  
  - **$36,000**
- **[11-08] – [Flooring]** – A three-phase program to replace carpet and tile. We have 31 total classrooms, but 59 total rooms.  
  - **$36,000**
- **[11-12] – [Roof]** – Gym roof is original and due for replacement.  
  - **$100,000**

**TOTAL BMS**  
- **$172,000**

**BGS**

- **[12-05] – [Doors]** – Many exterior doors are rusting and showing signs of failure.  
  - **$30,000**
- **[12-06] – [Code]** – Existing fire alarm is out of date and has frequent repair issues.  
  - **$55,000**

**TOTAL BGS**  
- **$85,000**

**RMS**

- **[12-05] – [Doors]** – Classroom door hardware is in need of upgrade. Plan is to do half the building in FY14 with the remainder in FY15.  
  - **$30,000**

**TOTAL RMS**  
- **$30,000**

**CHS**

- **[30-01a] – [Flooring]** – Cafeteria floor – Remove and Replace the cafeteria rubber tile.  
  - **$110,885**
- **[03-01b] – [Flooring]** – 411 total rooms in the building includes bathrooms and locker rooms. Flooring in 115 rooms is expected to be replaced over the next 10 years. This accounts for approx. 103,000 sq ft of flooring. Using a figure of $3.00/sq ft X 103,000 sq ft = $310,000 in total. 11 rooms per
year over the next 10 years will be replaced. [30-09] – [Life Safety] – Fire alarm consistently goes into trouble status. The components have been repaired and the system is functioning safely; however, a replacement needs to be planned.

TOTAL CHS

The bus replacement plan is to replace six vehicles, financing three Type A buses and two Type C buses at a total cost of approximately $50,492 for seven years, and purchasing a used passenger van for $8,500.

A budget expenditure comparison for FY15 shows a .83% increase in the General Fund, an increase of 3.12% in Food Service and a decrease of 12.46% in Grants, resulting in a total appropriation increase of .34% or $265,432.

Under revenue, there is a decrease in local revenue of 1.96%, a decrease in state revenue of 3.37%, a decrease in federal revenue of 4.68% and a decrease in transfers of 15.57% for a total decrease in revenue before taxes of 4.34% or $1,087,933. Mr. Dunn explained that included in the local revenue is Deerfield tuition (-$270,179.00), Deerfield special education ($138,762.00), foster care (-$54,000.00), vocational tuition ($120,000), charter or transportation ($45,374.00), athletic fees and gates (-$22,405.00) and community rentals ($50,164.00).

Included in state revenue are the Adequacy Grant (-$677,435.00) and Catastrophic Aid ($11,541.00).

Federal revenue includes Medicaid (-$500.00) and interest rebate (-$95,700.00). There is a projected 7.2% decrease every year for the foreseeable future for the interest rebates due to sequestration.

Mr. Dunn explained Concord School District policy implemented in 2013 allows all Concord School District students, and children under 12 from other schools, to attend athletic events at no charge.

Other sources and transfer changes for FY15 include Grants (-$18,314.00), Food Service ($7,902.00), Facilities Renovation (-$577,938.00), and Risk Management ($250,000.00). There will be no transfer to the Building and Renovation Trust; therefore a decrease in the amount of $100,000.00 is budgeted. Other transfer changes for FY15 are the Special Education Trust Fund ($150,000.00) used to cover the out-of-district transportation costs and energy reserves (-$235,000.00), as well as the Repairs and Maintenance Fund ($168,661) for a total decrease of $361,799.

A comparison of expenditure and revenue shows a .83% increase in expenditures for FY15 from FY14 and a decrease of 4.83% in revenue.

A comparison of local and state taxes reveals a difference of 4.19% or $1,934,335 is needed in additional funds to balance the budget.
The total proposed appropriation for 2014-2015 includes the general Fund totaling $74,168,617 from operations excluding debt service, transfers to the Stabilization Fund and transfer to the Vocational Reserve. The remainder of the appropriation includes the Food Service Fund at $1,783,957, and the Grant Fund of $3,193,891 for a total of $79,146,465.

Mr. Dunn noted that the amount to be raised by state and local taxes is $48,086,598. Based on .30% increase in city valuation, the increase to the tax rate would be 3.91% or $14.08 per thousand.

The remaining budget development schedule includes the following meetings:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 17</td>
<td>7:00 p.m. – Mill Brook</td>
<td>Public Hearing</td>
<td></td>
</tr>
<tr>
<td>Wednesday, March 19</td>
<td>5:30 p.m. – Central Office</td>
<td>Public Hearing</td>
<td></td>
</tr>
<tr>
<td>Monday, March 24</td>
<td>5:30 p.m. – Central Office</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Wednesday, March 26</td>
<td>5:30 p.m. – Central Office</td>
<td>pass preliminary budget</td>
<td></td>
</tr>
<tr>
<td>October 2014</td>
<td>Central Office</td>
<td>finalize budget</td>
<td></td>
</tr>
</tbody>
</table>

Mr. Dunn noted other factors that could impact the unreserved fund balance that will be used to offset the tax rate in FY15. This list includes utilities, out-of-district transportation and placements, snow removal and salt, and overtime. In addition, the Board will be able to revise the budget in October once the city valuation is known.

Mr. Cogswell opened the hearing for public comment.

Mr. Donald Jewell of Concord stated that he appreciates the time and effort that has gone into the budget preparation, the dissemination of information and updates that the Concord High School administration provides to parents, and information provided in the weekly District News & Notes. He noted that having read Dr. Rath’s interview in the Concord Monitor, he realizes that circumstances are tough and feels comfortable that the administration and School Board are doing all that they can. He asked if the reasons for a decline in enrollment might be the option of charter and private schools like Concord Christian and Trinity, providing options other than Concord High School. Superintendent Rath agreed, although this does not account for a large proportion of declining enrollments.

Mr. Jewell asked if the Diploma Academy includes Concord students, to which Superintendent Rath answered that only part-time Concord students are included, and private alternative schools such as Parker Academy are not included. Mr. Jewell stated that he was speaking to express his approval of the $240,000 in the proposed budget for the behavior specialists in each elementary school, noting that he hopes it is implemented into the budget. He has recently talked to a family therapist and found that the biggest problem is the lack of understanding of human behavior, and the appropriate way to address it is in education when teachers and specialists in school can help students understand themselves.
Mr. Cogswell thanked Mr. Jewell for his comments, and with no further public comment, he asked for a motion to adjourn.

The Board voted 8-0 (motioned by Kass Ardinger, seconded by Tom Croteau) to adjourn.

The meeting adjourned at 7:39 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board members present: Kass Ardinger, Clint Cogswell, President, Tom Croteau, Melissa Donovan, Jennifer Patterson
Board members absent: Rusty Cofrin, Barb Higgins, Nick Metalious, Oliver Spencer
Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince

Board President Clint Cogswell called the public hearing to order at 5:34 p.m. noting that its purpose was to hear public comment on the FY 2014-2015 posted budget. After a short presentation by Business Administrator Jack Dunn, the hearing would be opened for public comment. The agenda included budget goals, a review of enrollments and staffing, budget expenditures and revenues, total appropriation, tax impact, and other considerations.

Four program goals for the budget:

1. **Provide resources to implement Common Core state standards**

   Staffing and resources to implement curriculum and instruction that address the Common Core State Standards and enable all students to demonstrate the District’s “sacred seven” by becoming active, self-directed learners, effective communicators, effective collaborators, informed decision makers, creative producers, life planners and community participants.

2. **Provide resources to implement and support new media and technologies**

   Leadership, support and resources for the effective use of new media and technologies as important learning tools as well as the leadership, support and resources to enable staff to continue to use data effectively to improve our curriculum and instruction.

3. **Continue the District’s commitment of full inclusion**

   Staffing and resources to maintain the District’s commitment to the full inclusion of students with IEPs.

4. **Provide programs and services for at-risk students**

   Programs and services for our at-risk high school students through the Diploma Academy and other alternative programs.

Additional financial goals include:
5. Develop sustainable methods for capital purchases

Develop stable and sustainable methods for major purchases, capital improvements and for replacement plans within the constraints of the budget. Capital Purchases include technology, buses, building improvements and life safety.

6. Maintain level debt service

Maintain the School Board’s goal of maintaining level debt service of 5% of the budget.

Superintendent Rath detailed enrollment history from 2003-2004 to 2013-2014 with an enrollment of 5,347 in 2003-2004 and an enrollment in the current year of 4,658, a decline of 689 students over 10 years. A state enrollment trend bar graph revealed similar information with a slight decline each year in enrollments from 2006 through 2013. Enrollment projections show a decline in enrollment of 529 students from the current school year through school year 2023-2024. This information is based on the current status in the community.

By level, the enrollment projections reveal a decline of 199 students at the elementary level from 2013-2014 through 2023-2024, a decline of 99 students at the middle school level, and a decline in high school enrollment of 232 students.

Projections are for 46 fewer students in grades K-5, 35 more students in grades 6-8 and 109 fewer students in grades 9-12, for a total of 120 fewer students in the District in FY15 compared to FY14. Proposed staffing reductions at the elementary level include:

<table>
<thead>
<tr>
<th>School</th>
<th>2013-2014</th>
<th>2014-2015</th>
<th>Student change</th>
<th>Staffing change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver Meadow</td>
<td>360</td>
<td>357</td>
<td>-3</td>
<td>-1</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>374</td>
<td>396</td>
<td>+22</td>
<td>1</td>
</tr>
<tr>
<td>Abbot-Downing</td>
<td>423</td>
<td>400</td>
<td>-23</td>
<td>-2</td>
</tr>
<tr>
<td>Christa-McAuliffe</td>
<td>421</td>
<td>400</td>
<td>-21</td>
<td>-2</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>398</td>
<td>377</td>
<td>-21</td>
<td>-2</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>1,976</strong></td>
<td><strong>1,930</strong></td>
<td><strong>-46</strong></td>
<td><strong>-6</strong></td>
</tr>
</tbody>
</table>

It is expected that the reductions will be made through attrition; that is, retirement, individuals leaving their positions or the conclusion of one-year positions.

Proposed staffing reductions at the high school level include:

<table>
<thead>
<tr>
<th>Department</th>
<th>Number of student requests</th>
<th>Change in FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>-87</td>
<td>-0.7 FTE</td>
</tr>
<tr>
<td>Business</td>
<td>-82</td>
<td>-0.2 FTE</td>
</tr>
<tr>
<td>(Money Management, E-commerce)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Education</td>
<td>+238</td>
<td>+.9 FTE</td>
</tr>
<tr>
<td>(A Digital Life/Coding)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>-180</td>
<td>-1.4 FTE</td>
</tr>
<tr>
<td>Life Studies/Health/PE</td>
<td>-198</td>
<td>-0.85 FTE</td>
</tr>
<tr>
<td>Math</td>
<td>-75</td>
<td>-1.7 FTE</td>
</tr>
<tr>
<td>(Money Management to Business Department)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Music +27 0  
Science -123 -1.0 FTE  
(Will not schedule over 24 students if Lab class)  
Social Studies -114 -1.4 FTE  
Industrial Arts +14 0  
CRTC course registrations still in process 0  
World Language (CHS) -6 0  
Additional Sections/Contingency  +.4 FTE  
**TOTAL (CHS)** -586 -5.95 FTE  
World Language (RMS) 36  +.4 FTE  
(due to a larger incoming 8th grade)

The total budget appropriation summary of funds includes the General Fund at $74,168,617, Food Service at $1,783,957 and Grants at $3,193,891 for a total appropriation of $79,146,465. The General Fund is the factor that affects the tax rate.

A summary table detailed what each function group encompasses and the percentage and dollar amount changes in the General Fund budget. These lists reveal an increase of $609,503.12 or .83% in expenditures for FY15. The major increases and decreases are:

**Increases**
- Salary increases
- Addition of Library Technology Integrator into the General Fund (Grant)
- William White Associates
- Out-of-district placements
- Out-of-district transportation
- Legal services
- Five three-hour-per-day Special Education Assistants
- Property and liability insurance
- Workers’ compensation insurance

**Decreases**
- Staffing
- Health insurance (-.08%)
- Retiree health (funded from Risk Reserves)
- Principal and interest payments (CHS bond)
- Transfers into Expendable Trust Funds

The major decreases in personnel include two vacant elementary classroom positions at Abbot-Downing, one at Beaver Meadow and one at Christa McAuliffe, at $85,322 each. Also at the elementary level are reductions of one first grade teacher at Christa McAuliffe and one at Mill Brook, both at $85,000 each. A total of $451,530 in high school classroom positions is projected, as well as a high school math tutor ($31,034), and elementary tutors ($33,096). A portion of the Director of Student Services’ salary will be funded from the Title I Grant ($48,000), as well as .40 of the Special Education
Coordination’s salary ($32,940). The total of these changes is a $1,107,888 decrease in the FY15 budget.

Increases in the FY15 budget for personnel include a Media/Technology Integrator at Abbot-Downing ($117,742), a Technology Integrator, with a .5 full-time equivalent ($56,000), a Concord High Social Worker ($21,394) and a permanent substitute teacher at the elementary level ($25,842). It is also proposed to add a special education assistant for three hours each day at all five elementary schools ($7,203 each), as well as increasing tech support to full time ($3,479), for a total increase in personnel of $260,472. The total net for position changes in FY15 is a decrease of $847,416.

Ms. Ardinger asked Superintendent Rath to clarify the status of the high school Social Worker position. Superintendent Rath explained that this position is currently covered by a Lutheran Social Services grant; however, the District is not sure if this will continue to be covered by the grant, therefore the whole position is budgeted in the General Fund.

Proposed technology equipment financing by location shows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Purchase Amt.</th>
<th>Payment Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver Meadow</td>
<td>$101,920.00</td>
<td>$ 34,811.69</td>
</tr>
<tr>
<td>(4th and 5th Grade iPads, carts, projectors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broken Ground</td>
<td>$ 94,210.00</td>
<td>$ 32,178.27</td>
</tr>
<tr>
<td>(4th and 5th Grade iPads, carts, projectors, SmartBoards)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rundlett Middle School</td>
<td>$263,575.00</td>
<td>$ 90,026.41</td>
</tr>
<tr>
<td>(7th Grade iPads, carts, projectors and staff laptops)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concord High School</td>
<td>$140,000.00</td>
<td>$ 47,818.26</td>
</tr>
<tr>
<td>(Chromebooks, iPads, carts, projectors, and staff laptops)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Wide</td>
<td>$ 12,000.00</td>
<td>$ 4,098.71</td>
</tr>
<tr>
<td>(Server replacement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$611,705.00</td>
<td>$208,933.35</td>
</tr>
</tbody>
</table>

An equity lease financing schedule showed current equipment costs in 2014 ($757,461.31), and proposed new technology in 2015 ($611,705.00), and 2016 ($500,000.00). Based on this schedule, the estimated annual lease payments are as follows:

2014 (original)         $258,718.49
2015 ($258,718.49 (deferred payment in FY15)
2016–2019 $407,647.33 (estimated)

A list of capital projects with a posted budget appropriation of $541,000 and a total amount for projects at Beaver Meadow (BMS), Broken Ground (BGS), Rundlett (RMS) and Concord High (CHS) of $494,770 was displayed:

BMS - Doors, Flooring and Roof $172,000
BGS - Doors and Fire Alarm $85,000
RMS - Classroom Door Hardware $30,000
CHS - Cafeteria Floor, Classroom Flooring and Fire Alarm Panel $207,770

The proposed bus replacement plan is to replace six vehicles by financing three type A buses and two type C buses at approximately $50,492 for seven years, as well as the purchase of a used passenger van for $8,500.

A budget expenditure comparison for FY15 shows a .83% increase in the General Fund, an increase of 3.12% in Food Service and a decrease of 12.46% in Grants, resulting in a total appropriation increase of .34% or $265,432.

Under Revenue, there is a decrease in local revenue of 1.96%, a decrease in state revenue of 3.37%, a decrease in federal revenue of 4.68% and a decrease in transfers of 15.57% for a total decrease in revenue before taxes of 4.34% or $1,087,933. He stated that $608,000 will be used from reserves to support the FY15 budget.

Mr. Dunn explained that changes in revenue for FY15 include a decrease in Deerfield tuition (-$270,179.00), an increase in Deerfield special education ($138,762.00), a decrease in foster care, (-$54,000.00), an increase vocational tuition ($120,000), an increase in charter or transportation ($45,374.00), a decrease in athletic fees and gate fees (-$22,405.00) and an increase community rentals ($50,164.00).

Included in state revenue changes for FY15 are the decrease in Adequacy Grant (-$677,435.00) and an increase in Catastrophic Aid ($11,541.00).

Federal revenue changes include a small decrease in Medicaid (-$500.00) and a decrease in interest rebate (-$95,700.00). There is a projected 7.2% decrease every year for the foreseeable future for the interest rebates due to sequestration.

Other sources and transfer changes for FY15 include a decrease in the indirect costs from grants (-$18,314.00), an increase in the indirect charge from Food Service ($7,902.00), a decrease in the amount transferred from the Facilities Renovation Trust (-$577,938.00), and an increase in the amount transferred from the Risk Management Trust ($250,000.00). There will be no transfer to the Building and Renovation Trust; therefore a decrease in the amount of $100,000.00 is budgeted. Other transfer changes for FY15 are the transfer from the Special Education Trust Fund ($150,000.00) used to cover out-of-district transportation costs and the decrease in the amount transferred out of the Energy Reserves (-$235,000.00), as well a transfer from the Repairs and Maintenance Trust Fund ($168,661) to pay the NORESCO lease payment for a total decrease of $361,799 in other Sources and transfers.

A comparison of expenditure and revenue shows a .83% increase in expenditures for FY15 from FY14 and a decrease of 4.83% in revenue.

A comparison of local and state taxes reveals an increase of $1,934,335 in additional funds to be raised in taxes to balance the budget. Mr. Dunn noted that the amount to
be raised by state and local taxes is $48,086,598. Based on .30% increase in city valuation, the increase to the tax rate would be 3.91% or $14.08 per thousand.

The total proposed appropriation for 2014-2015 includes the General Fund totaling $74,168,617 from operations excluding debt service, operations debt service, transfer to Stabilization Fund and transfer to Vocational Reserve. The remainder of the appropriation includes the Food Service fund at $1,783,957, and the Grant Fund of $3,193,891 for a total of $79,146,465.

Mr. Dunn noted additional other factors that could impact the unreserved fund balance used to help offset the tax rate in FY15. This list includes utilities, out-of-district transportation and placements, snow removal and salt, and overtime. In addition, the Board can revise the budget in October once the city valuation is known.

The remainder of the budget development schedule is as follows:

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 17</td>
<td>7:00 p.m. – Mill Brook: Public Hearing</td>
</tr>
<tr>
<td>Wednesday, March 19</td>
<td>5:30 p.m. – Central Office: Public Hearing</td>
</tr>
<tr>
<td>Monday, March 24</td>
<td>5:30 p.m. - Central Office: TBD</td>
</tr>
<tr>
<td>Wednesday, March 26</td>
<td>5:30 p.m. - Central Office: approve preliminary budget</td>
</tr>
<tr>
<td>October 2014</td>
<td>Central Office: finalize budget</td>
</tr>
</tbody>
</table>

Ms. Ardinger explained that expenditures in the proposed budget are only slightly increased, up less than 1%; however, revenue has decreased by almost 5%, which means the District has to raise almost $2 million more in taxes. She added that even with the administration holding the budget flat, the impact originates in decreased revenue available from the federal and state government.

Mr. Cogswell opened the hearing for public comment. With no public comment, he commended the administration for a great presentation. He explained that Monday’s meeting will include input and changes, and Wednesday’s full Board meeting is to pass a preliminary FY15 budget.

The Board voted 5-0 (motioned by Kass Ardinger, seconded by Jennifer Patterson) to adjourn.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Agenda Item 1: Call to Order

Board President Clint Cogswell called the meeting to order at 5:31 p.m. Mr. Cogswell explained that this is a Special Board Meeting of the Proposed FY 2014-2015 Budget and the purpose of this meeting is to approve the posted budget.

Agenda Item 2: Approval of Agenda

Mr. Cogswell reviewed the agenda.

The Board voted 7-0 to approve the agenda (motioned by Jennifer Patterson, seconded by Oliver Spencer).

Agenda Item 3: Public Comment – agenda items only

There was no public comment.

Agenda Item 4: Budget

a. Approve FY2014-2015 Budget

Before Business Administrator Jack Dunn presented a budget summary he discussed and clarified questions about technology funds. He explained that the Board approved reducing the amount that would be deposited into the new Tuition Stabilization Fund, created for the transition to the new Deerfield Tuition calculation by $160,000 in order to pay the first of the payments of a four-year conventional technology lease. Already included in the budget are funds to repair and replace technology.

Assistant Superintendent Donna Palley asked the Board to maintain the $240,000 budgeted for the William White Associates proposal but the administration would not
go ahead with the plan at this time. The administration proposed to hold an Instructional Committee meeting to receive further information about the proposal, including hearing from the building Principals, so Board members could have all their questions answered.

Barb Higgins arrived after the Instructional Committee meeting was discussed.

Mr. Dunn provided a budget summary, followed by a proposed motion to pass the FY 2014-2015 preliminary budget with deposits into and withdrawals from the Expendable Trust Funds as well as a proposed motion to create the Tuition Stabilization Fund.

The following data summarizes the total appropriation for the FY 2014-2015 budget.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$74,168,617</td>
</tr>
<tr>
<td>Food Service Fund</td>
<td>$1,783,957</td>
</tr>
<tr>
<td>Grant Fund</td>
<td>$3,193,891</td>
</tr>
<tr>
<td><strong>Total Appropriations</strong></td>
<td><strong>$79,146,465</strong></td>
</tr>
</tbody>
</table>

The projected tax impact summary is as follows:

- Projected City Valuation: .30%
- Tax Rate: $14.08 per thousand
- Percentage Increase: 3.91%

Mr. Dunn explained that a number of other factors can affect the Unreserved Fund balance including utilities, out-of-district transportation, out-of-district placements, snow removal, salt, and overtime. Other considerations are city valuation and a review of the budget in October.

Mr. Dunn presented the dates on which contracts are issued to various unaffiliated and bargaining groups.

He noted the opportunity for the Board to revisit the FY 2014-2015 budget in October 2014, informing them that any changes will require seven (7) Board votes.

The Board voted 8-0 (motioned by Barbara Higgins, seconded by Kass Ardinger) to raise and appropriate the sum of $79,146,465 and to adopt the budget for fiscal year 2014-2015 as posted on March 5, 2014 inclusive of the following deposits to existing expendable trust funds:

- Vocational Capital Reserve fund for an amount up to $184,192 and also inclusive of the following withdrawals from expendable trust funds to fund appropriations:
- Facilities Purchase and Renovation Expendable Trust for an amount up to $1,228,562;
• Energy Expendable Trust for an amount up to $40,000;
• Special Education Expendable Trust for an amount up to $150,000;
• Health and Dental Medical Reserve Expendable Trust for an amount up to $250,000;
• School Buildings Renovation and Maintenance Fund for an amount up to $168,661.

The Board voted 8-0 (motioned by Oliver Spencer, seconded by Tom Croteau) to create an expendable trust fund under the provisions of RSA 198:20-c, to be known as the Tuition Stabilization Trust Fund, for the purpose of minimizing the impact of the transition to the new Deerfield Tuition rate calculation. Furthermore, to name the School Board as agents to expend and to raise and appropriate up to the sum of one hundred and nineteen thousand three-hundred and eighty-four dollars ($119,384) with such amount to be funded from the Deerfield Tuition collected in the FY15 Budget Year.

Agenda Item V: Public Comment
There was no public comment.

Board members signed the cover sheet of the NH Department of Revenue Administration’s MS-22, Report of Appropriations Actually Voted (RSA 21-J:34 and 198:4-a), form.

Mr. Cogswell noted that the Instructional Committee meeting to further discuss the Bill White proposal with the Principals will be held on Wednesday, April 9th at 5:30 p.m. He informed the Board of the upcoming Capital Facilities meeting next Monday, March 31st at 5:30 p.m. followed by a Board meeting to discuss the process of filling the School Board vacancy and a Capital Facilities meeting next Wednesday, April 2nd at the Rumford School building, 40 Thorndike Street, at 6:15 p.m.

Agenda Item VI: Adjournment

The Board voted 8-0 (motioned by Ms. Higgins, seconded by Ms. Ardinger) to adjourn.

The meeting adjourned at 5:51 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board President Clint Cogswell called the meeting to order at 6:15 p.m., noting that the Board was meeting to discuss replacing a Board member in the middle of the year.

Under the old charter, which was under the control of the NH Legislature, there was a clear procedure for filling a Board vacancy. In 2011 a Charter Commission was established to revise that Charter and replace it with a Charter under the control of Concord residents. The Charter Commission hired an attorney to ensure that essential language covering all necessary contingencies was included.

Language in the old Charter stated that the Board “may” fill a vacancy, which had been interpreted as the Board was not required to fill the vacancy and could operate with fewer than 9 members until the next election.

The new Charter does not include specific language on this issue. In 2012 when this situation occurred, the Board received legal advice from its attorney, John Teague, that the Board must look to the NH Statutes Revised Annotated 67:33 – School Boards. This statute refers to cooperative school districts and municipal entities with moderators. These structures are not similar to Concord, which has an independent School Board. Nevertheless, it was advised that the Board must fill the vacancy according to the statute. In that instance, the president of the Board nominated Betty Hoadley and the Board voted to install her to fill the Board vacancy.

Mr. Cogswell informed the Board that two people had contacted him to volunteer to fill this position until the next election: Betty Hoadley and Dick Patten. Mr. Cogswell had asked Bill Glahn to consider filling the vacancy but Mr. Glahn declined. Mr. Cogswell then contacted the District’s Deputy School Board Clerk, Mr. Patrick Taylor, who said he would accept the nomination.

Barb Higgins stated that the nominee should be from a different neighborhood and said that this is a geographic issue.

The vacated Board position to be filled is an at-large position. At the November 2014 election the seat will become a “Ward Cluster” position.

Jennifer Patterson said the Board should take more time, if needed, to decide this issue.

Kass Ardinger noted that the position of appointed Deputy School Board Clerk was established within the provisions of the new Charter. She said the Board asked Mr.
Taylor, who had lost his bid for a seat as a school board member in the last election, if he would consider serving as Deputy Clerk, and he accepted. He has served as Deputy Clerk for the last year and a half.

Mr. Cogswell nominated Patrick Taylor to fill the empty board seat, but it was decided that the Board vote on his nomination will wait until the next meeting, when Mr. Taylor will be available to meet with members of the Board.

The Board voted 8-0 to adjourn (motioned by Mr. Cogswell, seconded by Ms. Patterson).

The Board adjourned at 6:35 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board President Clint Cogswell called the meeting to order at 5:40 p.m. and explained the purpose of the meeting was to allow the Board to ask questions and vote on nominee Patrick Taylor, who has been asked by Mr. Cogswell to fill the vacancy left by the resignation of Nick Metalious, whose at-large term expires in 2014.

Mr. Cogswell explained the process he used to fill that vacancy and that he understood concerns by some Board members about having too many members from a particular section of town. He then asked Mr. Taylor to tell a little bit about himself. Mr. Taylor said that he is an attorney and has three children who range from infant to kindergarten age.

Tom Croteau commented that he understands some Board members' concern to have representation from different parts of the city, but that in this situation, between the old charter and the new charter, the position needs to be filled. He suggested that the situation will resolve itself in the next election when this particular seat is up for election. He also stated he will support the nomination.

Oliver Spencer commented that he had no objection to the nomination and would be supporting the nomination.

Kass Ardinger commented that Mr. Taylor ran for the School Board almost two years ago, and asked why he had run at that time. Mr. Taylor stated that his children would soon be moving through the school system, that he wanted to be involved as a parent, and that he is a neighbor to a school.

Mr. Croteau then asked Mr. Taylor if he had a specific skill set in finance. Mr. Taylor responded he didn’t have a specific skillset in finance, but in his work in contract negotiations he needs to deal with finances. He noted that he is the Treasurer for the Concord Library Foundation.

Mr. Croteau asked Mr. Taylor what he thought he would bring to the Board. Mr. Taylor responded that he is diligent, committed and analytical in whatever he endeavors. He brings a skillset to the Board from his professional experience dealing
with contracts, research, and negotiations, particularly lots of work with public utility companies.

Mr. Cogswell then called for a vote on the nomination of Mr. Taylor.

Before the vote, Barb Higgins commented that she doesn’t see the need to fill the position immediately. She felt that too many Board members live too close together and would like broader representation, especially from the other side of the river.

Mr. Taylor commented that he understood Ms. Higgins’ concern.

The Board voted 5-2 (Barb Higgins and Melissa Donovan voted nay) to accept the appointment of Patrick Taylor to fill the seat left vacant by Nick Metalious’ resignation until the next election (motioned by Mr. Spencer, seconded by Mr. Croteau).

Mr. Croteau commented that he doesn’t disagree with Ms. Higgins about the representation.

The Board voted 7-0 (motioned by Ms. Ardinger, seconded by Mr. Croteau) to adjourn.

The meeting adjourned at 5:58 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board of Education  
Concord School District  
Special Board meeting  
April 2, 2014

**Board members present:** Clint Cogswell, President, Kass Ardinger, Rusty Cofrin, Tom Croteau, Melissa Donovan, Barbara Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor

**Administration:** Matt Cashman, Jack Dunn

**Others:** Brian Thibeault, Maria Dolder

Agenda: Neighborhood meeting to discuss the proposal to purchase the Rumford School building.

Board President Clint Cogswell opened the meeting at 6:00 p.m. and asked Board members, developer Brian Thibeault and his attorney, Maria Dolder, to introduce themselves to the audience.

Mr. Cogswell turned the meeting over to Mr. Thibeault, who presented a slide show of his Arts Center in Pawtucket, R.I., which is a larger facility than Rumford School.

Most residents who attended the meeting wanted to learn more about the proposed use of the Rumford School building. Mr. Sanders, a Rumford School neighbor, thinks having the building as an Arts Center would link the neighborhood to the city’s art scene and would put the South End of Concord on the map alongside the Capitol Center for the Arts. Some neighbors were concerned about tenants of the Art Center parking on the street, which is already congested. Mr. Thibeault said there would be 50 parking spaces on the Art Center’s property, and he was also purchasing the land next to the building to use for more parking space if needed. Another neighbor was concerned what the hours of operation would be. Mr. Thibeault said that he expects most operations to happen during regular business hours; however, if a dance or yoga studio would like to have classes at night or on weekends, or if an artist has studio space in the building, they wouldn’t be banned from using it whenever they needed to. Melissa Miller, a Concord painter, asked whether the building would provide much-needed affordable studio space for local artists. Mr. Thibeault stated that this is “not all about the money”; the upstairs rooms would be cheap. And there will be bigger anchors to take care of the costs of the building. He would not turn anyone away.

The neighbors were unanimously in favor of this proposal and very excited to have Rumford School turned into an Arts Center.
Mr. Thibeault plans to complete minor renovations to the building’s common areas, but tenants will have the choice to paint and set up their spaces the way they want. The playground will be left intact and the neighbors will be free to use it.

Mr. Rayner, a member of the public, read and submitted the following:

“MEMO
TO: Concord School Board/District & City of Concord
FROM: Ron Rayner
SUBJECT: Future Use of Rumford School Building
DATE: April 2, 2014
Presentation Points for Public Hearing on 4/2/14 –

• Overall Support – On surface, I support the use of the building for an arts hub &/or business incubator; if it also could serve as a place for periodic community meetings, that’s quite laudable by the Applicant. Hard to know at this point if that’s genuine or icing on the cake to facilitate Approvals, but one piece of the puzzle could be accomplished by taking a trip. Here’s my Approach to review the merits of this proposal-

• Trip to Providence – Strongly encourage District & City staff [say 1 from District (Matt C.); & 2 from city, say Planning & Special Projects or Deputy City Manager] to take a trip to Providence for a full day to observe and review the Applicant’s successful project in that City. If questions/concerns, address them w/Applicant. If none, I’d be surprised, but then proceed to issue of property taxes & building assessment/evaluation.

• Property Taxes – This property must be removed from Tax Exempt status (1 key goal by the School District) – but I believe Applicant has requested ability to address or negotiate taxes w/the City. It’s understandable – but this property must contribute to the Community through tax dollars. And if the Applicant does acquire the school at a reduced price of $425K, then that certainly raises questions about how the building will be taxed by the City proper. Some thoughts-

1) Should Applicant request a tax break & IF the City should concur, then suggest it be phased in (incrementally ramping up) over a 3 to 5 year period, ultimately increasing to its full assessed value, perhaps w/the savings going towards building energy efficiency improvements (i.e. windows/heating system).

2) If agreement is reached, proceed to Purchase & Sales (P&S) Agreement.

• Purchase & Sales Agreement – To demonstrate good faith & sincerity, School District should insist on a non-refundable 10% (minimum) Security Deposit, typical for most all real estate transactions. And it needs to be non-refundable, irrevocable, unlike the Agreement w/the Catholic Church of Manchester (which I opposed) where the District wound up empty handed, having spent a year+ w/the Diocese to accomplish what? A $175K reduction in the sales price?
• Future Tax Liability – In my view, it is imperative that w/in some legal document, whether it be the P&S Agreement and/or in another document (City Permit to Operate?) – that this business and legal entity strictly understands an acknowledged, up front, that regardless of how this business does financially, that they will not be allowed to change their legal status for the purpose of becoming tax-exempt from City property taxes.”

Mrs. Patterson then read the list of 10 criteria the Board developed on October 17, 2012 when deciding what kind of buyer the Board would like to enter into an agreement with. The consensus was that Mr. Thibeault’s proposed use of the building met many of the criteria.

Members of the public asked about parking, noise, and lighting concerns. Mr. Cogswell stated that those were outside the purview of the School Board and that those concerns should be brought up with the city during their review process.

Mr. Thibeault said he is planning for a closing date of June 16, 2014. The building would hopefully be open for business this summer.

(Clint Cogswell adjourned the meeting at 7:01 p.m.; Barb Higgins seconded.)

Respectfully submitted,

Oliver Spencer, Chair

Matt Cashman, Recorder
Board of Education
Concord School District
Regular meeting
April 7, 2014

Board members: Kass Ardinger, Rusty Cofrin, Tom Croteau, Melissa Donovan, Jennifer Patterson, Oliver Spencer, Patrick Taylor, and Ryan Donnelly and Claire Celestin (student representatives)

Absent: Clint Cogswell, Barb Higgins

Administrators: Chris Rath, Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order

Vice President Jennifer Patterson called the meeting to order at 7:00 p.m. and recognized new Board member Patrick Taylor.

Agenda Item 2. Approval of Agenda

Ms. Patterson reviewed the agenda.

The Board voted 7-0 to approve the agenda (motioned by Kass Ardinger, seconded by Rusty Cofrin).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

Champions for Children

Abbot-Downing School - Michelle Marino

Principal Deb McNeish noted that Michelle Marino has been volunteering two mornings a week in the book collection area of ADS since the new school opened in September 2012. Before Michelle and her family moved to Concord, she was a library media specialist in Memphis, Tennessee and her specialist background has been a great benefit to the library and the school. Michelle assists in the library with student book circulation, the re-shelving of books, and the organization of the library, and has donated many books to the library collection. Michelle’s interactions with the students are always positive and engaging. In addition to the regular times she volunteers in the
library, she has also helped with the Scholastic Book Fairs, volunteered in her children’s classrooms, and is a member of the PTO. A valuable member of the ADS community, Michelle is a champion for our children.

**Beaver Meadow School – Ann LeMahieu**

Ann LeMahieu is a thoughtful, hard-working, and humble person who does countless things behind the scenes to make Beaver Meadow a great place for kids and their families. Ann has a career, is the mother of a 5th grader at BMS, and holds a leadership position on the BMS PTO where she has played an active role in the success of many events over the years such as the Craft Fair, the One-Stop Shop, the Book Fair, School Picture Day, the Cherrydale Fundraiser, and Back to School Night. Ann has worked to focus the PTO beyond fundraising, to serve a greater function - to bring families into the school for fun events. For example, Ann was instrumental in the creation of BMS Movie Night, when BMS becomes a cinema where families can enjoy popular movies on a big screen while eating pizza and popcorn. These Movie Nights give our families an inexpensive way to get out and enjoy time together. Ann is a driving force on the playground committee and a solid supporter of the arts at BMS. She has worked with our art teacher to bring the Original Works Program to our school, in which student participants have their work published and sold to raise funds for the school. She volunteers to create and alter costumes for our Student Actors Program. Ann has always been a true believer that the Arts play an essential role in our kids’ development.

**Broken Ground School - Fiona Quirk**

Thanks to Fiona Quirk, BGS students have had the opportunity to participate in an after-school newspaper club for the last three years. Fiona wrote grants seeking funds through the Concord Chamber of Commerce to publish multiple editions of the *Insider* each year. When the sign-ups for students exceeded our expectations, she rallied neighbors and friends and networked with staff to provide appropriate support to include all students. It has been exciting to see students eager to stay after school hours to conduct interviews, write feature articles, illustrate the funnies, write advice columns, and to visit the Concord Monitor to see the newspaper business in operation. Fiona is that parent who attends school activities like Lip Sync, Harvest Fest, and the annual Sue Ann Martin Walk-A-Thon, and helps out in her children’s classrooms to plan celebrations, do special projects and chaperone field trips. Just over a week ago when our school presented the Kids in Action show *The Little Mermaid*, Fiona organized the flower concession stand for the performances. She has chaired our Scholastic Book Fairs held twice a year; organized volunteers to staff the ten days including two evenings, when parents are invited to shop with their children to find “just right” books; and been a strong advocate for using the Book Fairs not only as a fundraiser but as a way to add to the BGS library and classroom book collections. Fiona’s warmth and kindness welcomes all parents and children to our school. Her smile is contagious and she exudes positive energy and enthusiasm. She is an inspiration to staff, students and families and is a true Champion for all Children.
Christa McAuliffe School – Susan Makee
Originally organizing fundraisers and events to support the Kimball-Walker schools, Susan Makee now continues her support for the CMS community to provide learning opportunities beyond the classroom walls. She is always on some kind of mission, attending an event or finding new ways to help teachers make their jobs less complicated for the sake of student learning. An active member and leader in our PTO, Susan has co-chaired the spring carnival for the last several years and helped at the Winter Carnival by popping popcorn, baking, and running out to pick up needed supplies. She helped with the “candygram” fundraiser, set up for the Book Fair and the Science Expo, took over itinerary and travel plans for the planetarium field trip and the end-of-year 5th grade Boston trip. Susan organized the highly successful Spaghetti Dinner and Silent Auction, a project requiring essential collaboration with several stakeholders – in only two years’ time it has become one of our most beneficial fundraisers. A special addition to the silent auction this year was the “Principal-for-the-Day” auction: one lucky student spent last Friday with the Principal making announcements, supervising classrooms, speaking to 4th graders about 5th grade expectations, and listening to emerging readers in 1st grade as they read individually. A fourth grade parent at the time, last year Susan contributed her ideas and creativity to the planning of a new fifth grade end-of-year celebration, which was successful because of her forethought and active involvement. Whether for a field trip or in-class experience, teachers rely on Susan’s input. She is well-organized, communicating with families about needed supplies and event details. In a teacher’s eyes, her efforts have saved them precious time, increasing their ability to focus on their academic lessons. Susan has developed strong, positive relationships with staff, and often asks the question, what can I do to help? Susan consistently thanks our teachers for their work both in and out of the classroom, and teachers are deeply grateful for this simple gesture. Principal Gallo thanked Susan for her tireless support and contagious spirit.

Mill Brook School – Rev. Jason Wells, Rector, and members of the Grace Episcopal Church congregation
The Reverend Jason Wells and members of the Grace Episcopal Church congregation are the Champions for Children at Mill Brook School. Over the past four years, members of church have instituted a unique program that provides children with a tote bag of food to cover them over the weekend. As just about half of MBS’s students qualify for free or reduced breakfast and lunch, this Take-A-Tote program helps to ensure that children do not go hungry over the weekend. Each Thursday, volunteers deliver 25 bags of food to the MBS main office and staff members ensure that they go to families who need them. Each week parishioners donate food and money to supply the totes, which typically include cereal, rice, healthy snacks, one-dish lunches, fresh fruit and veggies. The church has also reached out to collaborate with our PTA and together have supported additional families with the presence of our MBS “Food Bank.” Thank you, Reverend Wells and Grace Episcopal Church congregation, for making a difference in the lives of Mill Brook School’s students.
Rundlett Middle School – Autumn Van Sice
As a member of the RMS PRIDE Team, committed to creating a safe and healthy school culture in service of student learning, Autumn Van Sice contributes fresh ideas and a keen ability to ask questions that clarify issues or challenge the team to become what we profess in our vision statement: “… a caring community striving for excellence.” Autumn has volunteered her artistic talents to the service of the school, designing posters and graphics to advance students’ understanding of PRIDE in our school. During the fall of 2013, she helped design the program materials for RMS’ 2013 Parent Academy and has been a major leader on RMS’ Parent Engagement committee by giving many hours to soliciting and examining parent feedback, designing surveys and evaluating the data gathered. Autumn brings great enthusiasm, imagination and a genuine desire to promote and celebrate the talents of our students with her commitment to public education and a belief in the dignity and worth of every child. It is with deep gratitude and great pride that Rundlett Middle School presents Autumn Van Sice the 2014 Champion for Children award.

Concord High School – Julie Kukla
Julie Kukla is a Deerfield parent who has had three boys at Concord High School, one in 11th grade and one in 12th grade. She has been a crucial part of the 2013 CHS Football Booster Club and in her position as vice president and team mother. Julie has coordinated the traditional Thursday football team pasta dinners and Subway packages for players on away games. She attends at all the football games, taking pictures and posting them on the football website. Players and parents alike appreciate this generous and selfless gesture. Julie and two other booster parents, who also take photos, created a slideshow on the CHS Football Quarterback Club Facebook page and on YouTube. She was a major contributor to the Homecoming Breakfast, a big team event at CHS on the morning of the big game. Coach Eric Brown cannot say enough about Julie and her team spirit. She was instrumental in setting up the Applebee’s “Player of the Week” program, which gives the player a gift card to Applebee’s and posts their picture in the restaurant. She is also very active with the Lacrosse Booster Club, and helped organize the Operation Hat Trick fundraiser which raised over $6,000 for the Wounded Warrior Project. Julie has coordinated with the Deerfield School District to have the football coaches go to Deerfield for high school football sign-ups, a great outreach that takes a great deal of planning. Moreover, when her children were younger and before they received their licenses, Julie was a willing “taxicab” for any Deerfield students who wanted to play football or lacrosse. She will always go the distance without complaint.

Superintendent Rath noted that Kass Ardinger has been selected to be the Lakes Region Superintendent’s Association nominee as a Champion for Children. Every district has the opportunity to nominate an individual for the award, and then selection committees for each of the six regions select the regional winner to be recognized as their Champion for Children. The district is thrilled that the Lakes...
Region Selection Committee selected Ms. Ardinger for the Lakes Region. There will be a statewide awards ceremony on Friday, May 9th.

Student representative Ryan Donnelly noted that CHS seniors are starting to commit to schools. The AP Psych Fair is coming up, and he noted that the AP exams are coming up. He also noted that with the Levee coming up in June, students are starting to see super-creative ways that people are getting asked to go to prom.

Student representative Claire Celestin noted the three huge “glaciers” of ice outside CHS are finally melting and that the Graduation Committee is working hard on preparations for Commencement on June 21.

Superintendent Chris Rath noted the following good news:

The CHS Granite State Challenge Team had a successful season under advisors Helen Dugan and Chad Fleming, competing in a series of competitions this fall and winter to be selected for a spot on the popular TV show. Team members include Josh Pifer, Marissa Splendore, Azwad Iqbal, David Bamidele, Adi Gandhi, Arthur Aznive, Matt Bodwell, and Joe Ossoff. They continue to compete in the NH Quiz Bowl league.

A number of CHS seniors were recognized by the NHIAA and NHADA for Scholar Athlete Awards, for achieving academic and athletic excellence. School principals nominate students based on criteria which require a B+ grade point average, a varsity letter and being currently active in at least two varsity sports, participation in community service activities and service as role models to their peers. CHS recipients are Elizabeth Donlon, Megan Reese, Nathan LaTourette, Joshua Pifer Liam Healy, Michael Alexander, Devon Ferland, Hagan Otto, Anne Mullen, Cole Patoine, Jessie Bean, Grace Orzechowski, Marc Gaudet, Ryan Donnelly, Rachel Stevenson, Benjamin Bengtson, Adam Godbout, Tyler Kukla, Sean Larner, Nicholas Battles, Connor Reid, Sabrina Williams, Molly Waite, Mariah Scannapieco, Smita Boesch-Dining, Katharine Tebbetts, and Timothy Weinhold.

Two Concord High School students have been named National Merit Scholarship Finalists: Maya Frydman and Caleb Seymour. Aditya Gandhi was recognized by the AXA Foundation in association with US News & Report to represent New Hampshire for his exceptional academic record. Claire Celestin was named a Finalist and David Bamidele a Semi-Finalist by the National Achievement Program.

The CHS Drama Club won Best Production at the NHETG Theatre Competition at Kingswood Regional High School. The Drama Club performed a portion of their recent show AMADEUS and will now be competing with 11 other schools at the State Theatre Competition in Gilford. Congratulations to the entire cast and crew of Amadeus. Eli Frydman took home individual honors with a best actor award, while Juliet Greenwood, Julia Lajoie, Marc Tessier and Christina Kennard took home awards for sound and lighting.

A number of CRTC students were recognized by the Skills USA State Competition:
in Advertising Design: Tyler Rizzo – Gold Medal; Mac Watrous – Silver Medal; Pedro Pimental – Bronze Medal

in Cosmetology: Natasha Jelley/Shayla Warriner – Silver Medal; Taylor Manning (Bow) – Bronze Medal

in Automotive Service Technology: Payton Godbois (Pembroke Academy) – Gold Medal

in Culinary Arts: Hunter Lemay (JSRHS) – Silver Medal; Henry Hochberg – Bronze Medal; Zack Pinard (JSRHS) – Gold Medal; Lauren Benda – Bronze Medal; Brittany Wheeler – Gold Medal; Alyssa Pepin - Silver Medal

On March 28, 2014, the New Hampshire School Transportation Association recognized the following District Safe Drivers for a 5 year award: Lucie Blondeau; Ed Cutting; and Cathy O’Carroll; and Cynthia Ward for a 10 Year Award

Superintendent Rath noted a letter from former Board member Rob Fried thanking the staff and students of the automotive technology department at CRTC for the great service on his vehicle, noting that “they were all very helpful, conscientious, and thoroughly professional and fixed my pick-up truck very effectively.”

As part of National Reading Month, Heifer International Read to Feed Leader Brooke Mills partnered with BGS student Karl Surmanis to help him reach his personal reading goal and raise $250 for Heifer International’s programs.

Superintendent Rath presented a thank you note from Alyson Condict, secretary of the CHS High School Quarterback Club, to custodian Wayne Roark for his help with the Football banquet in January.

Superintendent Rath included an article in the Concord Insider by district Food Services Director John Lash, who was also recognized as the NE Food Professional of the Year by the New England Meat Conference on March 7.

On March 28, 2014, the New Hampshire School Transportation Association recognized the following Safe Drivers from the Concord School District: Lucie Blondeau, Ed Cutting and Cathy O’Carroll for a 5 Year Award, and Cynthia Ward for a 10 Year Award.

CHS teacher Kerry Chamberlain was recognized as a nominee for the 2014 New Hampshire Department of Education Teacher of the Year award. Mr. Chamberlain has taught Spanish at CHS for the last 15 years and is a consummate teacher and respected member of the school community. Congratulations to Kerry.

CHS junior Isabella Rubin was one of the two New Hampshire winners in the National Writing Project’s “One Pen Can Change the World” essay contest for her winning essay “Lou Bug.” She will be reading her work at the Plymouth State University Graduate Center on April 9. Congratulations to Isabella.
Agenda Item 5. Approval of Board Minutes

Ms. Patterson noted the minutes of the regular monthly meeting on March 3; two Public hearings on the budget: on March 17 and on March 19; a Special Board meeting on March 26; a Special Board meeting on March 31 to discuss the process for filling a Board vacancy; a Special Board meeting on April 2 to vote Patrick Taylor onto the Board; and a neighborhood meeting on April 2 to discuss the potential use of the Rumford property once sold. Neighbors were positively inclined toward the sale.

The Board voted 7–0 to approve the minutes of the regular monthly meeting on March 3, 2014, the Public hearing on March 17, the Public hearing on March 19, the Special Board meeting on March 26, the Special Board meeting on March 31, the Special Board meeting on April 2 and the neighborhood meeting on the Rumford property on April 2 (moved by Mr. Cofrin, seconded by Tom Croteau).

Agenda Item 6. Personnel

Administrator Nomination

Board member Oliver Spencer, a member of the search committee to find a new principal for Abbot-Downing School, commented that the search process was the most valuable experience he’s had thus far on the School Board. He noted one particularly heartfelt teacher testimony from a very experienced, highly qualified teacher who was having some troubles and described how Ms. Riordan supported her work. The search committee unanimously selected this administrator, with great enthusiasm.

Kathleen Riordan, Principal, Abbot-Downing School, $96,965, Step II. Kathleen replaces Deb McNeish (Step IV = $109,767) – retirement. Budgeted at $104,267

The Board voted 7–0 to approve Kathleen Riordan as Principal of Abbot-Downing School (moved by Ms. Ardinger, seconded by Mr. Spencer).

Leaves of Absence

Larry Prince presented three professional leaves: Heidi Crumrine for a one-year leave from her position at CHS to take a position at RMS; Frank Harrison for a 20% leave of absence at CHS to teach the ROPE course, and Laura Ahern for an unpaid full-year leave.

The Board voted 7–0 to approve the leaves of absence as presented (moved by Mr. Croteau, seconded by Mr. Spencer).

CAA nominations

It was noted that the position of Special Education Director at RMS is a resignation, not a cut position, and will be posted.
The Board voted 7–0 to approve the CAA nominations as presented (moved by Mr. Cofrin, seconded by Mr. Spencer).

**CEA nominations to new positions**

Mr. Prince presented several new teacher nominations.

Frank Harrison, Jr., ROPE Teacher, Concord High School, $15,240, rate of 20% of M-14. Frank filled this position one-year-only, 2013-2014. Frank has resigned from 20% of his full-time Science teacher assignment to continue in this position. Budgeted at $15,240

Wendy Saadaoui, World Language Teacher, Concord High School, $15,240, rate of 20% of M-14. Wendy was recalled from 20% RIF. This is in addition to Wendy’s 80% continuing contract. Budgeted at $10,527

Maura Sampson, English Teacher, Concord High School, $69,130, rate of M+30-11, one year only. Maura replaces Heidi Crumrine (M+30-11 = $69,130) – leave of absence to RMS Literacy Lab. Budgeted at $72,272

Heidi Crumrine, Literacy Lab Teacher, Rundlett Middle School, $69,130, rate of M+30-11, one year only. Heidi replaces Leah MacLeod (M+30-14 = $78,557) – retirement. Heidi is taking a leave of absence from her English teacher position at Concord High School. Budgeted at $78,557

Sara Pratt, Science Teacher, Rundlett Middle School, $41,635, rate of B-2. Sara replaces Anne Marie Clement (M-7 = $57,347) – retirement. Budgeted at $57,347

Alison Casko, Technology Integrator/Library Media Specialist, Abbot-Downing School, $76,199, rate of M-14. Alison has resigned from her Grade 6 teacher position. She currently fills this position one-year-only. Budgeted at $76,199

Lauren Daniels, Physical Education/Health Teacher, Abbot-Downing School, $45,564, rate of M-2. Lauren replaces William Bean (B-13 = $69,130) – retirement. Budgeted at $52,633

Megan Audet, Classroom Teacher, Beaver Meadow School, $41,635, rate of B-2. Megan’s position at Mill Brook School was cut. Megan replaces Bethany Franz (B-3 = $43,991) – one year only. Budgeted at $52,633

Krystle Cann, Classroom Teacher, Broken Ground School, $43,991, rate of B-3. Krystle’s position at Mill Book School was cut. New position. Budgeted at $43,991

The Board voted 7–0 to approve the staff nominations as presented (moved by Mr. Spencer, seconded by Mr. Croteau).

**Nominations for current CEA positions**

Mr. Prince presented the remaining teacher nominations. He distributed a list organized by location, then alphabetically by name, then by FTE status. The list includes one-year-only positions. Approval by the Board will allow the administration to meet the deadline of April 15 to issue contracts, per the CEA CBA.
The Board voted 7–0 to approve the staff nominations as presented (moved by Melissa Donovan, seconded by Mr. Cofrin).

Coach nominations

Mr. Prince presented three new spring coach nominations.

Heather Landry, Girls Assistant Track Coach, Rundlett Middle School, $768, Step 1, Group 14, 2.0%. Heather replaces Erica Luis

Erica Luis, Girls Spring Track Head Coach, Rundlett Middle School, $2,113, Step 2, Group 11. Erica replaces John Fraser

Young McWhinnie, Boys Spring Track Assistant Coach, Rundlett Middle School, $960, Step 2, Group 14, 2.5%. Young replaces John Hall

In response to a question from Ms. Ardinger regarding how steps are assigned, Superintendent Rath explained that coaches are placed on one of 3 steps according to experience: Step 1 is a brand-new coach; Step 2 indicates some experience; and Step 3 indicates significant experience, frequently in our own district. She explained that the number of years of experience in a specific sport also influence to which step that coach is assigned.

The Board voted 7–0 to approve the new spring coach nominations as presented (moved by Mr. Croteau, seconded by Mr. Cofrin).

Veterans Salary Scale nominations

Mr. Prince presented the Veterans Salary Scale for FY 2014-2015. Those on the list will receive a bonus based on seniority provisions in the CBA. Mr. Prince noted that 25 teachers applied for 2015-2016 for a total of 10 slots – the District’s top 10 in terms of seniority.

The Board voted 7–0 to approve the Veterans Salary Scale as presented (moved by Ms. Donovan, seconded by Mr. Taylor).

Agenda Item 7. Finance

Mr. Croteau reviewed the minutes of the Board Work Sessions on the budget on March 10, March 12, March 17 and March 19.

Board Work Session #6 on March 3, 2014 had already been reviewed; the minutes are included in the March meeting materials as part of the public record. The agenda covered revenues and transfers, the tax impact, additional considerations, and proposed potential reductions.

Board Work Session #7 on March 5 - the agenda was to review open items and proposals and finalize a preliminary budget to post for a public hearing, keeping the tax rate increase no greater than 4%. Matt Cashman reviewed the capital summer projects in 2013 and 2014 and the remaining list of proposed and needed capital needs.
Board Work Session #8 on March 10 - the agenda was to discuss enrollments at Concord High School and Concord Regional Technical Center (CRTC). The Board was briefed on the structure of full-time-equivalents (FTEs).

Board Work Session #9 on March 17 - the agenda was to hear and discuss William White Associates’ proposal for District-wide programming for students with emotional and behavioral challenges. There was extensive discussion about whether to pilot the program, training for District staff, and whether the program could become a full-time implementation. The Board decided to put aside $250,000 for this proposal. The Instructional Committee will hear a presentation on the William White Associates proposal on April 9.

Board Work Session #10 on March 24 - the agenda was to discuss any additional questions or changes to the budget based on comments from the public hearing. The Board primarily discussed technology purchases and the William White Associates’ proposal.

Ms. Patterson thanked the administrators for their careful work and many hours preparing the budget, and thanked Mr. Croteau for his thorough report.

Agenda Item 8. Capital Facilities

Mr. Spencer reviewed the committee meeting on March 31 to discuss a proposal to sell the Rumford School building to Brian Thibeault, owner of Joseph Properties. Following that meeting the Board hosted a neighborhood meeting (which drew over 30 people) on April 2. He noted that those present were overwhelmingly positive about the proposal. Mr. Dunn add that due diligence is scheduled to be completed by April 16, with closing on June 16, clarifying that due diligence is the process to resolve six property line discrepancies with the City Planning Board. This item is on the April 16 City Planning Board agenda. Mr. Dunn noted that Mr. Thibeault believes he can have tenants in the building starting in July.

The Board voted 7–0 to approve the offer by Joseph Properties in the amount of $425,000 for the Rumford School building, and further to authorize the Superintendent or designee to proceed with satisfying the terms set out in the Purchase and Sale Agreement (moved by Mr. Spencer, seconded by Mr. Croteau).

Agenda Item 9. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings in April, noting a non-public Instructional Committee on April 9. The April 29 Finance Committee agenda will cover the updated Food Service budget and recommendations as well as an update on fees.
Ms. Ardinger suggested a joint Facilities and Finance Committee in the near future to explore the possibility of bonding for future facilities maintenance and renovation needs. She suggested this could include creating another reserve to safeguard the proceeds from building sales for the possible new or renovated middle school.

Board members received an invitation to Concord Trust awards ceremony on May 5 (before the Board meeting). Ms. Ardinger urged Board members to attend, noting that this is a good opportunity to see teacher initiatives in the schools.

Agenda Item 10. Public comment
There was no public comment.

Agenda Item 11. Adjournment

The Board voted 7-0 to adjourn (motioned by Ms. Ardinger, seconded by Mr. Cofrin).

The Board adjourned at 8:20 p.m.
Respectfully submitted,

Kass Ardinger

Secretary
Board of Education
Concord School District
Regular meeting
May 5, 2014

**Board members:** Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barb Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor, and Ryan Donnelly (student representative)

**Absent:** Melissa Donovan

**Administrators:** Chris Rath, Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

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**Agenda Item 1. Call to Order**

President Clint Cogswell called the meeting to order at 7:00 p.m. He noted that just prior to the meeting he and other Board members and administrators had attended the Concord Trust awards ceremony, recognizing a number of teacher proposals for innovative learning throughout the district.

**Agenda Item 2. Approval of Agenda**

Mr. Cogswell reviewed the agenda.

The Board voted 7-0 to approve the agenda (motioned by Barb Higgins, seconded by Patrick Taylor).

**Agenda Item 3. Public Comment– agenda items only**

There was no public comment.

Jennifer Patterson arrived.

**Agenda Item 4. Recognitions**

**Distinguished Educators**

**Abbot-Downing School – Sophia (Sissy) Ellis**

Sissy Ellis is a positive member of the Abbot-Downing School staff. She promotes a warm and welcoming culture of the school to students, parents, and staff, coupled with her Southern charm. Her high level of energy towards teaching and her students has been observed for many years. She is a leader in ensuring that all students feel
valued and cared for by the school community. Sissy exhibits a great depth of knowledge about her students as evidenced by lessons that enable all students to be successful. In her classroom, students are challenged to extend their knowledge of reading, mathematics and writing. Wrapped around the instructional skills and achievements, her students experience a classroom community artfully crafted by a teacher who is dedicated to them and who demonstrates respect, and love.

She has served as a mentor to teachers new to Conant-Rumford and Abbot-Downing Schools and is always willing to share ideas, materials, and collaborate in any way she can. She places her heart and soul into the art and craft of teaching, often at school on weekends, snow days and evenings to plan engaging lessons, modify lessons for some students, and academically challenge others. Students rise to her expectations and flourish. She addresses new challenges with a positive attitude and a smile and understands, incorporates and implements new ideas and pedagogy skillfully.

Collaborating with grade level team members or other staff, is a natural for Sissy; she brings her enthusiasm, sharp focus, and practical solutions to topics. Within the building she was a member of the Conant-Rumford to Abbot-Downing Transition Committee and is presently co-advisor of the Drama Club. Last year she and a colleague received a Concord Trust Grant to purchase an indoor greenhouse to integrate the second grade plant unit with growing live plants.

Every year the parents of students in Sissy’s room recognize her efforts to include them in the education of their children. Sissy brings a personal connection to her families and routinely contacts parents by phone, email, and/or quick check-ins at the end of the school day to share good news as well as any issues.

At the District level, Sissy’s involvement includes the Social Studies Committee and the MARC Committee. She is always in attendance to represent Abbot-Downing School. She is responsive to the ADS faculty by keeping them informed of any decisions that would affect their instruction. Within the wider Concord community, Sissy is an active member of the Christ the King Parish – St. John’s Church, and has been a member of the Advisory Board for the Merrimack Valley Child Care Center for several years. She strives for excellence from herself, cares deeply for her students, is respected by her colleagues, has a high level of energy, teaches with intensity and is actively involved at Abbot-Downing School, the Concord School District and the greater Concord community. She is a distinguished educator!

Christa McAuliffe School – Bonnie Larochelle

Bonnie Larochelle is indeed a distinguished educator. A veteran teacher, Bonnie has taught our youngest students, kindergarten through third grade as a reading recovery teacher and a classroom teacher for 18 years. She has experienced the various highs and lows within the world of education: Grade Level Expectations; Common Core standards; traditional math; new age math; writing about personal connections; writing with evidence; reading with the blue birds; guided reading for all. We may have changed our approaches to education a few times during her time in the
classroom, but these changes have never deterred Bonnie from pursuing her steadfast goal of providing every student with equal opportunity for success in their lives.

It is important to note that the academic curriculum does not overshadow the importance of students' sense of community and belonging. Bonnie is a big fan of the Caldecott award winning book *Stone Soup*, where travelers learn an important lesson from poor villagers who each contribute one small item to the stone soup, creating a delicious concoction. It is appropriate that Bonnie reads this story every year with her classes, who then eagerly cook their own stone soup together. Her message to students? Individuals, no matter how big or small their contribution, have the ability to create a significant, collective impact.

School community is essential. Bonnie has helped Christa McAuliffe School to continually develop the monthly whole school community meetings. They open with formal greetings by classroom; birthdays are celebrated; new learning is shared; those who have contributed to the effort of keeping the school clean are recognized; and one individual from each class who has earned a personalized certificate of achievement is celebrated.

Bonnie coordinates the Student Council, which organizes fundraisers, food drives, spirit week, school events, and the recycling program. The larger community is also essential to her classroom. Numerous parents volunteer in her room, specifically during the infamous third grade *Country Project* developed and honed by Bonnie and colleagues over several years. After students complete research on their chosen country, they creatively design “country vests” and a visual presentation. Finally, they celebrate their achievements with the community most important to them. Students and their families join the third grade teachers in “Country Feast.”

One word that will make Bonnie laugh is *technology*. Bonnie works diligently every day to incorporate technology into her lessons as well as her communications with families and staff. But she will tell you that technology doesn’t like her very much. If there is a glitch somewhere in the building, it will find her, but she is never afraid of failure. With a constant sense of humor and a strong willingness to learn new skills, Bonnie perseveres to ensure that her students develop the ability to use high-quality educational “apps” and websites to enhance their learning experiences. Her students use Story Kit, Google drive, FASTT Math, Raz Kids, Word Mover, and Everyday Math apps. Recently earning the title of Math Princess, Bonnie can be found working with third through fifth graders after school on Mondays in the Krypto Club, helping students develop their fluency skills and have fun with math. She is also the school’s long-term liaison with our PTO, representing the staff’s viewpoints, suggestions, and support for school-wide student events and fundraisers.

Generosity is in Bonnie’s blood. Her family provides numerous enrichment opportunities to our entire school every year. Christa McAuliffe School has hosted African drummers and dancers, and we attend plays and the ballet. Bonnie also provides eyeglasses to those students who require them but cannot afford them. She
consistently strives to remove obstacles that get in the way of students’ opportunities for success. She has also shared her love for the outdoors and exercise with her students for years. In fact last year, her students made her a banner to inspire her before she ran the New York City marathon. They wanted her to know that she inspired them every day. Many of our runners in the Girls on the Run program are former students of Bonnie.

Recently, a mom reported to Bonnie that her child felt ostracized by some other students. Bonnie invested a significant amount of time talking with all the students involved, ensuring that every student felt safe to voice their viewpoints, questions, concerns, and apologies. Bonnie understands that friendships are not easy, no matter how young or old we may be. They require nurturing, openness, and trust. Her students learned a valuable lesson from this experience because Bonnie consciously allowed it to be a learning opportunity, not a punishment. That mom’s response to Bonnie’s approach? “Thank you. You made this experience a teachable moment. You could have just pointed out what everyone did wrong, and asked them not to repeat it again. But instead, you reached their hearts and brought out the compassion that each one of these children possesses. Each child in the meeting left with a deeper sense of community, responsibility, and concern for others.”

Students adore Bonnie. They are challenged to meet high expectations, and they feel safe taking risks in their learning. The learning environment is comfortable, productive, relaxed, busy, collaborative, and individualized. These characteristics may seem contradictory, but they all play a critical role in the learning path for each student. Christa McAuliffe School Principal Kris Gallo recently asked Bonnie’s students a few questions about her: (1) what are a few words you would use to describe Mrs. Larochelle? “She understands when you need help, doesn’t get mad, she’s creative, exciting, caring, loving, fun, giving, patient, serious, smart, trustworthy, enthusiastic, funny, and crazy awesome.” (2) How does she make learning fun or interesting for you? “She creates math games; plans field trips; gives us big cheers when we get an answer correct; we use lots of apps on our iPads; she challenges us to be creative about how we are going to do our work; allows us to do our reading responses in Google drive and leaves comments on them; we walk to the public library; we used marshmallows during math; and we’re the only third grade in the state who does Country reports.” (3) Finish this sentence, ‘I will miss Mrs. Larochelle when our school year is over because…’ “She is amazing; makes us comfortable; is extra supportive of our ideas; is the funniest, best teacher ever; sits with us at lunch every day; she’s not afraid to ask for help when she needs it; she always has a way to make things better; she’s a good, intelligent teacher; she doesn’t give up on you; and ‘I have 22 reasons (the number of other students in my class), but the most important reason is when you have problems getting along with people in school, she always sorts things out for you and the other kids.’”

Bonnie, we celebrate you tonight. Thank you for your distinguished teaching, contributions, thoughtfulness, and unconditional love for your students.
Rundlett Middle School – Stephanie Bednaz

It’s February. Winter has reduced the landscape to shades of white and grey. Temperatures are well below freezing. Students seem a bit sluggish, content to be seated in warm classrooms protected from the elements. The winter doldrums, however, are no match for Ms. Bednaz. She enters the main hallway during her prep period, arms laden with a bundle of student art projects that she carries as if it were treasure. Just past the media center, Ms. Bednaz arrives at her destination – an empty showcase that extends 15 feet along the hallway. Charged with the enthusiasm and excitement of a Fifth Avenue window designer, Ms. Bednaz begins the work of transforming a barren display case into a dazzling exhibition of student art that bursts with color and texture.

Stephanie Bednaz has been a member of the Rundlett Middle School faculty for 20 years. Over the course of her teaching career in the Concord School District, she has taught art to elementary, middle and high school students. Since 1996, Stephanie has invested her many talents in teaching our middle school students and has proven herself an exceptional educator committed to the needs of all students. Stephanie’s classroom is a place where students discover not only the beauty and power of creative expression through the visual arts but also the joy of learning. Her knowledge of how students learn promotes a positive classroom environment as well as professional discussion among her peers. This year Stephanie has invested a significant amount of time in learning about the new National Core Art Standards. She has taken what she has learned and has made formal presentations to the K-12 Art teachers in the district. Stephanie’s dedication and commitment to students and to teaching have earned the respect and esteem of her colleagues.

In addition to being an active member of the Art Department, Stephanie is a member of Rundlett Middle School’s Leadership Team. Her ability to listen and to understand differing viewpoints in a calm, thoughtful manner promotes discussion and builds consensus. In a graceful and unassuming manner, Stephanie encourages teachers to strive for excellence. Her strong work ethic and high expectations for self are powerful examples that promote excellence.

Stephanie has been involved in the Scholastic Art Awards of New Hampshire Program. This organization fosters creative expression and artistic achievement in all students, grade 7 through 12. Over the years, Stephanie has encouraged many students to participate in the Scholastic Arts Award program. She has given generously of her time and personal resources to nurture and advance the artistic talent of our students.

Throughout the year, Stephanie finds opportunities for young people to reach out to the community and share the gift of art. Thanksgiving placements made by Rundlett Middle School students for patients at Concord Hospital and residents at Presidential Oaks Retirement Home receive rave reviews! Pablo Picasso once said, “The purpose of art is washing the dust of daily life off of our souls.” In a powerful way, Stephanie teaches our students a lifelong lesson about kindness and the ability of art to
communicate a message and affect a human soul. It is with deep gratitude and great pride that Rundlett Middle School recognizes Stephanie Bednaz as a Distinguished Educators.

Concord High School – **Linda Lawson**

There is a saying by Stewart Burns that begins “Change means growth.” Indeed, Linda Lawson has had the opportunity to grow in leaps and bounds this year. She has embraced many challenges and stretched herself professionally in the classroom and as a curriculum facilitator. For years, Linda has been known as a teacher of excellence as she encourages independence while insisting on rigor. She has a professional, calm demeanor that inspires students to reach their full potential as readers and writers. She encourages them, nudges, prods and, at times, shoves them to greatness. Evidence of this excellence is demonstrated in the impressive online student newspaper, *The Crimson Review*, that is truly a standard for publications. It is a known fact that if you are lucky enough to have Mrs. Lawson write you a college recommendation, you have a sure foot in the door toward future success.

Linda has been instrumental as a curriculum facilitator in numerous capacities. The journey began with hiring two new teachers later in the season to integrate into the English department. She embraced this with excitement and her usual attention to detail to ensure thoroughness and support for mentor support and smooth transitioning. There is no hesitation in Mrs. Lawson to give credit to her colleagues and their collaborative process. She has helped to solidify teaching teams and strengthen curriculum through her thoughtful professionalism, organization, and experience.

Stewart Burns’ quotation continues, “Growth can be painful.” Linda, however, has not shown a glimpse of pain through her transition and growth this year. She has flourished as a classroom teacher and a leader who supports blossoming educators. The growth continues as Linda has led her department to collaborate with new administration, all while perfecting her leadership craft with Common Core, competencies, technology integration, and textbook and supplies acquisitions. She has been most thoughtful as the department transitions to include digital depth through the anticipated Digital Production course. This is just one example of her leadership to support the entire department in the pursuit of 21st century learning instructional practices.

Linda has truly exemplified the last part of Stewart Burns’ quotation, “We sharpen self-definition by exposing the self in work and struggle together with those whom we define as different from ourselves, although sharing the same goals.” We readily share the goals and vision of Concord High School for student and professional growth under the leadership and teaching of Linda Lawson, distinguished educator.

Concord High School – **Kelly Mailhot**

The universe is a large place full of wondrous things. In our own Concord High universe, Kelly is one of the brightest stars; in fact, she might be her own constellation.
In the almost 10 years that she has taught science at CHS, Kelly’s impact has been far-reaching, not only for her students and their families, but also for her colleagues and the entire Concord High School community. She is an outstanding teacher. She cares deeply, not only about what students learn, but also how they learn. She inspires us all with her passion for teaching; clearly, she loves science and is always looking for ways to enhance the learning experience in the classroom and beyond.

Some of the most impressive examples of Kelly’s passionate commitment to her craft can be found in Concord High’s Program of Studies. She has built two wonderful science courses at Concord High. The first is in earth science. Several years ago, Kelly noted that a stronger focus was needed in the area of earth science. Together with her colleagues, Kelly proposed that the high school expand its science curriculum. Once the School Board gave its stamp of approval, Kelly took the ball and ran with it, building the Earth and Space Science course that is popular with our students and has filled a gap in our science course offerings.

Most recently, Kelly proposed a new elective in Astronomy, an advanced one-semester course designed for the student who wants to investigate the inner working of the universe. This year, Kelly partnered with St. Paul’s School to create opportunities for students and their families to view the night sky. She made the experience so enticing that when she invited students and families to optional night viewings, almost everyone came. When folks could have left, almost everyone stayed. What a wonderful testimonial to a great class and a great teacher!

This year, Kelly took the initiative to secure a Concord Trust Grant to purchase telescopes for our students so that they can have even more sky viewing opportunities. Kelly is a bright fireball who lights up the halls of Concord High with her limitless energy, creativity and talent. We are all lucky to have her, and she is most deserving to be recognized as a Distinguished Educator.

Concord Regional Technical Center – **Bob McIntosh**

With great pleasure, the Concord High School community honors Chef Bob McIntosh as a 2014 Distinguished Educator. Bob is the Culinary Arts teacher for the Concord Regional Technical Center and has been with the district for 13 years.

Unlike a typical teacher, “Chef Mac” has a uniform. The “chef whites” make him a recognizable figure throughout the high school and strongly associate him with a profession. Through his mentorship, students enrolled in the culinary program quickly begin to consider themselves as budding professionals and in doing so, members of the larger culinary community. This evolution of personal identity to embrace the pride associated with a vocation (and turning that pride into performance excellence), is at the root of Bob’s program.

Like most chefs, Bob can be demanding and to the point. The culinary industry is centered around consistency and quality. Students know what he expects and raise their performance accordingly. Meeting his standards gives them a keen sense of
accomplishment that carries over to all aspects of their students’ lives including overall school performance. There are some remarkable stories of students going from failing grades to A’s and B’s based on their personal growth through their experience in the culinary program.

The Chef’s commitment is legendary: oftentimes he can be found working with students on afternoons, evenings and weekends to prepare them for competitions. This is in addition to organizing catering functions serving from 20 to 400 people, also during off-hours. These events and opportunities provide his students the chance to “build their story” so when they apply to culinary schools or restaurants, they stand out compared to the rest. They, in fact, have a story to tell. Out of all that dedication comes success. We regularly send students to national competitions in Kansas City (after winning in NH). In addition, many of our graduates have enrolled in Culinary Institute of America as well as New England Culinary Institute over the past couple of years. These schools are considered two of the premiere four-year culinary institutions in America.

Worthy of mention is that all the funds raised through catering jobs go toward student scholarships and competitions. Our students volunteer for after-school jobs realizing that there is no direct gain for themselves, as the culture of the class is to support one another. This kind of teamwork sets the tone for the rest of their culinary careers.

Bob also keeps in touch with all of his alumni. This reality makes him a very busy man in the month of May, given the number of college graduation ceremonies he attends. He likewise attends a good number of our sending high school graduation ceremonies. Students seek him out, as their connections to him run very deep.

As a final comment, Bob is an active member of the American Culinary Federation and last year was named their New Hampshire chapter’s Chef of the Year. The vision of this organization reads: “To be the leader in professional and personal development for the culinary community, while promoting current culinary techniques and preserving the history and skills of our craft.” This mission is, in essence, what Bob takes to heart. He has been in the culinary business approaching 40 years now and his current position allows him to give back in the most powerful manner possible by having a huge impact upon the future. His selflessness, leadership and sense of excellence are appreciated by all.

Other Recognitions

Student representative Ryan Donnelly noted that the drama club will present the play *Jekyll and Hyde* on Wednesday May 7, Thursday May 8 and Friday May 9 at 7 p.m. in the Christa McAuliffe auditorium at Concord High School. He noted that May 1 was College decision day, and a press release will soon be coming out listing seniors’ college choices. Ryan noted that both AP exams and NECAP tests are approaching; that Laurie Gordon will be the Class of 2014 Commencement speaker; and the school
assembly on Friday May 23 will honor both seniors and, in advance of Memorial Day, veterans.

Superintendent Chris Rath noted the following good news:

The Drama Club performed a scene from *Amadeus* for the NH State Theatre Festival, placing third in the state and was chosen as an alternate for the New England Finals. Sophomore Eli Frydman received the prestigious Bob Stuart Award as the best high school actor in the state of New Hampshire. Congratulations to Eli, Clint Klose, and all the students and parent volunteers who participated in the festival.

CHS Senior Leyan Li won distinction as the NH 1st place winner in the SIFMA Foundation’s InvestWrite Essay Competition. InvestWrite challenges students nationwide to analyze investments and recommend portfolio allocations targeting financial goals.

Clara Symmes has been accepted to the Congress-Bundestag Vocational Youth Exchange Program (CBYX) for a full scholarship to become an exchange student to Germany for an entire year, live with a host family and attend German schools. The program is supported, as well as funded, by the United States Congress and the German Bundestag.


Agenda Item 5. Approval of Board Minutes

Mr. Cogswell briefly reviewed the minutes of the regular monthly meeting on April 7.

   The Board voted 8–0 to approve the minutes of the regular monthly meeting on April 7, 2014 (moved by Tom Croteau, seconded by Mr. Taylor).

Agenda Item 6. Personnel

Staff nomination

Larry Prince presented one new teacher nomination.

Justin Bourque, 50% Technology Integrator/50% Coding Teacher, Concord High School, $52,633, rate of M-5. New Position. Budgeted at $64,416

   The Board voted 8–0 to approve the staff nomination as presented (moved by Jennifer Patterson, seconded by Rusty Cofrin).

Mr. Prince reviewed the list of staff vacancies. He noted that search committees have been established and interviews are being scheduled for those vacancies.
Oliver Spencer noted the complicated process of moving and hiring teachers into and out of percentages of teaching spots, particularly as a result of some position reductions, and complimented administration and staff on their hard work in this area.

Agenda Item 7. Finance

Mr. Croteau reviewed the minutes of the committee meeting on April 28 to review the Food Service budget and the District’s adjustable rates and fees. He noted that Food Services Director John Lash explained that federal reimbursements are realized from adhering to federal regulations. Specifics of reimbursement requirements can be found in the minutes of that meeting. Among several positive available programs, Concord School District participates in an after-school snack program sponsored by the NH DOE Breakfast Program. Mr. Lash displayed National School Lunch nutritional guidelines and reviewed the breakfast and lunch programs in terms of participation and the people needed to run the program (600 breakfasts and 2,000 lunches). He also described the complicated Eligible Lunches and Participation Analysis (ELPA). Interestingly, he noted that in the first 145 days of school in FY 2013 and FY 2014 there was no change in free lunches but a 3% decline in both reduced and paid lunches. Committee members discussed how lunch revenues could increase, referring to statistics developed by Business Administrator Jack Dunn. The committee discussed raising the cost of lunch by about $.10 in FY 2015. There was a short discussion of the pros and cons of using a management company. Mr. Lash proposed several changes, including new software programs, feeding students in summer programs, and marketing the food service programs in upcoming events. The committee discussed integrating food services into the classroom, developing student ambassadors in the cafeteria, cooking classes, and expanding payment methods.

Mr. Croteau acknowledged the committee’s appreciation for Mr. Lash for his efforts, particularly in integrating locally-produced products such as beef and vegetables into the program. He noted that the district’s Food Services program is ahead of the curve in terms of adhering to new national standards, including using less salt and creating dishes from scratch.

Later in the meeting, Mr. Dunn discussed the district’s adjustable rates and fees, including an increase in pre-K tuition of 5% and an increase in transportation charge to $3.48 per mile, a $.14 increase. Ms. Patterson raised several questions about gate receipts and assistance with athletic participation fees, which will be addressed at the joint Finance/Capital Facilities Committee meeting scheduled in May.

Agenda Item 8. Curriculum and Instruction

Ms. Higgins reviewed the committee meeting on April 30, at which competency work at Concord High School for all classes in every subject was discussed. Students now
must demonstrate mastery of the established competencies in each content area to earn graduation credit. English teachers use a concept called FLEX; Science teachers employ extended classes; Social Studies teachers use the ACE (Achieving Competency Excellence) framework; and Math teachers offer extended classes called “Explorations.”

Mr. Cofrin noted that he saw first-hand how Algebra I students were solving problems using iPads during teacher Judy Batchelder’s presentation. Mr. Cogswell also noted the success of the Exploration program in Math, in which teaching teams actually look at the 8th grade class to look for students with level 1 or 2 skills in order to work intensively with them. This has already resulted in more positive attitudes and much higher grades.

Agenda Item 9. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings in May, noting a joint Finance/Capital Facilities Committee meeting on May 12 to explore the possibility of bonding for future facilities maintenance and renovation needs, and a Communications Committee meeting on May 19 to review several policies, including interdisciplinary credits; social media; a proposed revision to the dress code policy; visitor policy; and the Code of Conduct policy as the district looks ahead to the EH program next year. There will also be a non-meeting on May 21. On May 28 there will be a follow-up Instructional committee meeting to discuss the CHS NEASC report and continued CHS competency work.

Agenda Item 10. Public comment

There was no public comment.

Agenda Item 11. Adjournment

The Board voted 8-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Cofrin).

The Board adjourned at 8:00 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Melissa Donovan, Barb Higgins, Oliver Spencer, Patrick Taylor, and Claire Celestin and Ryan Donnelly (student representatives)

Absent: Jennifer Patterson

Administrators: Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order
Following the close of the Public Hearing on the transfer of funds, President Clint Cogswell called the regular monthly Board meeting to order at 7:05 p.m.

Agenda Item 2. Approval of Agenda
Mr. Cogswell reviewed the agenda.

The Board voted 8-0 to approve the agenda (motioned by Kass Ardinger, seconded by Barb Higgins).

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

Agenda Item 4. Recognitions
Retirees
The following individuals were recognized by the Board and presented with a clock:

Nicole Fitzgerald began teaching at Rundlett Junior High School in 1997 as a PREP teacher and had worked in special education at RMS ever since. Nicole earned a B.A. degree in English/Education from the University of Rhode Island in 1967 and a Master of Special Education/Learning Disabilities degree from Vanderbilt University in 1973.

Donna Kent retires after being with the District for 26 years. She began working at Broken Ground School in 1987 as an instructional assistant, and worked there until the spring of 2000. Donna was transferred to the Advance Program in October 2000 and
became full-time, becoming a program assistant in the fall of 2004. Donna retired in November 2011 and continued to work part-time in the same role. Donna attended the University of New Hampshire School for Lifelong Learning in Concord and Manchester.

**Deborah McNeish** joined the District in 1990 as Rumford School Principal. In 2005, Deb took on Eastman School as well as Rumford for three years. 2008 to 2010 saw Deb as Principal at both Rumford and Conant Schools, bringing the two schools together in 2010 and transitioning to Abbot-Downing School in 2012. Before her 24 years in Concord, Deb was Principal at Paul A. Smith and Parker C. Hancock Elementary Schools in Franklin, New Hampshire. She earned her B.A. degree from the University of New Hampshire in 1968, her Master of Education degree from Plymouth State College in 1975, and her Certificate of Advanced Graduate Studies from Boston University in 1977.

**Jeanne Picard** began working in the District in September 1986, teaching French and Spanish at Concord High and Rundlett Jr. High Schools. She taught Foreign and World Languages in the District for 28 years. Jeanne earned a Bachelor’s degree from Notre Dame College in 1981.

**Linda Stuart** began her teaching career in Concord in 1989, teaching 5th grade at Broken Ground School and was the District’s first Math Specialist in 2000. She retires after a 24-year career, all of it in Concord. Linda earned her B.S. degree from SUNY College at Cortland in 1988.

Other retirees who were unable to attend the School Board meeting included:

**William Bean**, who started his teaching career with the Concord School District fresh from earning his B.S. degree from Southern Connecticut State College in 1970. He served the Concord community and its students as an elementary physical education teacher continually for the past 44 years. In addition to physical and health education-related classes, Bill also taught literacy arts.

**Susan Blanchette**, who joined the staff of Concord School District at Beaver Meadow School in 1988 as an Instructional Assistant. After BMS, Susan worked at Walker School and was promoted to Program Assistant in 2003. Later she worked at Walker, Dame and Christa McAuliffe Schools, ending her 26-year career at CMS. Susan graduated from New Hampshire Vocational College in Berlin in 1974.

**Mary Jayne Burbank**, who began working at Conant School in 1985 after serving two years there as a parent volunteer. She retires after 29 years of service, all in the Conant, Conant/Rumford, and Abbot-Downing School with the exception of one year at Broken Ground School.

**Anne Marie Clement**, who joined the District in 1989 as a 6th grade teacher at Walker School. She continued to teach the 6th grade at Rundlett Middle School from 1999 through June of 2000 when she moved to 8th grade science. Anne Marie was a science teacher at RMS in the last 14 years, where she ended her quarter century of service to
the District. Anne Marie earned her Primary Teacher’s Certificate from Notre Dame College in Bearsden, Glasgow, Scotland in 1977.

Kay Garrigan, who began her service in the Concord School District as a part-time reading recovery teacher in 1997 at Beaver Meadow School. Kay took on a full-time teaching position at BMS in 1998 and taught 4th grade students up until last year. This year she taught 1st grade. Kay earned a B.A. degree from Case Western Reserve University in Cleveland, OH in 1976 and a Master of Education degree from Notre Dame College in Manchester, NH in 2000.

Carina Keeler, who was hired in February 1988 as an IEP aide at Walker School, moving to the Functional Skills Program there for two years. Since then she was an instructional aide at Walker and Christa McAuliffe Schools, ending her service to the District at CMS. Carina obtained an Education Aide License from the NH DOE in 1995.

Linda Kordas, who began teaching foreign languages in Concord in September 1986 at Concord High School. She was at CHS most of 28 years of her time with the District, although taught at Rundlett Jr. High School from 1994 to 1997. Linda earned a B.A. degree from Drew University in 1981, attended American Academy in Rome, Italy in the summer of 1983 and earned a Master of Arts in Teaching degree at University of Massachusetts, Amherst in 1983.

Leah MacLeod, who began at Rundlett Jr. High School in 1987 as an English and Language Arts teacher. She taught Grade 6 from 1997-2013, and spent the last year working as a Literacy Lab teacher. Leah earned her B.A. degree from the University of New Hampshire in 1975, her Master of Education degree from Notre Dame College in 1994, and her Doctor of Education from Argosy University in 2010.

Mr. Cogswell thanked Claire Celestin for her service as a student representative to the School Board. He noted that Claire, an exemplary student, had taken most of the science courses offered at CHS. A member of the National Honor Society for the past two years, she was also a volleyball star for three years (and captain in 2012-2013) and played lead roles in the CHS Drama club productions (Mimi in RENT in 2013, and Lucy Harris in Jekyll & Hyde in 2014). Claire will attend Northeastern University as an Honors program candidate, where she plans to study Neuroscience. After her undergraduate degree, Claire plans to attend medical school and pursue an advanced degree in pediatrics/neurology.

Mr. Cogswell thanked Ryan Donnelly for his service as a student representative to the School Board. He noted that Ryan was a volunteer at a local fire department, President of the Varsity Club, President of the Senior Class, an Eagle Scout, and a coach for the Unified Soccer Team, which brings students of various academic and athletic ability levels together to enjoy the sport. Ryan volunteered where others avoid responsibility, and befriended and respected those who might otherwise go friendless. He achieved the balance of driven student, articulate speaker, ambitious organizer – and fun-loving teenager. He plans to attend Penn State in the fall.
Mr. Cogswell presented Claire and Ryan with a card and a gift.

In other recognitions, student representative Claire Celestin noted that the Track team had its D-1 state finals last week, with many placements, including Smita Boesch-Dining, Hannah Knowles, Angel and George Feliz, and others. She also noted that the AP Psych class is having its psychology fair this week.

Student representative Ryan Donnelly said that tomorrow night senior awards and scholarships will be awarded. The Unified Track team went to the state meet; the boys’ tennis team went to the semifinals; and the girls’ tennis team went to the quarterfinals. He noted that 140 seniors won the NH Scholar award. The week after next is the prom and senior class trip on the Mt. Washington cruise ship. Graduation is on June 21.

Assistant Superintendent Donna Palley noted the following good news:

A letter from Dot Sheehan, President of the Operation Hat Trick recognizing Director of Physical Education and Sport Steve Mello for his leadership, advocacy and organization of this spring’s Operation Hat Trick program in Concord and around the state. Efforts by Mr. Mello, as well as Matt Cashman and Karen Riess, have resulted in 63 New Hampshire high schools’ involvement, and over 10,000 hats ordered. Several teams held ceremonies to pay their respects to our Concord veterans.

Rundlett Middle School held an “Around the World” event on May 9, featuring music, original dress, dance and food.

CHS EnviroCore students conducted a school-wide waste sorting event called “Trash on the Lawn Day” on May 8. This is a service-learning project that assesses a school’s waste management issues and opportunities for improvement, while fostering student leadership. Of 275 pounds of “trash” that was sorted, only 25 pounds were actually trash – over 70% was compostable and liquid.

Six CHS juniors will receive recognition in the 2015 National Merit Scholarship Program, based on PSAT scores: Lucy Eills, Daniel Lawrence, Austin Maheu, Isabella Rubin, Marissa Splendore and Michael Webb.

The CHS Drama Club presented an outstanding performance of Dr. Jekyll and Mr. Hyde, which involved many actors onstage and many talented students behind the scenes, as well as teachers Clint Klose and John Hatab.

The National Council of Teachers of English Achievement Awards in Writing Program recognized three students to submit a piece of writing: Isabella Rubin and Kayleigh Lassonde. Marissa Splendore received a certificate for her superior performance in writing, the only student to represent New Hampshire in this category.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell briefly reviewed the minutes of the regular monthly meeting on May 5.
The Board voted 8–0 to approve the minutes of the regular monthly meeting on May 5, 2014 (moved by Oliver Spencer, seconded by Patrick Taylor).

Agenda Item 6. Personnel
Professional Leave of Absence
Larry Prince presented one professional leave of absence.

The Board voted 8–0 to approve the professional leave of absence for Tracy Renaud, as presented (moved by Ms. Ardinger, seconded by Ms. Higgins).

Administrator nominations
Larry Prince presented two administrator nominations.

Pamela McLeod, Director of Technology, District, $92,000. Pamela replaces Matt Ballou ($95,266) – resignation. Budgeted at $95,266

Melissa Donovan thanked all the candidates who applied for this position, described the goals and criteria for the position, and said that they felt they found the right person for this job.

Jeanette Souther, Director of Special Education, Rundlett Middle School, $96,499, Step III. Jeanette replaces Christopher Lewis (Step IV = $96,671) – resignation. Budgeted at $96,671

Ms. Ardinger, who served on the search committee, said that Jeanette impressed the committee with her passion for the needs of special education students and their right to access the curriculum.

The Board voted 8–0 to approve the two administrator nominations as presented (moved by Ms. Higgins, seconded by Ms. Donovan).

Tom Croteau thanked all those who served on these two search committees. Ms. Ardinger noted that she has learned a great deal about the school district and found that serving on the search committee has been very gratifying.

Staff nominations
Larry Prince presented several teacher nominations.

Chantel DeNapoli, Elementary Math Specialist, District, $58,131, rate of B-9. Chantel replaces Linda Stuart (B-13 = $69,130) – retirement. Budgeted at $69,130

Erika Dietsch, Art Teacher, Concord High School, $10,998, rate of 20% of M-6. Erika has resigned from her 20% middle school Art position. This is in addition to Erika’s 80% high school Art teacher position. Erika replaces Emily Banks (20% of M-7 = $11,469) – resignation. Budgeted at $11,469
Sara Pratt, Science Teacher, Concord High School, $33,308, rate of 80% of B-2, 60% one year only. Sara replaces Amy Schaeffner, 40%, one year only for curriculum facilitator; Frank Harrison, 20%, LOA; new position, 20%. Budgeted at 41,478

Christian Clark, Grade 6 Teacher, Rundlett Middle School, $41,635, rate of B-2, year only. Christian replaces Tracy Renaud (M-14 = $76,199) – LOA to Math Coach position. Budgeted at $76,199

Darcy Ferry, Grade 6 Teacher, Rundlett Middle School, $53,418, rate of B-7. Darcy replaces Alison Casko (rate of M-14 = $76,199) – transfer to Elementary Technology Integrator/Media. Budgeted at $76,199

Stuart Gesen, School Nurse, Rundlett Middle School, $22,432, rate of 50% of MSN-5. Budgeted at $23,387

Sarah McCarthy, Grade 6 Teacher, Rundlett Middle School, $50,276, rate of M-4. Sarah replaces Leah MacLeod (M+30-14= $78,557) – retirement. Budgeted at $52,633

Jessica Parent, Grade 6 Teacher, Rundlett Middle School, $41,635, rate of B-2. Jessica replaces Susan DiCroce (B-13 = $69,130) – transfer to middle school Math Lab position. Budgeted at $69,130

Tracy Renaud, Math Coach, Rundlett Middle School, $38,100, rate of 50% of M-14, one year only. Tracy has requested a leave of absence from her full-time Grade 6 teacher position. Budgeted at $38,100

The Board voted 8–0 to approve the staff nominations as presented (moved by Mr. Croteau, seconded by Mr. Taylor).

Summer Hiring Procedures

Mr. Prince requested the Board’s approval to allow administration to hire certified personnel during the summer months of June, July, and August, with Board confirmation approvals occurring at the following monthly meeting. This will allow the administration to contract with teachers during these critical months when desirable candidates may have multiple employment offers.

The Board voted 8–0 to allow the administration to hire over the summer months, with the Board to confirm these hires at a later date (moved by Ms. Ardinger, seconded by Mr. Croteau).

Agenda Item 7. Joint Capital Facilities / Finance Committee

Capital Facilities Committee Chair Oliver Spencer noted that the May 12 Joint Finance/Capital Facilities meeting discussion included summer 2014 capital projects, bonding capital projects for 10 or 15 years, expendable trust funds and upcoming meetings.

The summer projects at each school were described:
Beaver Meadow School: exterior doors, flooring, carpet and tile replacement, gym roof replacement for a total of $172,000; Broken Ground School: exterior doors and fire alarm for a total of $85,000; Concord High School: cafeteria floor, classroom, bathroom and locker room flooring, fire alarm panel for a total of $207,770.

The joint committee recessed into a non-public session to discuss Rundlett Middle School.

The joint committee discussed the Bus Replacement Plan: replacement of six vehicles by financing three Type A vehicles (two 20 passenger and one 9 passenger) and two Type C vehicles (77 passenger) for a payment of $50,492 for seven years, and the purchase of a used passenger van at $8,500. The life expectancy of a bus is typically 10 years, after which time they are sold to auction.

The joint committee discussed financial plans using general obligation bonds, including two types of bond payment structures: Equal Principal, which amortizes the debt faster so there is less interest cost in the aggregate over the life of the loan, and Level Debt (payment), which provides budgetary relief up front but accumulates additional interest cost over the life of the loan (similar to a mortgage payment). Mr. Dunn suggested that the District might want to go to the bond market on its own because the City is considered Bank Qualified (BQ). The BQ designation allows the city to take advantage of lower rates, if it commits to bonding no more than $10 million of tax-exempt debt, allows the issuer to deduct up to 80% of carrying costs from their federal tax liability and gives a .20 basis point advantage. The loss of the city’s BQ could result in interest costs of $500,000 on a $10 million bond.

The joint committee discussed the projects at Beaver Meadow, Broken Ground, Rundlett and Concord High School planned through FY2024, a total of $7.6 million. The proposed financing plans include Plan 1A, the issue of 10-year bonds for school capital in 2014, then 30-year bonds for RMS in 2021; Plan 1B, the issue of 15-year bonds for school capital in 2014, then 30-year bonds for RMS in 2021 (all bonds on Plan 1A and 1B assume equal principal structures); Plan 2A, the issue of 10-year bonds for school capital in 2014, then 30-year bonds for RMS in 2021; and Plan 2B, the issue of 15-year bonds for school capital in 2014, then 30-year bonds for RMS in 2021 (all bonds in Plan 2A and 2B assume level debt structures). Ms. Ardinger noted the all capital costs are removed from the annual budget and there is a mechanism in the budget process to keep tight control on operating expenses in order to make payments.

Other considerations as the Board contemplates bonding capital projects were highlighted: city valuation; contract negotiations; the state bi-annual budget in 2015; the consideration of no capital projects for the new schools; Deerfield tuition revenue; and the unreserved fund balance. The current unreserved fund balance projection is $1.65 million, which has been affected by special education out-of-district costs. It was noted that bonding allows stability in the tax rate.
The Board voted 8-0 (motioned by Mr. Spencer, seconded by Mr. Croteau) to authorize the administration to work with the district’s financial advisor to prepare the necessary documentation to issue a bond authorization of up to $8.6 million.

Ms. Ardinger noted that bonding would be for monies to cover maintenance costs for all District facilities for the next 10 years, including the buses. Mr. Cogswell noted that instead of getting money piecemeal, the District will have a chunk of money to work with.

Mr. Dunn stated that the Expendable Trust balance for the School Buildings Maintenance and Renovation Trust Fund is $648,000 and the balance for the Facilities Purchase and Renovation Trust Fund is $63,348. These balances reflect the withdrawals for the FY15 budget. The committees discussed transferring funds from the School Building Maintenance and Renovation Trust to the Facilities Purchase and Renovation Trust. The Facilities Purchase and Renovation Trust has typically been used like a savings account to fund future capital projects and stabilize the tax rate.

The Board voted 8-0 (motioned by Mr. Spencer, seconded by Ms. Ardinger) to recommend to the full Board to transfer $536,652 from the School Building Maintenance and Renovation Trust Fund to the Facilities Purchase and Renovation Trust Fund.

Ms. Ardinger noted that the $500,000+ came from the proceeds of the sale of Walker School.

Agenda Item 8. Communications

Ms. Donovan reviewed the May 19 Communications work session, which included discussion of the Draft Policy #434 Social Media – Staff. Superintendent Rath had conducted a staff survey in September 2013; a parent survey in November 2013; had a meeting with CHS students; and meeting with a small group of teachers. Both students and staff reported increased use of technology by teachers, including email, web pages, Google docs, blogs, Edmodo and Class Dojo (school-based Facebook-type sites), Facebook, Twitter and Instagram. The committee discussed whether teachers would communicate with students through their own accounts or only through specific professional accounts; whether there are district-approved social media usages; and what the filtering issues might be. The purpose of the policy is to ensure that staff members using social media for instructional and educational purposes do so in a safe and responsible manner, that there should be a presumption against staff members using personal social media accounts to communicate with students. Use of social media should be considered part of a teacher’s instructional, professional duties, and be treated as professional work space. Concern was expressed about privacy issues, especially on a platform such as Facebook, and the suggestion was made to include
language in the policy that addresses this. The Committee requested that the administration reword and simplify the language of the policy for further review.

The committee discussed Draft Policy #672 – Interdisciplinary Credit, which is required by NH DOE. The committee requested that the administration clarify and simplify the language, and perhaps include specific examples to illustrate how the policy would be applied.

The committee discussed Policy #754 – School Visitors, with a review of the language regarding visitors in each school handbook. The main issues include defining who a visitor is; that other district employees in any building should let the Principal and school secretary know they’re there, and why; determining which entrance can/should be used; defining procedures for controlled access (being “buzzed in”). The committee requested that the administration develop a single policy for all the schools in the district, as numerous policies might be confusing for parents and children as they go from one school to the next.

The committee discussed Policy #541.2 – Dress Code, with a review of the language regarding dress code in each school handbook. Mr. Spencer proposed replacing the policy with a new policy requiring a district-wide school uniform, noting that the cost of a student’s wardrobe would be cheaper, and requiring a uniform would simplify and reduce the clutter in children’s and rooms and lives. He estimated that to outfit a student for an entire year would cost approximately $150. There was a concern about the upfront outlay of money, and the need to be aware of cultural traditions that would dictate a different type of clothing. The committee suggested that the administration conduct a survey about what families think about this idea.

The committee discussed Concord School District Policy #540 – Code of Student Conduct for discrepancies in specific language, in the context of William White’s proposal for providing services to students with special education EH needs, which includes language about what is appropriate behavior for these students, and the consequences of not following the guidelines. The language in the current policy was discussed. Mr. White’s approach calls for a consistent, school-wide system; preventive and proactive strategies; the prevention of behavior problems through proactive instruction rather than reactive remediation of problems after they develop; classroom learning environments that foster relationships and sense of community; and a social learning curriculum that teaches self-control, problem-solving, and skills for positive social interactions. The committee directed the administration to prepare a draft policy on social learning curriculum as well as proposed changes to existing Policy #540.

Agenda Item 9. Curriculum and Instruction

Ms. Higgins reviewed the committee meeting on May 28, at which CHS Chemistry and History competencies were discussed.
Chemistry teachers Lyn Vinskus and Sarah Carson presented a timeline of work in chemistry education since 2000 leading to common assessments and curriculum, basing their work on state frameworks and national science standards. Ms. Vinskus presented an example of a unit overview and described assessments and assignments that are part of the unit. The chemistry department now has a common midyear and common final exam. This year there has been a single chemistry class for all students, after the elimination of Chemistry Applications. Teachers have been analyzing data this year, and offering additional math support for chemistry students. The common midyear and final exams included both formative and summative measures, as well as performance tasks. In competency grading, teachers are moving away from grading based on whether homework is passed in on time. Students not taking a traditional learning path are offered the opportunity to rework and revise work to demonstrate knowledge. Next year, the chemistry teachers will work on a model called “sliding,” where students might move between different classes, and some students might do more work on enrichment while others receive extra help. They will experiment with a model featuring a “flex” teacher: three teachers working together for two classes to achieve flexibly grouping. The teachers are also thinking about new ways to assess students as they study the new science standards (Next Generation Science Standards as well as the Common Core Standards), using methods and approaches that provide more differentiation.

History teachers Andrew Byers and Justin Bourque described how they and their colleagues have been collaborating for a year on a common unit outline for the new heterogeneous U.S. History class, which has allowed for sharing common “Essential Questions” for the course, a more uniform timetable for their curriculum, and more uniform curriculum access for all students. The history department has been working together on common assessments, with a common timetable and has recently discussed ways to more authentically assess students’ deeper knowledge and understanding. Mr. Bourque described the use of rubrics to provide guidance about how points are allocated, although not all criteria are necessarily included in the rubric. Some teachers, but not all, are now providing online resources to students, using handouts and links for learning sites.

Mr. Croteau noted the high energy as the teachers had talked about their work, and Ms. Higgins commented about the value of using Google docs and the openness of teachers to increasing the information they can provide to their students.

Agenda Item 10. Proposed calendars of meetings
Assistant Superintendent Donna Palley reviewed the calendar of meetings in June, noting that the last day of school is June 19, and graduation is Saturday, June 21.

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

Agenda Item 12. Adjournment

The Board voted 8-0 to adjourn (motioned by Ms. Higgins, seconded by Rusty Cofrin).

The Board adjourned at 8:30 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board of Education  
Concord School District  
**Public Hearing**  
Transfer of Expendable Trust Funds  
**June 2, 2014**

**Board members:** Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Melissa Donovan, Barb Higgins, Oliver Spencer, Patrick Taylor

**Absent:** Jennifer Patterson

**Administrators:** Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

School Board President Clint Cogswell called the Public Hearing to order, explaining that the purpose of the hearing was to receive public input regarding the proposed transfer of $536,652 from the School Building Maintenance and Renovation Trust Fund to the Facilities Purchase and Renovation Trust Fund.

Business Administrator Jack Dunn discussed the establishment of the School Buildings Renovation and Maintenance Fund in 2005. The Concord School Board voted on June 24, 2005 to establish an expendable trust fund under the provisions of 198:20-c, to be known as the School Buildings Renovation and Maintenance Fund, for the purpose of renovation, repair, and maintenance of school buildings. The vote included naming the Concord School District Board of Education as agents to expend and to raise and appropriate the sum of one hundred thousand dollars ($100,000) toward this purpose.

**Facilities Purchase and Renovation Expendable Trust Fund**

On November 13, 2006 the Concord School Board voted to amend the following motion and include language as follows: that the Concord School District establish an Expendable Trust Fund under the provisions of RSA 198:20-c to be known as the Facilities Purchase and Renovation Expendable Trust Fund for the purpose of purchasing additional facilities and/or real property and renovating existing and new facilities and/or real property and raise and appropriate $2,685,000 toward this purpose. At that time, the Board voted to fund this account with an amount up to $2,685,000 from revenue collected in Fiscal Year 2006-2007 from the State of NH Vocational Center Building Aid for the phase of the Vocational Center construction which was already complete, plus from the sale of any School District facilities and/or real property.
Transfer from School Buildings Renovation and Maintenance Fund

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**Proposed**

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<td>Proposed Transfer-Out*</td>
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<td>Revised Balance</td>
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Transfer to Facilities Purchase and Renovation Expendable Trust Fund

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**Proposed**

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<td>Proposed Transfer-In*</td>
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<tr>
<td>Revised Balance</td>
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There was no public comment.

Mr. Cogswell closed the Public Hearing

Respectfully submitted,

Kass Ardinger, Secretary
Board of Education  
Concord School District  
Regular meeting  
July 7, 2014

Board members: Kass Ardinger, Rusty Cofrin, Tom Croteau, Barb Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor  
Absent: Clint Cogswell, Melissa Donovan  
Administrators: Chris Rath, Matt Cashman

Agenda Item 1. Call to Order  
Vice President Jennifer Patterson called the meeting to order at 7:09 p.m.

Agenda Item 2. Approval of Agenda  
Ms. Patterson reviewed the agenda.

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

Agenda Item 4. Recognitions  
There was a moment of silence for three former Concord School District employees who have recently died: Michael Phelps, Peggy Ann Reed, and Gretchen Doucette.  
Superintendent Rath noted the following good news:

- A press release regarding the sale on Monday June 30 of the former Rumford School to the Concord Community Arts Center, LLC, which is owned by Mr. Brian Thibeault. Mr. Thibeault envisions the former school as an arts center for local artists looking for unique space centrally located to the downtown art scene. The district realized net proceeds from the sale of $399,500.
- A report from Peter Trott, Truant Officer and bus discipline, on a reduction in the numbers of complaints, warnings and bus suspensions.
- An article in The Concord Monitor about CHS graduate Marc Gaudet being named MVP in the CHaD NH East-West All-Star football game at St. Anselm College on
Saturday, June 28. Gaudet finished with a team-high six tackles, including one for a loss, and an interception. Gaudet will play at East Stroudsburg State in the fall.

- A letter from Pat Corbin, former Executive Director of the NHIAA, congratulating Gene Connolly on Concord High School’s co-recipient, along with Pinkerton Academy, of the 2013-2014 Division I NHIAA Sportsmanship Award.

- CHS Be the Change Club hosted a very successful, second annual “International Night,” at which over 200 people enjoyed cultural performances from the over 20 countries represented.

- Art Exhibition at NEC gallery this summer of roughly 80 pieces of art by CHS students over the past year. Works include traditional drawing and painting, abstract color explorations, large scale figure paintings, metalworking, printmaking, ceramics, and digital design. Artists selected for the show range from freshmen in introductory art classes to seniors bound for art school.

- On Saturday, June 14, CHS athletes qualified to compete in the New England Track and Field Championships held at Bridgewater State University in Bridgewater, MA. Three athletes placed in the top six earning All New England Honors: senior Megan Reese tied for 2nd place in the pole vault, Angel Feliz was 4th place in the 100m dash, while his brother George was 4th place in the 110m hurdles.

- Note from RMS about Rundlett’s fourth annual Prepare to Succeed program for incoming 6th graders. Assistant Principal Ann Rines wrote:

  “At 8:00 am on June 23rd with barely a glimpse of their summer vacation, 50 of our new sixth graders began their transition to Rundlett by starting our Prepare to Succeed summer program. From 8-2 pm for the next seven days, these students from all of the elementary schools became “expert” 6th graders who are now ready to apply their leadership abilities and knowledge of Rundlett to support their new cluster-mates in the fall. Students and teachers focus on “Being Prepared” and “Being Connected.” Along with academic practice and preparation for sixth grade curriculum in both language arts and math, students participated in a Project-Based learning module, selected activities from our 21st Century Learning Program menu, and an Integrated Technology project. The action packed days began with a Morning Meeting to review the daily schedule and learning targets and a Closing Meeting to recognize students who demonstrated an aspect of Rundlett P.R.I.D.E.

  The students work on being prepared by learning about Rundlett – and this goes beyond how to navigate the building. An exciting scavenger hunt with specific checkpoints throughout the building on Monday was one of the week’s highlights and was the ultimate performance assessment of their building “know-how.” Common sixth grade conundrums and worries are also addressed: How does the cafeteria work? What do I do when I get to school late or need to leave early? Where is the nurse’s office? Will I be able to open my locker? What clubs and activities can I do after school? By the end of the week, all of the students are
relaxed and comfortable with their new environment. They are also “getting connected” with each other, with their new teachers, and with everyone in the office – Mr. Sica, Ms. Rines, and Mrs. Chapman – who will support them during the next three years.

On our final Tuesday, 25 canoes made their way along the Contoocook River. Our sixth grade paddlers (along with an adult in the stern!) collaborated, communicated, and persevered all the way to Daisy’s Beach for a picnic and swim. Later that day, we celebrated the end of our program with a barbecue dinner to welcome our new parents and siblings, all 170 of them, to our Rundlett Community.

A sincere and grateful bow of appreciation goes to Tracy Renaud, the teacher-leader behind Prepare to Succeed. Four years ago she envisioned the program, and her enthusiasm for the success of our new students continues to fuel the energy and excitement of the faculty whom she recruits to serve the needs of our new sixth graders.”

- Eight unique summer camp programs will be offered during the week of July 7 – 11 for 6th, 7th, and 8th graders by CRTC industry expert instructors, including: Auto Mechanic, Baking Bites, Building a Tree House, Beauty Boot Camp, Summer Sizzlers, Graphic Design Central, PC Game Camp, and Caring for Kids. See “Flyers for Families” on the district website for details.

- Letter of appreciation from parents Jim and Chris Graham for the district’s commitment to healthy menus and ingredients through the work of Food Service Director John Lash.

- Article in The Concord Monitor on Mr. Lash’ work to develop a local, fresh foods lunch program in Concord schools.

- Article in The Concord Monitor about CHS special education teacher and playwright Aaron Sommers’ new play, Death of a Dragon Slayer. The drama, based on experiences Sommers had with students with Asperger syndrome, ran from June 19 through 28 at the Players’ Ring Theater in Portsmouth.

Agenda Item 5. Approval of Board Minutes
Ms. Patterson briefly reviewed the minutes of the regular monthly meeting on June 2.

The Board voted 7-0 to approve the minutes of the June 2, 2014 regular monthly meeting (moved by Tom Croteau, seconded by Kass Ardinger).

Agenda Item 6. Personnel
Staff confirmations
Superintendent Rath presented a number of staff confirmations.

Jessica Burggraf, World Language Teacher (German), Concord High School, $8,327, rate of 20% of B-2. This is in addition to Jessica’s 40% world language position. New position. Budgeted at $8,327

Christina Clements, Latin Teacher, $42,106, rate of 80% of M-5. Christina replaces Linda Kordas (80% of M-14 = $60,959) – retirement. Budgeted at $67,872


Craig Emerson, Automotive Technology Teacher, Concord High School, $37,369, rate of 67% of B-8. Craig replaces Frederick Bernhardt (67% of B-10 = $40,526). Budgeted at $40,526

Jessica Hatchett, Art Teacher, Concord High School, $11,783, rate of 30% of B-1. Jessica replaces Emily Banks (30% of M-7 = $17,204) – resignation. This is in addition to Jessica’s 50% elementary art position. Budgeted at $17,204

Sara Pratt, Science Teacher, Concord High School, $8,327, rate of 20% of B-2. This is in addition to Sara’s 80% science teacher position, of which 60% is one-year-only. New position. Budgeted at $10,527

Amy Schaeffner, Science Teacher, Rundlett Middle School, $39,278, rate of B-1. Amy replaces Anne Marie Clement (B-13 = $69,130) – retirement. Budgeted at $57,347

Kathryn Todd, Speech-Language Pathologist, Concord High School, $28,674, rate of 50% M-7. Kathryn replaces Barbara Jobin (50% of M-14 = $48,123) – transfer to Project SEARCH. Budgeted at $28,674

Gabriela Visco, World Language Teacher (Spanish), Concord High School, $50,276, rate of M-4. Gabriela replaces Jeanne Picard (B-13 = $69,130) – retirement. Budgeted at $69,130

Peter Barraud, Special Education Teacher, Rundlett Middle School, $52,633, rate of M-5. Peter replaces Nicole Fitzgerald (M-14 = $76,199) – retirement. Budgeted at $76,199

Kristine Nyhan, 20% Art Teacher/20% Technology Teacher, Rundlett Middle School, $16,654, rate of 40% of B-2. This is in addition to Kristine’s 60% art teacher position. Kristine replaces Erika Dietsch (20% of M-6 = $10,998) – transfer to CHS and Gabriel Cohen (20% of M-13 = $14,612) – transfer to CHS Music 2013-2014. Budgeted at $23,095

Bethany Franz, Classroom Teacher, Beaver Meadow School, $43,991, rate of B-3. Bethany replaces Megan Audet (B-2 = $41,635) – transfer to CMS. Budgeted at $52,633

Stuart Gesen, School Nurse, Broken Ground School, $44,864, rate of MSN-5. Stuart replaces Deborah Connelly (RN-11 = $54,737) – retirement. Budgeted at $54,737

Megan Audet, Classroom Teacher, Christa McAuliffe School, $41,635, rate of B-2. New position.
Kimberly Desfosse, Special Education Teacher, Christa McAuliffe School, $43,991, rate of B-3. Kim replaces Tracy Harte (B-13 = $69,130) – resignation. Budgeted at $69,130

Tracey McLaughlin, Speech-Language Pathologist, Christa McAuliffe School, $76,199, rate of M-14, 50% one year only. Tracey replaces Carol Teitel (50% of M-14 = $38,100) – LOA and Barbara Jobin (50% of M-14 = $38,100) – transfer to Project SEARCH. Budgeted at $76,199

Rebecca Trento, Classroom Teacher, Christa McAuliffe School, $41,635, rate of B-2. Rebecca replaces Stephanie Downing (M-14 = $76,199) – resignation. Budgeted at $76,199

Lucas Gallo, Special Education Teacher, Mill Brook School, $39,278, rate of B-1. Lucas replaces Kimberly Dreier (M-3 = $47,920) – one-year-only. Budgeted at $52,633

Shira Siegel, Mill Brook School, $60,095, rate of 90% of M-11. Shira replaces Anne Goldsmith (90% of M-14 = $68,579) – resignation. Budgeted at $68,579

The Board voted 7–0 to approve the staff confirmations as presented (moved by Mr. Croteau, seconded by Rusty Coeflin).

Superintendent Rath presented the roster of fall coaches.

The Board voted 7–0 to approve the roster of fall coaches as presented (moved by Barb Higgins, seconded by Mr. Croteau).

Agenda Item 7. Finance Committee

Finance Committee Chair Tom Croteau presented the report of the Finance Committee meeting on June 9, 2014. The agenda for the meeting was to discuss athletic fees, gate receipts and building rental fees, followed by a non-public session. Business Administrator Jack Dunn displayed a history of total athletic fees for Rundlett Middle School (RMS) and Concord High School (CHS) including each year’s roster total for all sports, the number of waivers and the number of checks collected. The total amount raised was:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>RMS</td>
<td>CHS</td>
<td>TOTAL</td>
</tr>
<tr>
<td>10/11</td>
<td>$24,900</td>
<td>10/11 - $73,440</td>
</tr>
<tr>
<td>11/12</td>
<td>$35,680</td>
<td>11/12 - $106,770</td>
</tr>
<tr>
<td>12/13</td>
<td>$32,800</td>
<td>12/13 - $104,255</td>
</tr>
<tr>
<td>13/14</td>
<td>$24,320</td>
<td>13/14 - $96,860</td>
</tr>
</tbody>
</table>

RMS 13/14 Spring Track was not included.

As part of the 11/12 budget, athletic fees increased at RMS from $60 to $80 per student and CHS athletic fees increased from $80 to $85 per student. A $200 surcharge for ice hockey was added to offset increased ice rental cost. These costs of $80 for all sports at
RMS and $85 for all sports with a $200 Ice Hockey surcharge at CHS have remained as the current fees. The Board last approved an increase in athletic fees in February, 2011.

Mr. Dunn displayed gate receipts revenue history by year showing budget revenue and actual revenue. In October 2013, the Board suspended gate receipts to see if attendance at games would increase. Despite the suspension, revenue was still close to the projection due to attendance at this year’s football games by non-Concord students and adults. The administration expects the revenue to be lower in FY15.

The cost of a student pass (for students without a valid Concord student ID) is $2 for a single-game pass, $14 for a Winter/Spring season pass and $20 for an all-season pass. For adults, the cost is $3 for a single-game pass, $20 for a Winter/Spring season pass and $30 for an-all season pass.

Superintendent Rath noted that several years of tracking may be required to determine how the decreased revenue from Gate receipts due to the suspended entry fee for Concord students will affect the budget.

Mr. Dunn presented a Building Rental Revenue History.

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>ACTUAL</th>
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<tr>
<td>FY09</td>
<td>$65,000</td>
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<tr>
<td>FY14</td>
<td>$50,000</td>
<td>$160,000*</td>
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<tr>
<td>FY15</td>
<td>$100,000</td>
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</table>

The actual amount for FY14 is a projected amount and includes eight months of Concord Boys and Girls Club rent and utilities and PSNH’s use of the Eastman basement. After school programs at ADS and CMS opened in FY14; and the new schools and an after school program opened at CMS in FY13.

Mr. Dunn made a recommendation on behalf of the administration that the district maintain current fee rates for athletic fees, gate receipts and building rental fees. The Committee agreed, and no action was required.

Agenda Item 8. Negotiations

Ms. Patterson reported on a sidebar agreement with the CAA that allowed the administration to go ahead with the consumer drive health plan, or CDHP, which eliminated the other health insurance plans for this bargaining unit and for all unaffiliated staff.
Agenda Item 9. Update on Dewey School basement

Matt Cashman reported that the district started the PCB (polychlorinated biphenyls) abatement process on July 2, 2014. The entire basement is now encapsulated, making the upper two floors safe from airborne particles during this time. The process will last four to five weeks, including scarifying and sandblasting all walls containing brick surfaces and the entire floor. Air sampling and substrate testing at certified laboratories will ensure the PCBs are removed to an acceptable level for occupancy. The plan was submitted to and reviewed by the EPA prior to its implementation. The administration will keep the Board posted throughout the process.

Agenda Item 10. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings in July.

Agenda Item 11. Public comment

There was no public comment.

Agenda Item 12. Adjournment

The Board voted 7-0 to adjourn (motioned by Ms. Higgins, seconded by Oliver Spencer).

The Board adjourned at 7:56 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board of Education  
Concord School District  
Public Hearing  
August 4, 2014

Board members: Kass Ardinger, Rusty Cofrin, Tom Croteau, Jennifer Patterson, Oliver Spencer, Patrick Taylor

Absent: Clint Cogswell, Melissa Donovan

Administrators: Chris Rath, Donna Palley, Jack Dunn, Matt Cashman

Vice President Jennifer Patterson called the public hearing to order at 7:09 p.m.

Business Administrator Jack Dunn described the agenda items as follows.

Agenda Item 1. Vocational Capital Expendable Trust

The Capital Region Technical Center (CRTC) is requesting up to $127,500 for capital projects for its curriculum.

Agenda Item 2. Deposit funds from the sale of several properties (139-143 Old Turnpike Road and Rumford School and land)

The net proceeds of these sales are $399,095. The properties will be placed back on the tax rolls. 143 Old Turnpike Road was listed more than two years ago for approximately $160,000, with a net proceed of approximately $150,000.

Agenda Item 3. Request to cover Food Services account balances

The request is to appropriate funds from the unreserved fund balance of up to $4,500 to cover any outstanding Food Service accounts. Mr. Dunn noted that the district must make the Food Service program whole.

These changes will adjust the School Board budget to $79,615,930, reflecting unanticipated revenue from the sale of properties. There is no effect on the tax rate with these changes.

Kass Ardinger asked how the tax rate doesn’t change although appropriations will change. Mr. Dunn replied after all expenses and revenues have been calculated for the end of fiscal year 2014, the district will have a net amount greater than what has been appropriated. The Board could use those additional funds to either lower the tax rate or appropriate the money for another purpose. He noted that the revenue from the sale of property is a one-time amount of revenue and if the tax rate was lowered, the Board would need to find that revenue next year.
Tom Croteau asked whether the District still collects outstanding accounts. Mr. Dunn replied that the district continues to work on collecting outstanding balances and, if collected, those monies will be seen in the FY2015 budget.

Ms. Patterson noted that at its meeting on July 23, the Finance Committee recommended approval of actions on this agenda, and that the Board will vote on these items at its regular monthly meeting, immediately following this public hearing.

Hearing no public comment, Ms. Patterson closed the public hearing at 7:14 p.m.
Board of Education  
Concord School District  
Regular meeting  
August 4, 2014

**Board members:** Kass Ardinger, Rusty Cofrin, Tom Croteau, Jennifer Patterson, Oliver Spencer, Patrick Taylor

**Present by telephone:** Barb Higgins

**Absent:** Clint Cogswell, Melissa Donovan

**Administrators:** Chris Rath, Donna Palley, Jack Dunn, Matt Cashman

**Agenda Item 1. Call to Order**

Vice President Jennifer Patterson called the meeting to order at 7:14 p.m., noting that Barb Higgins will participate by telephone this evening. While the meeting could have been held with a quorum, the Board could not take action on several trust fund matters and a loan resolution for a bond authorization unless seven Board members were present.

Ms. Patterson explained that Board members can only participate by telephone according to RSA 91-A:2, III under special conditions. A call was placed to Ms. Higgins. Ms. Patterson read out the criteria, established that a quorum was present, and made a motion that Ms. Higgins be allowed to participate by telephone.

*The Board voted 6–0 by roll call to allow Board member Barb Higgins to participate in the meeting by telephone (moved by Ms. Patterson, seconded by Tom Croteau).*

**Agenda Item 2. Approval of Agenda**

Ms. Patterson reviewed the agenda. The reason seven Board members are required to be present is so the board can take action on several expendable trust items and a loan resolution for a bond authorization.

*The Board voted 7–0 by roll call to amend the agenda to add an action item to VII. Finance to schedule a special Board meeting for August 25 (moved by Ms. Patterson, seconded by Patrick Taylor).*

*The Board voted 7–0 by roll call to approve the amended agenda (moved by Ms. Patterson, seconded by Mr. Croteau).*

**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 proceedings of the public hearing on August 4. The minutes will be prepared and presented at the September 2, 2014 regular Board meeting.

Ms. Patterson briefly reviewed the minutes of the regular monthly meeting on July 7.

The Board voted 7-0 by roll call to approve the minutes of the July 7, 2014 regular monthly meeting (moved by Kass Ardinger, seconded by Mr. Taylor).

Agenda Item 5. Personnel
Staff confirmations
Assistant Superintendent Donna Palley presented a number of staff confirmations.

Joseph Messineo, Digital Education – Coding Teacher, Concord High School, $18,146, rate of 30% of B-10, one year only. This is in addition to Joe’s 33% internetworking teacher position. New position. Budgeted at $15,790

Tristan Black-Ingersoll, Social Studies Teacher, Concord High School, $23,960, rate of 50% of M-3, one year only. This is in addition to Tristan’s existing 50% social studies position. Tristan replaces social studies teacher not currently available. Budgeted at $33,386

Terri Lynch, French Teacher, Concord High School, $12,097, rate of 20% of B-10, one year only. Terri replaces David Page (20% of M-14 = $15,240) - transfer to RMS. Budgeted at $15,240

Jillian Carson, General Music/Band Director, Rundlett Middle School, $47,920, rate of M-3, Jillian replaces Nathan Powers (M-7 = $57,347) – resignation. Budgeted at $57,347

Joseph Messineo, Technology Education Teacher, Rundlett Middle School, $12,097, rate of 20% of B-10, one year only. Joe filled this position one-year-only 2013-2014. Budgeted at $12,097

Amy Cummings, Language Arts/Social Studies Teacher, Rundlett Middle School, $45,564, rate of M-2. Amy replaces James Corkum (M-7 = $57,347) – resignation. Budgeted at $57,347

Christopher Lewis, Special Education/3R Teacher, Beaver Meadow School, $76,199, rate of M-14. Chris replaces Marla Brangaccio (M-14 = $76,199) – resignation. Budgeted at $76,199
Marissa Bassett, Special Education Teacher, Christa McAuliffe School, $23,567, rate of 60% of B-1. Marissa replaces Kimberly DesFosse (60% of B-3 = $26,395) – transfer. Budgeted at $26,395

Stephanie Evans, Kindergarten Teacher, Mill Brook School, $19,639, rate of 50% of B-1. Stephanie replaces Kerry Barton (50% of B-8 = $27,888) – resignation. This is in addition to Stephanie’s 50% kindergarten teacher position. Budgeted at $27,888

The Board voted 7–0 by roll call to approve the staff confirmations as presented (moved by Mr. Taylor, seconded by Rusty Cofrin).

Mr. Croteau commended the administration for being able to fill these positions at this time of year.

Coach nominations

Assistant Superintendent Palley presented a number of coach confirmations.

Andrew Baldwin, Boys Soccer JV Coach, Concord High School, $2,357, Step 1, Group 9, 6.0%, Andrew replaces Ryan Young

Colin Brown, Boys Football Assistant Freshman Coach, Concord High School, $2,946, Step 1, Group 6, 7.5%. Colin replaces James Corkum

Devon Devost, Girls Cross Country Coach, Concord High School, $2,946, Step 1, Group 6, 7.5%. Devin replaces Lyn Vinskus

Lisa Waszeciaik, JV Spirit Coach, Step 2, Group 13, 3.5%, Concord High School, $1,375

The Board voted 7–0 by roll call to confirm the coach positions as presented (moved by Mr. Cofrin, seconded by Mr. Croteau).

Agenda Item 6. Communications

Ms. Patterson reported on the July 9, 2014 Communications Committee meeting.

Several policies were approved for a first reading before the full Board. Ms. Patterson explained the approval and modification process for Board policies. Each policy is listed in its entirety in the Board book.

Policy #754 School Visitors (first reading)

Ms. Patterson noted that the committee worked to create uniformity among all the schools for visitor expectations. When Ms. Ardinger noted that there is no requirement for any particular purpose of a visitor’s visit, Ms. Patterson commented that visitors are expected to describe their reason, and that the school principal has the discretion to set other requirements.

Policy #671 Graduation Requirements (first reading)
Ms. Patterson noted that this amendment is proposed to ensure there is a policy on interdisciplinary credits. Rather than have a specific policy for interdisciplinary credits, the committee deemed it better to modify the Graduation Requirements policy, which now would specify that a particular student could only use that course to satisfy a requirement in one area.

Policy #540 Code of Student Conduct (first reading)
Ms. Patterson noted that the committee has proposed that the policy be amended to remove a section that will be addressed in the next policy.

Policy #540.1 School-Wide Behavioral Interventions and Supports (first reading)
This new policy would require each school to create a positive learning environment, stating proactive behavioral expectations.

Policy #434 Social Media – Concord School District Staff (first reading)
Ms. Patterson noted that this policy has gone through a number of iterations. In view of fact that members of the school community are increasingly using social media, it is important to set expectations and establish that all communications that staff undertake in the context of the school district and representing the school district should meet the same professional standards as Internet use. Several provisions of the policy include the District’s right to remove all district-related sites that do not adhere to appropriate professional standard. The District would not want to prohibit social media but seeks to make it clear that there is an expectation of its use as it occurs within the context of the District’s mission. The policy includes a privacy and confidentiality context to protect students.

Ms. Ardinger noted that the District does have the right to know what is being used within the school context.

Ms. Ardinger noted that while the committee discussed encouraging the use of social media, its use is rather just being assumed. The Board expects social medial to be used appropriately.

Ms. Patterson noted that the District does encourage the use of social media in certain circumstances.

Superintendent Rath suggested that staff will appreciate the Board’s guidance on this matter. She noted that the draft policy is currently being reviewed by an attorney, as the committee had a question about the right of the District to look at staff members’ private information.

Ms. Patterson noted that the committee did have a discussion of the dress code issue. There is homework for the next Communications Committee meeting. The committee will also have more information on the Filling School Board Vacancy policy at its next meeting in August.
Agenda Item 7. Finance Committee

Finance Committee member Patrick Taylor presented the report of the Finance Committee meeting on July 23, 2014. The agenda for the meeting was an update and anticipated expenses for the SAU construction budget; a proposal to withdraw funds from the Vocational Center Capital Reserve Fund; and a proposal to deposit funds into the Facilities Purchase and Renovation Trust Fund from the sale of properties. Other agenda items include a recommendation to accept a gift from the Beaver Meadow PTO for playground equipment; a request to cover outstanding Food Service account balances; and information on bonding.

The first agenda item was the SAU construction budget and anticipated expenses.

Agenda Item 1 – Central Office update. Matt Cashman gave an overview and timeline of the removal of PCBs at the Central Office (Dewey School).

Mr. Dunn explained that there are estimated available savings at each of the three new schools, and the administration will recommend options on how to best move forward with these funds. The options include dedicating the remaining funds to the SAU renovation, which currently shows $1.188 million available for the renovation; or putting the available funds toward principal bond payments.

Agenda Item 2 – a request to withdraw funds from the Vocational Center Capital Reserve Fund for curriculum in the 2014-2015 school year. These funds are raised by charging sending districts a capital fee for each student. The fee is based on 3% of the tuition cost. The total request is $127,500. Mr. Dunn noted that this amount is $70,000 less than last year’s request.

The Board voted 7-0 by roll call to approve a withdrawal of up to $127,500 from the Concord Regional Technical Center Capital Reserve Fund to make purchases of material, equipment and capital improvements that have been requested by the administration (motioned by Mr. Taylor, seconded by Ms. Patterson).

Agenda Item 3 – A proposal to deposit funds from the sale of properties to the Facilities Purchase and Renovation Trust Fund. Mr. Dunn detailed the amounts proposed to be deposited into this fund.

139-143 Old Turnpike Road sold July 31, 2013 $150,275
Rumford School and Land sold June 30, 2014 $399,500

TOTAL $549,775

The Board voted 7-0 by roll call to deposit $549,775 into the Facilities Purchase and Renovation Trust Fund using proceeds from the sale of the following properties in the FY14 fiscal year: $150,275 from the July 31, 2013 sale of 139-143 Old Turnpike Road and $399,500 from the June 30, 2014 sale of
Rumford School and land (motioned by Mr. Taylor, seconded by Ms. Ardinger).

Agenda Item 4 - a gift from the Beaver Meadow School PTO for playground equipment. Mr. Dunn made the recommendation to accept this gift, referring to Concord School District policy #831 Acceptance of Gifts. The cost of equipment is $18,974.

The Board voted 7-0 by roll call to thankfully accept the donation of playground equipment from the Beaver Meadow PTO that is valued at $18,974 (motioned by Mr. Taylor, seconded by Mr. Cofrin).

Agenda Item 5 - a request to cover the outstanding Food Service account balances. Mr. Dunn explained that the timeline between the end of the year and the student accounts need to be satisfied in preparation for the auditors.

The Board voted 7-0 by roll call to raise and appropriate the sum of forty-five hundred dollars ($4,500) to be transferred to the Food Service Fund, with such amount to be funded from the June 30, 2014 Unreserved Fund balance available for transfer on July 1, 2014 (motioned by Mr. Taylor, seconded by Mr. Spencer).

Agenda Item 6 – Mr. Dunn noted that Bond counsel was aware in May that there would be incurred expenses prior to completing the bond process. The Declaration of Intent to Reimburse states that if the District incurs the expenses, the intent of the District is to reimburse the general fund.

The Board voted 7-0 by roll call to approve the motion regarding bonding, as printed below (moved by Ms. Ardinger, seconded by Mr. Croteau).

Declaration of Official Intent of Concord School District, New Hampshire to Reimburse Certain Expenditures from Proceeds of Indebtedness

WHEREAS, the Concord School District, New Hampshire (the “District”) intends to make capital improvements to the Beaver Meadow, Broken Ground, Rundlett Middle, and Concord High Schools that include HVAC, Plumbing, Electrical, Roofs, and other fixed building components and acquire new transportation vehicles (the “Projects”);

WHEREAS, the District expects to pay certain capital expenditures (the “Reimbursement Expenditures”) in connection with the Projects prior to the issuance of indebtedness for the purpose of financing costs associated with the Projects on a long-term basis;

WHEREAS, the District reasonably expects that debt obligations in an amount not expected to exceed $8.6 million will be issued and that certain of the proceeds of such debt obligations will be used to reimburse the Reimbursement Expenditures; and
WHEREAS, Section 1.150-2 of the Treasury Regulations requires the District to declare its reasonable official intent to reimburse prior expenditures for the Projects with proceeds of a subsequent borrowing:

NOW, THEREFORE, the District declares:

Section 1. The District finds and determines that the foregoing recitals are true and correct.

Section 2. This declaration is made solely for purposes of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations. This declaration does not bind the District to make any expenditure, incur any indebtedness, or proceed with the Projects.

Section 3. The District hereby declares its official intent to use proceeds of indebtedness to reimburse itself for Reimbursement Expenditures.

Section 4. This declaration shall take effect from and after its adoption.

The undersigned, President of the School Board of the District, hereby certifies that the foregoing is a full, true and correct copy of the declaration of the Concord School District, New Hampshire duly made at a meeting thereof held on August 4, 2014, and that said declaration has not been amended, modified or revoked by the District.

Mr. Dunn suggested August 25 as the date for a Public Hearing and Special Board meeting.

Mr. Dunn outlined the history of the District’s bonding, and the process of bond authorization.

The Concord School Board will hold a public hearing on Monday, August 25 2014 at 5:30 p.m. to present a proposal for bond authorization to:

1. Capital repairs to Concord High School, Rundlett Middle School, Beaver Meadow Elementary School, and Broken Ground Elementary School.
2. Purchase school buses for the school districts transportation department.
3. Authorize the administration to undertake work in relation to the appropriation and authorization of the issuance of bonds and notes in the amount up to $8,600,000 for the above purposes.
4. The Public Hearing will be held in the Concord High School Media Center.

The Board voted 7-0 by roll call to schedule a Special Board meeting for August 25 following the Public Hearing (motioned by Mr. Oliver, seconded by Mr. Taylor).

Agenda Item 8. Update on Central Office (Dewey School) basement
Mr. Cashman reported that the work is on schedule. The scarification is slated to be done soon, followed by 2 days of HEPA cleaning. Core testing will be done by the end of the day Thursday. Testing will ensure PCBs have been abated.

Agenda Item 9. Superintendent Rath reviewed the Charter provision for the September meeting, which is to be held on Tuesday, September 2.

Agenda Item 10. Proposed calendars of meetings
Superintendent Rath reviewed the calendar of meetings in August, noting the Public Hearing and Special Board meeting regarding bonding will be held on August 25.

Agenda Item 10. Public comment
There was no public comment.

Agenda Item 11. Adjournment

The Board voted 7-0 by roll call to adjourn (motioned by Mr. Cofrin, seconded by Mr. Croteau).

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
President Clint Cogswell called the public hearing to order at 5:30 p.m., noting that the purpose of the hearing was to receive input from city residents on the Board’s August 4, 2014 loan resolution to authorize up to $8.6 million dollars in general obligation bonds.

Business Administrator Jack Dunn explained that the $8.6 million dollars in general obligation bonds would be used to make capital improvements and replacement to the following schools and support services:

- Broken Ground Elementary School (built in 1971)
- Beaver Meadow Elementary School (built in 1987)
- Rundlett Middle School (built in 1957 & 1989)
- Concord High School (built in 1929 & 1995)
- Transportation Buses

These improvements would include replacement of roofs, doors, flooring, mechanical systems (HVAC), plumbing, electrical, and Life Safety.

A portion of the funds would be used to replace buses dating to 1997 with new buses.

Mr. Dunn noted that the District has a declining debt service which, together with attractive bond rates and economies of scale, make bonding at this time a positive option. He noted that the goal is to maintain the current 5% of the general fund budget for debt service (an estimated $3.7 million per year).

Mr. Dunn presented a 25-year history of the District’s bonding history, and a summary of its current debt. He noted that in 1987 and 1988, the City and District jointly bonded for an addition and expansion of Rundlett Middle School, and in 1995 for an addition and expansion of Concord High School. Of the $32,000,000 in two bonding issues, $22 million was to be paid off in FY15 and $9 million was to be paid off in FY18. In 2001,
various projects, including replacing buses and repairs on several buildings, were paid using a $1,000,000 bond.

In 2009, the District bonded $4.3 million using a qualified school construction bond (QSCB) with 0% interest after rebate for the Rundlett Middle School HVAC upgrade project.

In 2010, the District authorized $62,539,605 in bonds (and borrowed $55 million of that amount) for the elementary school consolidation and SAU renovation project. This project included 40-43% reimbursement from the state Building Aid program. (The old School Building Aid program “sunsetted” on June 30, 2010.) The project also used Build America Bonds (BABs), an interest rebate program, which “sunsetted” on December 31, 2010.

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<th>BUDGET YEAR</th>
<th>AMOUNT</th>
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<td>1,709,671</td>
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<td>FY28</td>
<td>1,779,562</td>
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**CAPITAL PROJECTS**

**BROKEN GROUND (1971)**

72,000 square feet

<table>
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<th>PROJECTS</th>
<th>AMOUNT</th>
<th>LIFE EXPECTANCY</th>
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<td>Flooring</td>
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<td>10+ Years</td>
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<tr>
<td>Door Hardware (interior)</td>
<td>$20,000</td>
<td>15+ Years</td>
</tr>
<tr>
<td>HVAC* - Air Handlers &amp; System Controls, Locker,</td>
<td>$1,147,000</td>
<td>20+ Years</td>
</tr>
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<td>---</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,191,600</strong></td>
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</tbody>
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* Boiler Plant was upgraded as part of the elementary consolidation project.

Mr. Cogswell noted that the total price now would be much higher if the boiler plant had not been addressed in the consolidation project.

Tom Croteau asked if the air temperature in the older schools could be made similar to the new schools as part of this work. Director of Facilities and Planning Matt Cashman remarked that the HVAC systems could be upgraded to dehumidified air, but we would work with the consultants to evaluate the cost. would not simply be replaced, but upgraded.

BEAVER MEADOW (1987)
68,000 square feet

<table>
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<tr>
<th>PROJECTS</th>
<th>AMOUNT</th>
<th>LIFE EXPECTANCY</th>
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<tbody>
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<td>Flooring</td>
<td>$36,000</td>
<td>10+ Years</td>
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<tr>
<td>Door Hardware (interior)</td>
<td>$18,600</td>
<td>15+ Years</td>
</tr>
<tr>
<td>HVAC - Air Handlers &amp; System Controls, Locker, Roofing Systems (from “ballast” to EPDM), Electrical, Exterior Doors, Windows, Site Work, Clocks and Life Safety</td>
<td>$952,283</td>
<td>20+ Years</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,006,883</strong></td>
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</table>

Mr. Cashman remarked that the site work at BMS is a significant expense, as it would not be just ripping and replacing paving, but would involve the help of a civil engineer to look at effectively diverting water to the storm drainage system.

In response to a question from Oliver Spencer about how the porous pavement at the new schools have been holding up. Mr Cashman said it is performing well. If we wanted to add porous pavement in the future, the sub-grade materials would have to be different than what currently exists. Additional layers of drainage material would need to be added as sub grade, to allow the porous pavement to function per design. He also noted that special equipment to vacuum and clean out the pores in the porous
pavement is required, and that the District does semi-annual maintenance on the pavement.

Mr. Croteau had several questions about refurbishing versus replacing lockers at BGS. Mr. Cashman noted that about 2/3 of the lockers have been replaced; the new lockers are wider and more accommodating of backpacks and other student materials.

**CONCORD HIGH (1929)** – last major renovation and addition was 1995-1996

536,000 square feet

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**RUNDLETT MIDDLE (1957)** – last major renovation and addition was in 1989

186,000 square feet

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**TRANSPORTATION FLEET**
Current fleet: (26) “Big” and (12) “Small” passenger buses

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* Replaces Buses 2003-2006, Proposed for FY17

**TOTAL** | **$1,010,000** | |

* Cut 1 Type C Bus from FY15 Budget

**CAPITAL PROJECTS**

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**TOTAL CAPITAL PROJECTS** | **$7,573,438** | |
In response to questions from Board members about the timeframe for finalizing the amount the District will actually borrow, and about why the District would issue a bond at this time, Mr. Dunn noted that any bond authorization will last until the Board rescinds it, and that to issue a bond now would allow the District to stay within the goals the Board has set to keep its facilities in good shape, as well as taking advantage of favorable interest rates at this time.

Mr. Croteau noted that the facilities are in relatively good shape because they have been properly maintained and repaired, and that the Board needs to continue to protect these investments. Mr. Dunn commented that despite the best maintenance, time and wear do result in items such as roofs, electrical systems, or buses reaching their “life expectancy.”

Mr. Dunn reviewed the most recent discussion and action by the Board on this issue.

**May 12, 2014 – Joint Finance/Capital Facilities Committee**

- Discussion of capital projects and transportation vehicle acquisitions to bond for BGS, BMS, RMS, CHS and Transportation. Projects include roofs, HVAC, Doors, Windows, Carpet, Life Safety, and other fixed building components
- Loan Resolution Authorization of up to $8.6 million
- Recommended to the full Board to authorize the administration to begin preparing the necessary public notices and documents.
- Reviewed Bond Schools 14-01a,b,c,d

**June 2, 2014 – Monthly Board meeting**

- Board authorizes the administration to prepare the necessary public notices and documentation.

**July 23, 2014 – Joint Finance/Capital Facilities Committee**

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**GRAND TOTAL**

| CAPITAL PROJECTS & TRANSPORTATION | $8,583,438 |
• Finance Committee discusses bond counsel roadmap for authorizing debt, Declaration for Intent to reimburse, and setting a date for a Loan Authorization Resolution of up to $8.6 million.

August 4, 2014 – Monthly Board meeting

• Board votes on Loan Resolution of up to $8.6 million.
• Public Hearing and Special Board Meeting are set for August 25, 2014.

Mr. Dunn described the process by which the bond is issued.

1. **Authorize the Debt** and notify First Southwest and Bond Counsel.

2. **Update Disclosure/Preliminary Official Statement** to be used as part of the bond prospectus with current/most recent data, and make sure there isn’t anything material that an investor would want to know in making a decision to invest in the School District, that isn’t already disclosed in the document. Set up rating call and ask for questions/topics in advance.

3. **Legal Review** of bond authorization by Bond Counsel, and Bond Counsel provides a list of documents needed to evidence that the bond was duly and properly authorized as required by law. The School District needs to provide these documents and satisfy legal requirements set forth by Bond Counsel in order to for Bond Counsel to be able to be in a position to provide a legal opinion on the bonds.

4. **Process** – legal documents are sent to First Southwest and First Southwest forwards the information to Bond Counsel and tracks the status of legal requirements.

5. **Prepare Debt Schedule/Bond Structure** with First Southwest. Once a structure is agreed upon, the final structure goes to Bond Counsel for review.

6. **Ratings Call (S&P & Moody’s)** – First Southwest coordinates conference call with rating agency and School District, typically an hour-long review process.

7. **Bond Counsel reviews the preliminary official statement** on the district’s bonding integrity and bond structure and provides any comments before the bond sale is advertised.

8. **Issue Request to Market preliminary official statement** is distributed electronically to prospective bidders on the bonds.

9. **Bond Sale** – First Southwest takes bids on the bonds and works with the bond underwriter and Bond Counsel to provide certain information related to the bonds. First Southwest provides School District with bond debt schedules and sets up the delivery of bond proceeds with the bond underwriter.

10. **Pre-Delivery Preparation** - Bond Counsel prepares bond securities and related documents and sends to School District to execute at a scheduled School Committee meeting. School District sends executed bond documents back to First Southwest. First
Southwest delivers executed bonds to US Bank (paying agent on the bonds) and to Bond Counsel.

11. **First Southwest closes the issue with bond underwriter**, and bond proceeds are delivered to the School District’s bank account.

Mr. Dunn reiterated that if the Board authorizes this debt, the authorization is good until the bond is issued or the authorization is rescinded.

Mr. Cogswell opened the floor to comments from the public.

Concord citizen Sheila Zakre asked why the Board would bond up to an additional $6 million now rather than use the money that was saved on the school consolidation. She asked if the bond market is particularly favorable or could be better in the future. Ms. Zakre distilled her main questions to:

1. What are the Board’s plans for the bond that was done for the elementary consolidation?

2. What is the status of a flooding issue she had heard about at CMS?

Mr. Cogswell noted that there are very specific restrictions on the previous bond.

Mr. Dunn explained that the Board had authorized up to $62.5 million on the elementary consolidation project but only bonded $55 million. The terms of those monies are 30+ years, and the Board only borrowed the amount that was actually needed. Borrowing the entire amount but not using it for that project would have overtaxed taxpayers. He explained that there is no extra money from that bond available for any other use.

Ms. Zakre asked if all the money that had been procured for consolidation has been used, and if any of that money is available to use for new projects.

Mr. Dunn noted that approximately $200K per school has not been spent, and a portion of the amount earmarked for the Central Office renovation has not yet been spent. He indicated that some possibilities for the approximately $600K thru board action include appropriating the money towards the renovation of the SAU offices, or using the money to pay down the principal of the bond. He noted that the bond was for the elementary schools consolidation project and SAU renovation, and monies from it can only be used for those purposes.

Responding to Ms. Zakre’s other question, Mr. Cashman noted that the site is naturally wet, and during the construction process, improvements were made to capture the water and divert it to stormwater drainage. It was noted that the plaza in front of the school had lifted during the winter freeze the first winter, uniformly about 1 inch. After the first winter it settled down flush to the curb. This last winter, after a recurrence of the lifting, the district worked with the civil engineering firm and the contractor to have a dry well installed under part of the plaza to help with drainage
and keep it from freezing. This is a good improvement and was necessary. The flooding problems are believed to be alleviated.

Mr. Cogswell noted that the contractors did all this work – it was all covered under warranties and the District was not charged for any of this.

Mr. Spencer said it was worth repeating that the District did not pay for any replacement of skylights, or the work done on the plaza.

Concord resident Don Jewell said he was happy to hear that the problem with flooding at CMS was covered under warranty.

Mr. Cashman noted that the skylights were covered under warranty and that the District has asked for and is anticipating a year’s warranty extension on the site work. The proposal for that work was $30K.

Superintendent Rath noted in the latter part of the meeting that the skylight replacements were fully covered under warranty but there were still negotiations going on around the costs associated with the plaza project.

Mr. Jewell asked about the choice of roofing for the repair work detailed for the proposed bond, noting that while EPDM is one of the variety of quality roofing materials used on commercial buildings. On flat roof systems, standing seam metal roofs are not used. Standing seam roofs are used on pitched roofs not flat roofs.

Mr. Cashman noted that EPDM roofs are mechanically fastened, with 2” ISO rigid insulation board. These roofs are guaranteed by companies such as Firestone or Garland which warranty these roof systems for 25-30 years. PVC materials were installed on the new schools, which is more expensive, but also carry a longer warranty.

Mr. Jewell asked whether the bathroom improvements would cost, minimally, $260K. He also asked whether the amount of work proposed for RMS is minimal, or dangerously minimal, noting that he would not like to see this money spent now, only to come down if the building is demolished.

Mr. Cashman replied that the costs of bathroom renovations are embedded in a larger category, realizing economies of scale in plumbing, electrical and other work.

Ms. Patterson noted that the Board has discussed the future of RMS at length, and that this is a separate discussion. The current proposed work is based on the long-term capital improvement plan which focuses on maintenance and preventive maintenance for the schools looking forward 10 years. Whether this work is done is separate from whether we decide to bond. She remarked that it’s possible that within the period of the bond, a future Board may decide to do something different with RMS, and that the Board, too, doesn’t want to make a long-term investment that will then be taken down.

Mr. Jewell asked whether the District will be locked into a rate as the bond market fluctuates.
Mr. Dunn noted that many details will receive further scrutiny before the bond is issued. He noted that 29 different versions of bond were developed when the Board did bonding for elementary school consolidation, and that all aspects of this project, too, will be carefully considered.

He stated that the Board’s “authorization to bond” will remain static, until the District actually goes out to the market.

In closing, Mr. Dunn noted that for a taxpayer with a home assessed at $250,000, $275 of the School District taxes go toward the entire School District debt. The Board seeks to maintain that level of debt service.

Mr. Cogswell thanked the members of the public for coming to the Hearing and giving the Board their feedback.

The Board voted 8-0 to adjourn (motioned by Barb Higgins, seconded by Patrick Taylor).

The public hearing was adjourned at 6:34 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board of Education
Concord School District

Special Board meeting
Bond Authorization
August 25, 2014

Board members: Kass Ardinger (arrived at 6:50 p.m.), Rusty Cofrin, Clint Cogswell, Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor

Administrators: Chris Rath, Donna Palley, Jack Dunn, Matt Cashman

Vote on Bond Authorization

President Clint Cogswell called the special Board meeting to order at 6:35 p.m., noting that the purpose of the meeting was to vote on a proposal to authorize up to $8.6 million dollars in general obligation bonds.

Business Administrator Jack Dunn reiterated the background and information that had been presented at the Public Hearing that took place just prior to this meeting. That information is repeated, in italics, below.

The $8.6 million dollars in general obligation bonds would be used to make capital improvements and replacement to the following schools and support services:

- Broken Ground Elementary School (built in 1971)
- Beaver Meadow Elementary School (built in 1987)
- Rundlett Middle School (built in 1957 & 1989)
- Concord High School (built in 1929 & 1995)
- Transportation Buses

These improvements would include replacement of roofs, doors, flooring, mechanical systems (HVAC), plumbing, electrical, and Life Safety.

A portion of the funds would be used to replace buses dating to 1997 with new buses.

Mr. Dunn noted that the District has a declining debt service which, together with attractive bond rates and economies of scale, make bonding at this time a positive option. He noted that the goal is to maintain the current 5% of the general fund budget for debt service (an estimated $3.7 million per year).

Mr. Dunn presented a 25-year history of the District’s bonding history, and a summary of its current debt. He noted that in 1987-88, the City and District jointly bonded for an addition and
expansion of Rundlett Middle School, and in 1995 for an addition and expansion of Concord High School. Of the $32,000,000 in two bonding issues, $22 million was to be paid off in FY15 and $9 million was to be paid off in FY18. In 2001, various projects, including replacing buses and repairs on several buildings, were paid using a $1,000,000 bond.

In 2009, the District bonded $4.3 million using a qualified school construction bond (QSCB) with 0% interest after rebate for the Rundlett Middle School HVAC upgrade project.

In 2010, the District authorized $62,539,605 in bonds (and borrowed $55 million of that amount) for the elementary school consolidation and SAU renovation project. This project included 40-43% reimbursement from the state Building Aid program. (The old School Building Aid program “sunsetted” on June 30, 2010.) The project also used Build America Bonds (BABs), an interest rebate program, which “sunsetted” on December 31, 2010.

<table>
<thead>
<tr>
<th>BUDGET YEAR</th>
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</tr>
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<tr>
<td>FY16</td>
<td>3,375,697</td>
<td>FY29</td>
<td>1,709,671</td>
</tr>
<tr>
<td>FY17</td>
<td>3,218,700</td>
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<td>1,639,780</td>
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<tr>
<td>FY18</td>
<td>2,771,994</td>
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<td>1,779,562</td>
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**CAPITAL PROJECTS**

**BROKEN GROUND (1971)**
72,000 square feet

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**TOTAL** | **$1,191,600**

- Boiler Plant was upgraded as part of the elementary consolidation project.

**BEAVER MEADOW (1987)**

68,000 square feet

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**TOTAL** | **$1,006,883**

**CONCORD HIGH (1929)** – last major renovation and addition was 1995-1996

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Mr. Dunn reviewed past decisions of previous Boards on this issue.

**May 12, 2014 – Joint Finance/Capital Facilities Committee**

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August 4, 2014 – Monthly Board meeting
• Board votes on Loan Resolution of up to $8.6 million.
• Public Hearing and Special Board meeting are set for August 25, 2014.

Kass Ardinger arrived.

Mr. Dunn then reviewed the bond structures and the finance schedules. These include two options:

**Equal Principal** – the advantage is that issuing bonds on an equal principal payment basis results in declining debt service (principal + interest) resulting in lower interest costs aggregated over the life of the bond. Also, if you know that there is potential for bringing on more debt in the future, this method allows for more debt service capacity in the later years. The disadvantage of declining debt service means that the payments are the largest up front and sometimes this may not be a feasible option, particularly if you are trying to lessen and/or smooth out the debt service impact of the new bond with already existing bond payments in order to fit within budgeting constraints.

**Level Debt** – the advantage is that issuing bonds on a level debt basis (equal payments of debt service on an annual basis, like a mortgage) can provide relief up front in the early years that the bond is outstanding, as opposed to the method described above. Also, this method allows for you to know that the annual debt service impact will be the same throughout the life of the bond. The disadvantage of level debt structuring is that principal is being paid off slower, so more interest is being paid over the life of the bond, with larger interest costs in the aggregate.

15 YEAR – EQUAL PRINCIPAL

• Plan 15-01c w/ Rundlett repairs
• Plan 15-03c w/o Rundlett repairs

Mr. Cogswell noted that the monies from the “stabilization fund” (an estimated $1.197 million) could be used to wipe out the increase in the tax rate in 2016-2017. If the RMS project is put off for two more years, there would be additional funds in the stabilization fund.
Ms. Ardinger noted that the capital markets actually prefer to see a debt of about 5% of an organization’s budget.

Barb Higgins noted that certain areas of RMS must be maintained, repaired and replaced, but that the Board would not, for example, authorize gutting an entire wing that might not be there in 10 years.

Mr. Cogswell noted that the Board is considering a proposal to build new or renovation RMS in 2022.

Superintendent Rath commented that the new state law on building aid requires that districts show that they have maintained their buildings.

Mr. Spencer noted that the Board sees the “tipping point” at which RMS must be completely renovated or rebuilt, but also sees that it’s financially pragmatic and financially responsible to continue maintaining RMS for now.

Ms. Ardinger commented on the process that was followed for the elementary school consolidation project, noting how important it was to do the studies and research.

Mr. Cogswell noted that if the Board authorizes this bonding, it will have projects set up for the schools and including RMS, but that these projects don’t have to be done immediately. The Board does not have to make a decision today about the work that needs to be done at RMS.

Mr. Cogswell then called for a motion to approve the appropriation of up to $8,583,438 and issue of a bond up to that amount.

The Board voted 9-0 by roll call to approve the following motion (motioned by Ms. Patterson, seconded by Mr. Cofrin).

(1) That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, and any other enabling authority, there be and hereby is appropriated the sum of up to $8,583,438 in order to finance the costs of remodeling and repairing the District’s school buildings and for the purchase of school buses (collectively, the “Projects”).

(2) To meet this appropriation, the District Treasurer, with the approval of the Board of Education, is authorized to borrow up to $8,583,438 under the Municipal Finance Act, as amended, and any other enabling authority and issue Bonds of the District (the "Bond") in the principal amount of up to $8,583,438, and notes in anticipation thereof.

(3) That the Clerk of the School Board and the signers of the Bond are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.
(4) That all things heretofore done and all action heretofore taken by the
School Board and its officers and agents in its authorization of the Projects
and their financing are hereby ratified, approved and confirmed.

(5) That the expected useful life of each of the Projects being financed by the
Bond is hereby determined to be as follows:

[Mr. Dunn explained that the discussion of the specific projects would be listed out for
bond council to review.]

NEXT STEPS

1. **Authorize the Debt** and notify First Southwest and Bond Counsel

2. **Update Disclosure/Preliminary Official Statement** to be used as part of the bond
prospectus needs to be updated with current/most recent data, and make sure there
isn’t anything material that an investor would want to know in making a decision as to
invest in the School District that isn’t already disclosed in the document. Set up rating
call and ask for questions/topics in advance.

3. **Legal Review** of bond authorization by Bond Counsel, and Bond Counsel provides a
list of documents needed to evidence that the bond was duly and properly authorized
as required by law. The School District needs to provide these documents and satisfy
legal requirements set forth by Bond Counsel in order to for Bond Counsel to be able to
be in a position to provide a legal opinion on the bonds.

4. **Process** – legal documents are sent to First Southwest and First Southwest forwards
the information to Bond Counsel and tracks the status of legal requirements.

5. **Prepare Debt Schedule/bond structure** with First Southwest. Once a structure is
agreed upon, the final structure goes to Bond Counsel for review.

6. **Ratings Call (S&P & Moody’s)** – First Southwest coordinates conference call with
rating agency and School District, typically an hour-long review process

7. **Bond Counsel reviews the Preliminary Official Statement** and bond structure and
provides any comments before the bond sale is advertised.

8. **Issue Request to Market Preliminary Official Statement** is distributed
electronically to prospective bidders on the bonds.

9. **Bond Sale** – First Southwest takes bids on the bonds and works with the bond
underwriter and Bond Counsel to provide certain information related to the bonds.
First Southwest provides School District with bond debt schedules and sets up the
delivery of bond proceeds with the bond underwriter.

10. **Pre-Delivery Preparation** - Bond Counsel prepares bond securities and related
documents and sends to School District to execute at a scheduled School Committee
meeting. School District sends executed bond documents back to First Southwest. First
Southwest delivers executed bonds to US Bank (paying agent on the bonds) and to
Bond Counsel.
11. **First Southwest closes the issue with bond underwriter**, and bond proceeds are delivered to the School District’s bank account.

Mr. Croteau noted that Board members toured all the other school buildings over the course of the last year. The Board followed a process to determine the work that was absolutely necessary at this time.

Ms. Patterson noted that the elementary school consolidation project was driven by educational needs, and the Rundlett project will also be driven by programming needs.

   **The Board voted 9-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Spencer).**

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Kass Ardinger

*Secretary*
Board of Education
Concord School District
Regular meeting
September 2, 2014

Board members: Rusty Cofrin, Clint Cogswell, president, Tom Croteau, Melissa Donovan, Barb Higgins (arrived 7:25 p.m.), Jennifer Patterson, Oliver Spencer, Patrick Taylor

Board member(s) absent: Kass Ardinger

Administrators: Chris Rath, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order

Board President Clint Cogswell called the meeting to order at 7:05 p.m.

Agenda Item 2. Approval of Agenda

Mr. Cogswell reviewed the agenda.

The Board voted 7–0 to approve the agenda (moved by Jennifer Patterson, seconded by Rusty Cofrin).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

Superintendent Rath noted the following good news:

• An email from Assistant Superintendent Donna Palley thanking Caroline Keane, Nicole Newman and Lynn Reyes, Educational Assistants at Rundlett, for their work putting together the Back to School Fair on August 20. Students were able to pick up backpacks and school supplies, receive immunizations, and get haircuts as needed. Several administrators had their hair cut as well!

• Caroline Keane was recognized with the Bob Silva Service Award at Opening Day on August 25 as a fine teaching assistant and valuable member of the Rundlett School community.
• A schedule of the first professional development workshops provided to District educational assistants on August 20. A full day of workshops included *Working with iPads, ProAct training, Best Practices in Educating Students with Asperger’s Syndrome and Students with Anxiety and Stress.*

• USDA Undersecretary Kevin Concannon will visit the District on September 29 to learn more about the District’s efforts to bring locally-grown, locally-prepared healthy meals to our students.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell noted that the minutes of the Public Hearings on August 4 and on August 25 are included for the record, as each meeting was reviewed at its subsequent Board meeting.

The Public Hearing on August 4 was to review the CRTC request for funds from the Vocational Capital Expendable Trust for its curriculum; appropriate funds to cover food service account balances, and to deposit proceeds from the sale of properties into a specific trust.

**The Board voted 7–0 to approve the minutes of the Public Hearing on August 4, 2014 (moved by Ms. Patterson, seconded by Patrick Taylor).**

Jennifer Patterson reported on the regular monthly meeting in August, in which Barb Higgins participated by telephone, as seven votes were needed for several actions.

**The Board voted 7–0 to approve the minutes of the regular monthly Board meeting on August 4, 2014 (moved by Oliver Spencer, seconded by Tom Croteau).**

The Public Hearing on August 25 was to hear input from the public about the proposed Board action on bonding.

**The Board voted 7–0 to approve the minutes of the Public Hearing on August 25, 2014 (moved by Mr. Taylor, seconded by Mr. Cofrin).**

The Special Board meeting on August 25 was to discuss bonding up to $8.6 million for certain defined capital improvements to District facilities. The Board voted to authorize a bond for up to $8.6 million.

**The Board voted 7–0 to approve the minutes of the special Board meeting on August 25, 2014 (moved by Ms. Patterson, seconded by Mr. Croteau).**

Agenda Item 6. Personnel

Staff confirmations

Larry Prince presented a number of staff confirmations.
Sarah Hogan, Social Studies Teacher, Concord High School, $32,208, rate of 50% of M-10, one year only. Sarah replaces social studies teacher not currently available. Budgeted at $33,386

Angella Mullins, English Teacher, Concord High School, $30,739, rate of B-10, 1st semester only, prorated 93 days. Angella replaces Denise Estes (93 days at M-14 = $38,724) – LOA. Budgeted at $38,724

Anna Mikelinich, ELL Teacher, Rundlett Middle School, $26,317, rate of 50% of M-5. Anna replaces Jessica Parent (50% of B-2 = $20,818) – resignation. Budgeted at $20,818

Marissa Bassett, Special Education Teacher, Christa McAuliffe School, $3,928, rate of 10% of B-1. This is in addition to Marissa’s 60% special education teacher position. Marissa replaces Carol Teitel (10% of M-14 = $7,620) – LOA. Budgeted at $7,620

Pamela Mosca, Classroom Teacher, Beaver Meadow School, $45,564, rate of M-2, one year only. Pam replaces Laura Ahern (B-8 = $55,775) – LOA. Budgeted at $55,775

The Board voted 7–0 to approve the staff confirmations as presented (moved by Mr. Croteau, seconded by Melissa Donovan).

Coaches

Larry Prince presented several fall coach nominations.

Christian Clark, Boys Freshman Soccer Coach, Concord High School, $1,964, Step 1, Group 11, 5.0%. Christian replaces coach not currently available

Meagan Comstock, Girls Field Hockey Coach, Rundlett Middle School, $1,964, Step 1, Group 11, 5.0%. Meagan replaces Megan Ferns

Jeffrey Deacon, Co-Ed Cross Country Assistant Coach, Rundlett Middle School, $1,152, Step 1, Group 14, 2.0%

Shawn Moseley, Co-Ed Cross Country Head Coach, Rundlett Middle School, $1,964, Step 1, Group 11, 5.0%. Shawn replaces George Golden.

The Board voted 7–0 to approve the roster of fall coaches as presented (moved by Mr. Spencer, seconded by Mr. Cofrin).

Report on vacancies

Mr. Prince noted that a few certified positions are still available in the District, which have been advertised last weekend in the Manchester Union Leader. In all, the HR Department had 150 vacancies over the summer and has been able to fill most of them. In response to a question from Mr. Croteau about the Title I tutor position at RMS, Principal Tom Sica answered that reading specialist Dawn Florino is assisting tutors with specific tasks until the position is filled.

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Agenda Item 7. Curriculum and Instruction

Instructional Committee member Jennifer Patterson presented the report of the Instructional Committee meeting on August 6, 2014. The committee heard about the NEASC accreditation final report, which recommends continuing accreditation for the school. Some of Concord High’s commendations recognized their work to provide students with authentic learning opportunities; cross-disciplinary study; after school extended learning; support services including an extensive English Language Learner program; and a robust media center. The Association noted Concord High’s use of differentiated instructional strategies including the addition of ‘flex’ structures and the use of student grouping patterns that promote heterogeneity. The report highlighted the positive collaborative environment at Concord High, its strong administrative leadership, and the effective partnerships between the school and families and between the school, Superintendent and School Board. NEASC highlighted six recommendations, including the need to implement a common written curriculum format and to design and implement a process to assess and report on student progress in meeting 21st century learning expectations. The report includes recommendations on improvements in technology infrastructure and the integration of technology tools in the classroom. The NEASC report also recommends that the school develop a plan ‘to implement a formal ongoing program or process through which the school can demonstrate that each student has an adult in the school who knows the student well’ and assists the student to meet learning expectations. The administration is moving forward to address the recommendations.

Barb Higgins arrived at the Board meeting at 7:25 p.m.

Mr. Cofrin noted that as a faculty member he had experienced three NEASC accreditations, and complimented the administration and staff for their thorough work on this process.

The second agenda item was an update on the Math Curriculum’s work to review various published curricula, including a New York math curriculum that closely aligns with Common Core standards. Teams of teachers have reviewed the current Everyday Math curriculum and have selected areas to eliminate and replace with New York units (modules).

The committee heard about the Ongoing Assessment Project (OGAP) training that provides teachers with skills to use formative assessment techniques in key math topic areas – additive reasoning, multiplicative reasoning, proportionality and fractions. The committee also reviewed the Math Science Partnership Grant the district received with Nashua and Sanborn Regional School Districts, whose focus is on developing sustainability for OGAP in the district.

The committee heard about the work done by the Focused Monitoring Team last year, part of the Department of Education’s process for monitoring and approving special
education programs. The Team studied student achievement results and developed an action plan designed to impact the achievement gap between students with disabilities and their typical peers. Concord’s team chose to focus on gaps in math proficiency.

Agenda Item 8. Communications
Jennifer Patterson reported on the meeting of August 20, detailing revisions to each policy that were made at that meeting. The Committee has recommended adoption of each of the five policies before the School Board for second readings. She also reviewed the discussion about the proposed dress code – uniforms. The committee agreed to involve the community initially by way of survey. The first survey will be for administrators; the second a survey that parents and students will fill out together.

Policy #115 Filling a Vacancy on School Board – first reading
There was discussion about this policy. Under the law that now governs the School District, there is a requirement that a Board vacancy be filled. Formerly, this was optional.

Policy #754 School Visitors – second reading
The Board voted 8-0 to adopt Policy #754 School Visitors as revised (motioned by Ms. Patterson, seconded by Mr. Croteau).

Policy #671 Graduation Requirements – second reading
The Board voted 8-0 to adopt Policy #671 Graduation Requirements as amended (motioned by Ms. Patterson, seconded by Ms. Donovan).

Policy #540.1 School-Wide Behavioral Interventions and Supports – second reading and Policy #540 Code of Student Conduct – second reading
The Board voted 8-0 to adopt Policy #540 Code of Student Conduct and Policy #540.1 School-Wide Behavioral Interventions and Supports as revised (motioned by Ms. Patterson, seconded by Mr. Spencer).

Policy #434 Social Media – CSD Staff – second reading
Melissa Donovan asked how the District will manage the creation of social media sites. Superintendent Rath said that the Tech Integrators will be working on the process.

The Board voted 8-0 to adopt Policy #434 Social Media – CSD Staff as presented (motioned by Ms. Patterson, seconded by Mr. Spencer).

Agenda Item 9. Negotiations
Ms. Patterson reported that the Board met on August 27 in a non-public work session on negotiations, in preparation for the upcoming negotiations with the CEA bargaining group. There are a number of additional meetings scheduled for September. According
to the Right to Know law (RSA 91-A), these are “non meetings” and not open to the public.

Agenda Item 10. Update on Opening of School

Superintendent Rath reported that the first day of school, Tuesday August 26, was very successful. There was an atmosphere of positive energy in all of the schools as teachers welcomed their new classes. Approximately 1700 students attending the opening ceremony at CHS on Wednesday, August 27, held in a very hot gymnasium, were remarkably attentive.

An ALS Walk to support research on a cure for ALS, in honor of CHS Principal Gene Connolly, will be held on September 27 as part of Homecoming weekend.

Superintendent Rath noted that much of the activity at the elementary schools was to support children’s needs to understand the routines in the building: how to walk in the hall, use the equipment in the playground.

She noted that the administration is closely monitoring enrollments. For example, 63 first graders had been projected at CMS; there are currently 81, resulting in a new first grade class at CMS. 61 first graders had been projected at ADS; there are currently 70. She said that kindergarten numbers at MBS are also being monitored. More information will be presented to the Instructional Committee in the annual October enrollment report. In all, staff had a good opening and we are well underway.

Agenda Item 11. Update on Central Office project

Matt Cashman reported that the PCB (polychlorinated biphenyls) abatement process that was begun on July 2 has been completed. The levels of PCBs are within the allowable limits set by the EPA, and the site has been thoroughly cleaned. The lower level of the building is now ready for renovation, which will include a handicap-accessible bathroom, offices, a conference room, and staff break room. Superintendent Rath added that a conference room that can serve as a breakout room for non-public Board sessions is planned.

Agenda Item 12. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings in September, much of which is devoted to School Board Work Sessions on negotiations. On September 8 at 7:00 p.m., the Board will host an Information Session for those interested in running for election. The filing period opens September 5 at 9 a.m. and closes September 15 at 3:00 p.m. There is an important Finance meeting on September 15 at which the unreserved fund balance will be discussed. She reminded the Board that it will need to meet in October to finalize the budget and set the tax rate.
Mr. Cogswell announced that Melissa Donovan is resigning the Board, as she is moving out of Concord. He thanked her for her service on the Board. A two-year term to complete Ms. Donovan’s term will be added to the November 4 School Board ballot.

Agenda Item 13. Public comment
There was no public comment.

Agenda Item 14. Adjournment

The Board voted 8-0 to adjourn (motioned by Mr. Cofrin, seconded by Mr. Spencer).

The Board adjourned at 8:15 p.m.

Respectfully submitted,

Jennifer Patterson, Vice President
Board of Education
Concord School District
Regular meeting
October 6, 2014

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, president, Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor, student representatives Winnie Wang and Will Scharlotte

Administrators: Chris Rath, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:02 p.m.

Agenda Item 2. Approval of Agenda
Mr. Cogswell reviewed the agenda.

The Board voted 9–0 to approve the agenda (moved by Barb Higgins, seconded by Melissa Donovan).

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

Agenda Item 4. Recognitions
Superintendent Rath introduced the student representatives to the School Board: Winnie Wang, a senior who came to the U.S. from China four years ago. Winnie is a varsity tennis player who is interested in art and plans to study architecture. Will Scharlotte, a senior, is a member of the National Honor Society, president of the Varsity Club and captain of 2014 Football Team.

Winnie noted that CHS is having a blood drive hosted by HOSA on October 21 (Tuesday). CHS has two 2015 National Merit Scholarship semifinalists: Lucy Eills and Austin Maheu.

Will noted that the CHS PTSO has arranged for local therapist Lynne Lyons to present a talk this Thursday for parents and students about anxiety. The CHS football team lost 14-13 to the Manchester Memorial High School team. Memorial High School later presented CHS Principal Gene Connolly with a check for $1,000 toward ALS research,
funds that were raised at that school’s Homecoming events. Will also reported a very successful CHS Homecoming Week, including a fundraising walk with over 1,000 participants before the Homecoming game that raised over $17,000 for ALS research in honor of Principal Connolly.

Superintendent Rath noted the following good news:

- Four CHS students have been named as Commended Students in the 2015 National Merit Scholarship Program: Daniel Lawrence, Isabella Rubin, Marissa Splendore, and Michael Webb.
- CHS teacher Ham Munnell will be inducted into the Miami University Athletics Hall of Fame the weekend of Oct. 31.
- The NEA Foundation has awarded a $5,000 Student Achievement Grant to Jackie Winn for field trips for our ELL students.
- Christa McAuliffe School was recently invited to apply for the Apple Distinguished Program. This program recognizes schools that effectively integrate Apple products into the learning environment and display exemplary effort. A team of teachers at CMS, led by technology integration specialist Heather Drolet, collaborated on the development of an iBook and submitted it to Apple as part of the application process. The results will be announced in mid-November.
- Mr. Cogswell noted that CHS math facilitator Tamara Hatcher had commended new CHS Tech Integrator Justin Bourque for his assistance in her creation of a two-minute Screen Castify video, which she connected to Google Classroom.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell briefly reviewed the minutes of the Board meeting on September 2, 2014.

The Board voted 9–0 to approve the minutes of the regular monthly Board meeting on September 2, 2014 (moved by Rusty Cofrin, seconded by Ms. Higgins).

Agenda Item 6. Personnel

Staff nominations

Larry Prince presented a number of staff nominations.

Cheryl Wolff, Speech-Language Pathologist, Elementary, $14,326, rate of 20% of M-12. Cheryl replaces Carol Teitel (20% of M-14 = $15,240) – LOA. Budgeted at $15,240

Jennifer Allen, Kindergarten Teacher, Mill Brook School, $19,639, rate of 50% of B-1, one year only. New position
The Board voted 9–0 to approve the staff confirmations as presented (moved by Tom Croteau, seconded by Ms. Donovan).

Larry Prince presented several fall and winter coach nominations.

Fall Coaches
Jacqueline Deans, Unified Soccer Coach, Concord High School, $1,964, Step 3, Group 14, 3.0%. Jackie replaces Jeremy Duclos.
Daniel Haines, Boys Freshman Soccer Coach, Concord High School, $1,964, Step 1, Group 11, 5.0%. Dan replaces Christian Clark
Katie Amrol, Volleyball B Coach, Rundlett Middle School, $393, 50% of Step 1, Group 14, 2.0%, Katie shares this position with Kristy Nyhan.

The Board voted 9–0 to approve the roster of fall coaches as presented (moved by Oliver Spencer, seconded by Mr. Croteau).

Winter Coaches
Troy Colby, Boys Wrestling Assistant Coach, Concord High School, $589, Step 1, Group 13, 3.0%. Troy replaces Daniel Herrick
Kaleb Marquis, Boys Freshman Basketball Coach, Concord High School, $2,946, Step 1, Group 6, 7.5%, Kaleb replaces David Gagnon
Adam Tuttle, Boys JV Basketball Coach, Concord High School, $3,731, Step 3, Group 6, 9.5%. Adam Tuttle replaces Matthew Skoby.
Nicholas Zeras, Boys JV Wrestling Coach, Concord High School, $3,731, Step 3, Group 6, 9.5%. Nick replaces Chrigus Boezeman

The Board voted 9–0 to approve the winter coaches as presented (moved by Ms. Higgins, seconded by Oliver Spencer).

In response to a question from Mr. Spencer about the Concord High School Boys JV Wrestling Coach, Mr. Prince noted that Nick Zeras replaces Chrigus Boezeman, who has resigned that position.

The Board voted 8–1 (Higgins – nay) to approve the roster of winter coaches as listed on p. 9 of the October Board book (moved by Ms. Ardinger, seconded by Oliver Spencer).

Agenda Item 7. Finance
Mr. Croteau presented the report of the Finance Committee meeting on September 15, 2014.
Mr. Dunn recommended that the recommended “confirmatory vote” be postponed until October 22, when the City valuation will be reported. A vote to raise and appropriate up to $123,000 from the Unreserved Fund Balance to cover the shortfall in revenue and reimburse the General Fund was also postponed until October 22.

Agenda Item 8. Curriculum and Instruction

Ms. Higgins presented the report of the Instructional Committee meeting on October 1, 2014. The committee heard about the new elementary schedules being implemented at Christa McAuliffe and Abbot-Downing Schools. Principals Kris Gallo and Kathleen Riordan presented the new schedules that are being piloted at these two schools.

In one or two grade levels, this schedule results in some classes that are bigger than others; one class is divided and students go to a different class for several subjects. Ms. Palley noted that this new schedule continues to be refined, noting that most students can get their services in this time, which provides a longer period of uninterrupted time.

Mr. Cogswell assured the listening public that principals and staff are succeeding with the new schedules, and observing carefully for any necessary adjustments.

Ms. Palley noted that BMS will be implementing this schedule in January; changes at MBS and BGS, with more classes at each grade level, have budget implications so will not be implemented until next year.

Agenda Item 9. Negotiations

Jennifer Patterson reported that the Board met on September 8, September 17 and September 22 in non-public work sessions on negotiations, in preparation for the upcoming negotiations with the CEA bargaining group. According to the Right to Know law (RSA 91-A), these are “non meetings” and not open to the public.

Agenda Item 10. Communications

Ms. Patterson noted that Policy #115 Filling a Vacancy on School Board has no revisions and is before the Board for a second reading and vote. Under the law that now governs the School District, there is a requirement that a Board vacancy be filled prior to the next available election. This policy establishes the procedure for filling the vacancy.

Brief discussion of the wording resulted in a small change in word sequence in the second sentence. The policy in its entirety is included below.

Concord School District Policy #115
Filling a Vacancy on School Board
The School Board shall fill a vacancy occurring on the School Board. The School Board President shall nominate and the School Board shall elect, by majority vote, an individual from the same district or, if replacing a Board member who was elected at large, from the city at large. The individual elected shall serve until the next School Board election, when voters of the district shall elect a replacement.

*Adopted October 6, 2014*

The Board voted 9-0 to adopt Policy #115 Filling a Vacancy on School Board with the revision as presented (motioned by Ms. Patterson, seconded by Ms. Higgins).

Agenda Item 11. Update on Central Office project

Matt Cashman reported that demolition continues in certain areas in preparation for offices, handicapped-accessible bathrooms and a new break room. A temporary wall has been installed. He attends weekly job meetings and regularly updates the staff on the progress of work and anticipated interruptions.

Mr. Cogswell noted that after completing the initial renovations, the Board will review the remaining needs and decide how to allocate the remaining renovation funds.

Agenda Item 12. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings. On October 8, NHSAA Executive Director Mark Joyce will speak with the Board about the superintendent search process. On October 15, Girls, Inc. will make a presentation to the Capital Facilities Committee about potentially leasing Eastman School for its afterschool programs. On October 20, there is a Board hearing on a personnel matter. On October 22, an important Special Board meeting is scheduled to finalize the 2014-2015 budget, at which 7 votes are needed. The Board will also discuss bonding and hold the confirmatory vote referenced above in the Finance Committee report. On October 27 the Instructional Committee will hear the enrollment report, and discuss competency grading at CHS.

In response to a question about an error in enrollment numbers, Superintendent noted that a corrected sheet will be posted.

Agenda Item 13. Public comment

There was no public comment.

Agenda Item 14. Adjournment
The Board voted 9-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Cofrin).

The Board adjourned at 7:45 p.m.
Respectfully submitted,
Kass Ardinger, Secretary
Board of Education  
Concord School District  
Special Board meeting  
October 8, 2014

**Board members:** Kass Ardinger, Rusty Cofrin, Clint Cogswell, **president**, Tom Croteau, Oliver Spencer, Barb Higgins, Patrick Taylor

**Absent:** Jennifer Patterson

**Administrators:** Jack Dunn, Larry Prince, Donna Palley

The purpose of this special meeting was to hear from Mark Joyce, Executive Director of the New Hampshire School Administrator Association, about the process of searching for a new superintendent.

Dr. Joyce noted that this is a record year for superintendent searches in New Hampshire: at this time there are 18 superintendent vacancies in the state. He believes that Concord’s is a very attractive position in terms of history, reputation, school board strength and school performance, and anticipates that Concord will receive about 20 applications. He has already spoken with several individuals about this position and knows of some experienced administrators whom he anticipates will apply.

According to Dr. Joyce, most districts prefer to contract with a professional search organization to support the search process, and strongly recommended this approach. He made three search firm recommendations to the Board:

- New Hampshire School Boards Association is based in New Hampshire and is currently involved with eight searches in the state
- New England School Development Council is a Massachusetts-based organization that works in all New England states
- Dr. Richard Ayers is a retired New Hampshire superintendent who focuses on one or two searches at a time

The Board can arrange to have each organization come and give a short presentation, explaining what they do, who is involved and their fee. Generally, the organization will help with advertising, recruiting, gathering community input, and completing preliminary background checks on candidates. They will provide assistance to determine an appropriate compensation package. Once the selection committee narrows down the candidates to two or three, it is common to make site visits and to invite candidates to spend time in Concord.

Dr. Joyce notes that the Board will have more interest from prospective candidates if the first stage of the search process is not a public event. Confidentiality during the process is important.
The Board will want to consider the term of the position. Three years is standard for new contracts, or perhaps two years with an option for a third. Annual evaluation of the superintendent is necessary.

Dr. Joyce recommends that the committee move as quickly as possible to begin the search process. He notes that selecting a superintendent is one of, if not the highest functions of the board.

The Board adjourned at 6:15 p.m.

Respectfully submitted,

Donna Palley
Board of Education
Concord School District
Special Board meeting
October 15, 2014

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, president, Tom Croteau, Barbara Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor

Administrators: Jack Dunn, Larry Prince, Donna Palley

Board President Clint Cogswell called the meeting to order at 5:30 p.m.

Mr. Cogswell noted that the agenda was to interview three firms interested in assisting the Concord School Board in its superintendent search in the upcoming months. Each firm made a presentation to the Board and answered members’ questions.

New Hampshire School Boards Association

Dr. Robert Lister and Atty. Barrett Christina from the New Hampshire School Boards Association (NHSBA) provided an overview of that organization’s approach to superintendent searches. They noted that, while they have a team of staff available to support the search, Dr. Lister would be Concord’s search consultant if the group was selected. Dr. Lister, a former superintendent, has participated in a number of searches since his retirement. Dr. Lister participates as a consultant for only two districts at any given time. The NHSBA focuses exclusively on searches for New Hampshire school districts. They will recruit from all 50 states, though they have significant connections in New Hampshire. They are a branch of a national organization, so have networking capacity throughout the country.

The NHSBA would support the board in either a full or partial search process. The full search includes support with establishing a search committee, developing a leadership profile, and recruiting candidates. They screen candidates to ensure that they meet certification requirements, and complete a background check. They will also make recommendations regarding salary following a comprehensive salary survey. They recognize that each school district is unique, and would tailor the search to Concord’s specific needs. They do not provide post-employment mentoring for the selected candidate, but can make a match with another superintendent for informal mentoring.

Dr. Lister recommends that 12-15 is a good range for the number of participants on a search committee. He advises that there be less than a quorum of board members on the committee, recommending 2-4 members. He noted that it is important that search committee members understand that they are acting in an advisory role, with the school board making the final decision.
The cost of a search with NHSBA is $8,000 plus expenses, which are primarily related to travel.

Educational Design Group

Dr. Richard Ayer, a retired NH superintendent, is the founder of a small educational consulting group. He outlined his group’s search process. He begins with representatives of the board who would be part of the planning process. In this part of the search process, the selection committee would be formed, a timeline established, and the nature of the advertising and public communication process would be articulated. He recommends a committee of 12-14 people representing various aspects of the community. The selection committee would be dedicated to completing a variety of tasks before beginning interviews. These include developing a leadership profile, designing the interview process, and identifying key criteria for the successful candidate. Following the interviewing process, he would facilitate the process of moving from selected semi-finalists to finalists.

Once a new superintendent is selected, Dr. Ayer will support the board and candidate in developing a transition plan, and provide ongoing mentoring, generally for the first year. He believes that if the board begins its process in early November, the selection process could be completed by mid-February.

Dr. Ayer would recommend engaging the community in the process by holding community forums and in-district meetings, as well as providing the opportunity for written input on a few critical questions. He would also use the district’s website to communicate with the community. Dr. Ayer has consulted on superintendent search in Lebanon, New Hampshire, as well as building-level searches in Claremont and Winnisquam. The approximate cost for his services is $10,000-$12,000.

New England School Development Council (NESDEC)

Arthur Bettencourt, Executive Director, and Ken DiBenedetto, Search Consultant, presented information about NESDEC’s approach to searches. Mr. DiBenedetto is a former New Hampshire superintendent and would be Concord’s consultant if NESDEC was selected. NESDEC is a non-profit based in Massachusetts, and is unique in that it serves all the New England states. NESDEC is a member of a national network, with many members in New York, New Jersey and Pennsylvania. NESDEC can recruit deeply from within New Hampshire, as well as from across the country.

Executive search is one of the services that NESDEC offers to districts. Mr. DiBenedetto has participated in over 40 searches and has strong connections in New Hampshire.

Mr. DiBenedetto described in detail a search process that would take approximately four months. They will provide advice and support at all phases of the process. There is no need to set the salary at the point of advertisement, but data will be provided to help the Board make a salary determination. He believes a search committee size of 13-14 is workable. In the NESDEC process, the search committee sees information about every applicant. He anticipated Concord would have a pool of 25-35 applicants, and
recommends that 8-10 be interviewed by the search committee. He recommends that there be a couple of Board members on the search committee, which is advisory to the Board. He also believes that focus groups are important in the selection process, and suggests 3 to 4 of these.

The cost of the search with NESDEC would be $12,932. Additional travel expenses for candidates would be billed to the district.

Following the presentations, members discussed the three proposals. Public comment was also heard from Betty Hoadley.

Board members discussed a national search as a priority, but also recognized the importance of having a consultant with strong knowledge of the state. Mr. Cogswell noted that the Board’s budget for the search is adequate for any of the proposals.

The Board voted 6-2 to hire the New Hampshire School Boards Association as the firm to assist with the search for a superintendent (motioned by Jennifer Patterson, seconded by Tom Croteau).

The Board adjourned at 7:50 p.m.

Respectfully submitted,

Donna Palley
Board of Education, Concord School District
Public Hearing on Finalizing Budget for 2014-2015
October 22, 2014

School Board members present: Clint Cogswell, President, Kass Ardinger, Tom Croteau, Melissa Donovan, Barbara Higgins (arrived at 6:00 p.m.), Jennifer Patterson, Oliver Spencer (arrived after the public hearing began), Patrick Taylor

School Board members absent: Rusty Cofrin

Administration: Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman

Board President Clint Cogswell called the public hearing to order at 5:41 p.m. He noted that the hearing would focus on seeking a confirmatory vote on the bond, and finalizing the Board-approved FY 2014-2015 Budget for tax rate setting purposes. He noted that this budget passed in August but needs approval with new information.

Business Administrator Jack Dunn explained that the agenda included a confirmatory vote on the bond with a review of the process to date, and new information regarding state building aid. The other agenda item was a presentation of the FY15 budget including an overview and estimated budget (as of 9/15/14) and projected budget (as of 10/22/14). He began with a review of prior Board discussions on the bond.

May 12, 2014 – Joint Finance/Capital Facilities Committee
• Discussion of capital projects and transportation vehicle acquisitions to bond for BGS, BMS, RMS, CHS and Transportation. Projects include roofs, HVAC, doors, windows, carpet, Life Safety components, and other fixed building components
• Loan Resolution Authorization of up to $8.6 million
• Recommended to the full Board to authorize the administration to begin preparing the necessary public notices and documents
• Reviewed Bond Schedules 14-01 a, b, c, d

June 2, 2014
• Board authorized the administration to prepare the necessary public notices and documentation

July 23, 2014
• Finance Committee discussed bond counsel roadmap for authorizing debt
• Declaration for Intent to Reimburse, and setting a date for a loan
• Loan Authorization Resolution of up to $8.6 million
August 4, 2014
- Board voted on Loan Authorization Resolution of up to $8.6 million
- Set dates of Public hearing and Special Board meeting for August 25, 2014

August 25, 2014 – Public Hearing and vote on Bond authorization
- Board held Public Hearing
- Board authorized up to $8.6 million
- Reviewed and finalized bond schedules
- School District to bond independently or with the City – to be determined

September 2014
- Bond Counsel reviewed bond paperwork and now requires a Confirmatory vote on the bond due to the District Charter language versus state language
- Confirmatory vote language

October 2014
- At monthly meeting, Board is given Confirmatory vote language and administration asks to delay the vote due to some new information
- Administration discussed State Building Aid program with DOE

Mr. Dunn explained the new information regarding State Building Aid. The Moratorium is scheduled to end June 30, 2015. It is expected that $8,000,000 to $9,000,000 will be available for State Building Aid. Concord is eligible for up to 40% reimbursement on approved projects. The new State Building Aid application and approval process is under RSA 198:15 at


Mr. Dunn explained that 80% of the building aid is awarded upfront, with the remainder awarded when the project is complete. It was recommended that the District does not proceed with the Confirmatory vote, but waits to bond after the moratorium is lifted in July. The administration will ask the Board to rescind the bond vote from August 25, 2014 at the Special Board meeting.

When asked about specific projects for State Building Aid, Matt Cashman replied that he did not prepare that information for this meeting but that he would get more information. Patrick Taylor noted that the District could risk not being approved for State Building Aid if the projects do not meet the criteria, to which Mr. Dunn added that he believes the project will qualify. Mr. Cogswell noted that the worst case would be that the District would have to bond again, but nothing would be lost. Mr. Taylor replied that there is the small risk that rates will increase.
Mr. Dunn moved to the second agenda item and presented an overview of the FY15 Budget, explaining that these amounts were approved by the Board on August 4, 2014.

General Fund -

- Operations Excluding Debt Service $ 67,101,695
- Operations Debt Service $ 6,763,346
- Transfer to Stabilization Fund $ 119,384

Total General Fund $ 74,168,617

Transfer to Vocational Reserve $ 184,192

Food Service Fund $ 1,783,957

Grant Fund $ 3,193,891

Capital Project Fund-CRTC $ 127,500

TOTAL APPROPRIATION $ 79,273,965

He explained the estimated tax impact. The Unreserved Fund Balance is $2,100,000; however, less the Food Service Liability the Unreserved Fund Balance is $1,977,000.

<table>
<thead>
<tr>
<th>Less Food Service Liability</th>
<th>Amount to be raised in local taxes</th>
<th>$39,479,024</th>
<th>$39,602,024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount to be raised in state taxes</td>
<td>$ 8,607,574</td>
<td>$ 8,607,574</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$48,086,598</td>
<td>$48,209,598</td>
<td></td>
</tr>
<tr>
<td>Valuation (Local)*</td>
<td>.30%</td>
<td>.30%</td>
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<tr>
<td>Local Tax Rate</td>
<td>$11.50</td>
<td>$11.53</td>
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<tr>
<td>Valuation (State)*</td>
<td>.30%</td>
<td>.30%</td>
<td></td>
</tr>
<tr>
<td>State Tax Rate</td>
<td>$2.58</td>
<td>$2.60</td>
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<tr>
<td>TOTAL TAX RATE</td>
<td>$14.08</td>
<td>$14.13</td>
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<tr>
<td>Local &amp; State Tax Rate Percent Increase</td>
<td>3.91%</td>
<td>4.28%</td>
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</table>

*Estimated Valuation increase. Final Valuation for Tax Purposes – End of October

Mr. Dunn reviewed the Food Service shortage of $123,000, noting that health care and food costs were the biggest contributor to this shortage. He explained that Food Service bills are paid for this year, but that the Board needs to decide whether to pick up the deficit in this year’s budget or to leave it as a liability to be dealt with next year. Ms. Ardinger added that Food Service is required to be funded on a yearly basis.
Mr. Dunn explained the projected tax impact based on actuals. The Unreserved Fund Balance is $2,103,852; however, less the Food Service Liability, the Unreserved Fund Balance is $1,980,852.

<table>
<thead>
<tr>
<th></th>
<th>Amount to be raised in local taxes</th>
<th>Amount to be raised in state taxes</th>
<th>TOTAL</th>
<th>Less Food Service Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$39,479,024</td>
<td>$8,607,574</td>
<td>$48,086,298</td>
<td>$39,598,172</td>
</tr>
<tr>
<td>Valuation (Local)*</td>
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<td>-.71%</td>
<td>-.59%</td>
<td>-.71%</td>
</tr>
<tr>
<td>Local Tax Rate</td>
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<td>$2.60</td>
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<td>$11.64</td>
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<tr>
<td>Valuation (State)*</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>State Tax Rate</td>
<td>$2.60</td>
<td>$2.60</td>
<td>$14.24</td>
<td>$2.60</td>
</tr>
<tr>
<td>TOTAL TAX RATE</td>
<td>$14.20</td>
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<td></td>
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<tr>
<td>Local &amp; State Tax Rate Percent Increase</td>
<td>4.80%</td>
<td>5.09%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Based on Valuation from the City MS-1 (October 20, 2014)

Mr. Dunn explained that the District has received a “Premium Holiday.” A Premium Holiday is a method of surplus return required by the Secretary of State, Bureau of Securities in which SchoolCare will forego, in whole or in part, premium payments from members. Annual returns of surplus are determined by SchoolCare for the immediately concluded plan year based on its audited financial statements and applied as a Premium Holiday credit on the following July 1st member invoice.

The Premium Holiday appears as a credit on the District’s invoice. SchoolCare has worked with the New Hampshire Department of Revenue Administration (DRA) regarding how the credit should be treated – as revenue or as expense. Barbara Robinson at DRA reviewed the Premium Holiday materials and determined that this credit was not revenue and should not be reported on this year’s MS-24 as such. Instead, it was a reduction in health care expense.

In the First Year/First Notice dated November 12, 2013 from SchoolCare, the District was notified that there would be an 8% increase in billing rates for CDHP, OAPIN, HMO and POS single, 2-person and family plans. Due to the first premium holiday, the rates decreased by .8%, which are not called the effective rates. These are the rates that were used in the FY15 Budget.

In the Second Year/Second Notice dated April 7, 2014, the District received an additional one-time payment holiday on the CDHP, OAPIN, HMO and POS plans. This resulted in a further decrease in the effective rates. Between the first and second payment holiday, the net decrease in effective rates was between -9.3 to -9.4%. These
were the rates that were used to develop the District and employee contribution portions.

Mr. Dunn explained that another consideration in the current budget was utilities; specifically, the impact of winter weather and the fact that the rates are 25% higher than in prior years.

Considerations for future budgets include NHRS increases, negotiations, future valuations, and health care costs, specifically increases and the impending “cadillac tax.”

Mr. Dunn displayed a list of Trust Funds, their current balances, FY15 approved transfers to be completed as needed and, finally, the available balance.

<table>
<thead>
<tr>
<th>Trust Fund</th>
<th>Balance</th>
<th>FY15-Approved*</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Buildings</td>
<td>280,532</td>
<td>(168,661)</td>
<td>111,871</td>
</tr>
<tr>
<td>Instructional</td>
<td>204,671</td>
<td></td>
<td>204,671</td>
</tr>
<tr>
<td>Health Risk</td>
<td>895,576</td>
<td>(250,000)</td>
<td>645,576</td>
</tr>
<tr>
<td>Energy</td>
<td>90,454</td>
<td>(40,000)</td>
<td>50,454</td>
</tr>
<tr>
<td>Facilities Renovation</td>
<td>2,378,379</td>
<td>(1,228,562)</td>
<td>1,149,817</td>
</tr>
<tr>
<td>Vocational</td>
<td>454,127</td>
<td>(127,500)</td>
<td>326,627</td>
</tr>
<tr>
<td>Special Education</td>
<td>406,266</td>
<td>(150,000)</td>
<td>256,626</td>
</tr>
<tr>
<td>Tech Innovation</td>
<td>50,013</td>
<td></td>
<td>50,013</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>4,760,018</td>
<td>(1,964,723)</td>
<td>2,795,295</td>
</tr>
</tbody>
</table>

*Transfers to be completed as needed.

Mr. Cogswell opened the hearing for public comment. With no public comment, the Board adjourned in order to open the Special Board meeting.

The Board voted 8-0 to adjourn the Public Hearing (motioned by Jennifer Patterson, seconded by Barbara Higgins).

The Public Hearing adjourned at 6:13 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board of Education, Concord School District  
Special Board Meeting on Finalizing Budget for 2014-2015  
October 22, 2014

School Board members present: Clint Cogswell, President, Kass Ardinger, Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor

School Board member absent: Rusty Cofrin

Administration: Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman

President Clint Cogswell opened the Special Board meeting at 6:13 p.m. and asked for public comment. There was no public comment, and the Board continued its conversation from the Public Hearing on the subject of bonding.

Mr. Dunn told the Board that the District’s financial advisor has recommended that the District would be eligible for the State Building Aid program after July 1, 2015, and that it wait to do any bonding until the moratorium is lifted. Mr. Dunn noted that although there is an economic advantage, there is always the risk of not receiving State Building Aid. He noted that the District could begin the application process after July 1, 2015 once the District goes through mandatory State training.

Oliver Spencer asked if the District will still qualify because its capital projects are renovations and not new projects. Jennifer Patterson asked if work can be done over the summer if the District receives the building aid. Melissa Donovan asked if future State Building Aid awards will be impacted if the District is awarded this State Building Aid. Mr. Dunn replied that several criteria are required, but he believes that the District is on a level playing field and in line with other districts. He informed the Board that he will need to get more details and that the administration is obtaining information about the State Building Aid application as it is being finalized by the state. He also emphasized that the State Building Aid program is also subject to changes made by the legislature.

The Board voted 8-0 by roll call to rescind the August 25, 2014 vote to approve up to an $8.6 million bond authorization for capital projects at this time (motioned by Jennifer Patterson, seconded by Kass Ardinger).

The Board continued its discussion on the FY15 budget including the Food Service deficit and the Healthcare Premium Holiday.
Mr. Dunn provided a brief overview of the FY15 budget.

General Fund -

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Excluding Debt Service</td>
<td>$67,101,695</td>
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<td>Transfer to Vocational Reserve</td>
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<td><strong>Total General Fund</strong></td>
<td><strong>$74,168,617</strong></td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Food Service Fund</td>
<td>$1,783,957</td>
</tr>
<tr>
<td>Grant Fund</td>
<td>$3,193,891</td>
</tr>
<tr>
<td>Capital Project Fund-CRTC</td>
<td>$127,500</td>
</tr>
<tr>
<td><strong>TOTAL APPROPRIATION</strong></td>
<td><strong>$79,273,965</strong></td>
</tr>
</tbody>
</table>

Mr. Dunn reviewed the Estimated and Projected Tax impact summary.

**ESTIMATED FY15 TAX IMPACT**

<table>
<thead>
<tr>
<th>Tax Impact Summary</th>
<th>Local</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount to be raised in local taxes</strong></td>
<td>$39,479,024</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$48,086,598</strong></td>
<td><strong>$48,209,598</strong></td>
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<table>
<thead>
<tr>
<th>Valuation</th>
<th>Local Tax Rate</th>
<th>State Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Local)*</td>
<td>$11.50</td>
<td>$2.58</td>
</tr>
<tr>
<td>(State)*</td>
<td>.30%</td>
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<table>
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<tr>
<th><strong>TOTAL TAX RATE</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>$14.08</strong></td>
<td>$11.50</td>
<td>$2.58</td>
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</table>

<table>
<thead>
<tr>
<th><strong>UNRESERVED FUND BALANCE</strong></th>
<th>Local</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$2,100,000</strong></td>
<td></td>
<td><strong>$1,977,000</strong></td>
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**PROJECTED FY15 TAX IMPACT**

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<td>$8,607,574</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$48,086,298</strong></td>
<td><strong>$48,205,746</strong></td>
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*Estimation based on previous fiscal year's data.
<table>
<thead>
<tr>
<th>Description</th>
<th>Local</th>
<th>State</th>
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</thead>
<tbody>
<tr>
<td>Valuation (Local)*</td>
<td>-.59%</td>
<td>-.59%</td>
</tr>
<tr>
<td>Local Tax Rate</td>
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<td>$14.24</td>
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<td>$2,103,853</td>
<td>$1,980,852**</td>
</tr>
</tbody>
</table>

*Based on Valuation from the City MS-1 (October 20, 2014)

** Estimated Food Service $123,000

Ms. Ardinger asked if 0% valuation should always be assumed. Mr. Dunn asked whether, if the administration specified a 0% valuation increase and the valuation rose 2%, the Board would want to maintain a steady tax rate or allow for tax spikes. This is the administration’s challenge each year, because it is not known what the valuation will be until after the School Board budget is passed.

Barb Higgins noted that the funds from the Premium Holiday would appear to be sitting in the budget, not as a one-time payment. Mr. Dunn recommended that the deficit be covered in the FY15 budget. Mr. Cogswell stated that including Food Service would increase the budget, but offered the option to leave the budget as is and instead utilize the Unreserved Fund Balance. The other option, as Mr. Dunn noted, would be to leave the Food Service deficit as a liability on the books for FY15. In response to Ms. Donovan’s question whether, if the deficit is left on the books, the FY16 Budget would carry this deficit and an additional deficit from the FY15 school year, Mr. Dunn noted the FY16 budget would have to show that.

Ms. Ardinger stated that the District is committed to making the Food Service program the best it can be; therefore, the taxpayers should cover the cost of having the Food Service program. Mr. Dunn added that Food Service picks up all costs associated with its department, including $136,000 in health care costs alone. Tom Croteau noted that he would like to hear Food Service Director John Lash’s opinions on the matter.

On the subject of the Healthcare Premium Holiday, Mr. Dunn noted that this could be further discussed at a future meeting. Ms. Donovan added that due to the fact that there would not be additional information until the December billing, there would be no need to make decisions now.

While Mr. Dunn revised the amounts on the appropriations for the motion, the Board discussed the cost of behavior specialists under a contract with Bill White Associates.

Ms. Patterson noted that from the minutes of March 26, 2014, the costs of the Bill White Associates behavior specialists were included in the budget, but discussion at a future meeting was requested. She added that there were no votes or decisions on the matter,
but if there were any changes, the Board would have a motion to approve. Barb Higgins stated that there was an ongoing conflict of how to use the money, not necessarily for Bill White Associates, and that there was no public record. She asked when the decision was made. Ms. Patterson replied that it was an item that was included as part of the budget and approved when the Board voted on the budget, and if there were Board members who disagreed, it was contemplated there would be another vote. Ms. Higgins noted her concern on spending this money without going through the proper channels. Mr. Cogswell stated that the discussion at the time was that the Board would re-evaluate the program by the time the next budget was discussed, but there was no other discussion to make other decisions. Assistant Superintendent Donna Palley added that the costs of the Bill White Associates behavior specialists were presented specifically as salaries. Mr. Cogswell concluded the discussion, noting that the budget was in place and could not be changed; however the decision about hiring Bill White associates could be revisited in December.

Mr. Dunn noted the upcoming meetings:

October 27th – Instructional: Enrollment report

October 29th – Capital Facilities: Girls, Inc. presentation on the use of Eastman School

November 3rd – Monthly Board meeting

November 5th – Meeting with Dr. Robert Lister of NHSBA on the Superintendent search

The Board voted 6-2 (Donovan and Higgins voted nay) to appropriate $74,181,167 for the General Fund in fiscal year 2014-2015 for a total appropriation including all funds of $79,286,965 to cover up to $123,000 of the Food Service liability (motioned by Ms. Ardinger, seconded by Mr. Croteau).

Mr. Dunn noted that a vote of seven (7) Board members was required to pass the motion; therefore, the Food Service liability would not be covered in the FY15 budget.

The Board voted 8-0 to adjourn the Special Board meeting (motioned by Ms. Ardinger, seconded by Mr. Croteau).

The meeting adjourned at 7:01 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board of Education
Concord School District
Regular meeting
November 3, 2014

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, president, Tom Croteau, Barb Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor
Absent: Melissa Donovan
Administrators: Chris Rath, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda
Mr. Cogswell reviewed the agenda.

The Board voted 8–0 to approve the agenda (moved by Kass Ardinger, seconded by Barb Higgins).

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

Agenda Item 4. Recognitions
Student representative Winnie Wang noted that the senior One Act plays are on Nov. 6, 7 and 8 at 7 p.m. and Sunday at 2 p.m. The Girls cross country team qualified for the New England Interscholastic Cross Country Championships to be held on Saturday, November 8 in Manchester, Connecticut. The annual Hypnosis show will be on November 7, with a percentage of proceeds to be donated toward ALS research. Be the Change Club will host Bollywood movie night on November 14.

Student representative Will Scharlotte noted that the One Act plays are developed and staged by seniors. He reported that the CHS Football team made it to first round of playoffs with the first game on Saturday. He noted that Alex Saveliev, a junior, individually qualified for the New England Interscholastic Cross Country Championships. The Junior class will be putting on a volleyball tournament using teams of 6. The NHS senior induction ceremony will be held on November 18.
Superintendent Rath noted the following good news:

On October 28, Concord High School staff and students presented a check for $20,000 raised at the CHS ALS walk on Homecoming Day to the ALS Association of Northern New England in honor of Principal Gene Connolly. ShirtMasters; NEOPCO Signs; Bravo Boutique; The Kukla family; Polly’s Traveling Treats; the CHS girls’ soccer program, the Bedford girls’ soccer team, a student group at Manchester Memorial; and staff, faculty, students and families made donations and showed support at this event for Mr. Connolly.

Broken Ground School was named the top school in New Hampshire in the global Scholastic Summer Reading Challenge. A total of 304,749,681 reading minutes around the globe was recorded for this challenge.

Jay Lewis, Principal, Jennie D. Blake Elementary School, wrote to express appreciation for retiring bus driver Norm April. Mr. and Mrs. Lewis’ two children (grade 8 at RMS and grade 5 at BGS) “… have been placed in the care of Norm so that he can deliver them to school safely. He made our children feel safe and welcomed. Each year Norm has started our daughters off on the right foot. Today was Norm’s last day .... My wife and I are happy for him ... but very sad that he will not be greeting our children tomorrow with the ‘good morning’ that they have heard at the start of every school day for as long as they can remember …”

Concord’s parks and recreation department has announced a new partnership with the Concord School District to run a family center at the Heights Community Center. Formerly Dame School, the Heights Center will now house a family center for parent-child time, said Laurie Hart, the early childhood coordinator for the district’s federal Safe Schools/Healthy Students grant. Part of the four-year, $2.1 million grant will cover the cost of the free family center. The program, geared toward families and preschool children up to age 5, will start in mid-November. Families visiting the new Center will also find parenting resources and prepare their children to start school. This center mirrors a family center that ran for about 15 years in the former Dame School, until the city’s elementary schools consolidated at the end of 2012.

As part of the Lights On Afterschool nationwide event, students in the 21C after school program at Rundlett Middle School built a Rube Goldberg Machine. According to rubegoldberg.com, it’s “an overly complex contraption, designed with humor and a narrative, to accomplish a simple task.” Students ran a ball down a ramp, through a stack of yogurt cups and into science books stacked like dominos, which tumbled down the line, with the last book falling onto a power switch and turning on a fan.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell briefly reviewed the minutes of the Board meeting on October 6, 2014.
The Board voted 8–0 to approve the minutes of the regular monthly Board meeting on October 6, 2014 (moved by Ms. Higgins, seconded by Tom Croteau).

Mr. Cogswell briefly reviewed the minutes of the Special Board meetings on October 8 and October 15, 2014.

The Board voted 8–0 to approve the minutes of the Special Board meetings on October 8, 2014 (as corrected) and October 15, 2014 (moved by Mr. Croteau, seconded by Rusty Cofrin).

Mr. Cogswell briefly reviewed the minutes of the Public Hearing and the special Board meeting on October 22, 2014.

The Board voted 8–0 to approve the minutes of the Public Hearing and the Special Board meeting (as corrected) on October 22, 2014 (moved by Jennifer Patterson, seconded by Patrick Taylor).

Agenda Item 6. Personnel
Staff nominations
Larry Prince presented one staff nomination.
Shawn Moseley, Grade 6 Teacher, Rundlett Middle School, $34,444, rate of B-4, one year only, prorated 136 days. Shawn replaces Christian Clark (136 days at B-2 = $30,942) – resignation. Budgeted at $56,629

The Board voted 8–0 to approve the staff nomination as presented (moved by Mr. Croteau, seconded by Oliver Spencer).

Agenda Item 7. Capital Facilities
Oliver Spencer reported on the committee’s meeting of October 29, 2014.
Cathy Duffy, CEO of Girl’s Inc. of New Hampshire, and Karen Billings, the regional director of Girls, Inc., proposed to lease space at Eastman School. Girl’s Inc. offers afterschool programs, summer programs and other events to girls ages 5 through 18. Core areas of the program focus on academic achievement, healthy living, academic enrichment and support, and life skill instruction. Girls, Inc. has been located at 38 Green Street in Concord for 14 years, and the facility has limitations. Eastman School offers more space and allows for growth of the program. Girls, Inc. would use four classrooms in the rear of the building and two classrooms on the east side of the building, as well as the girls’ multi-stall bathroom. Hours of operation would be from 7:30 a.m. to 6:00 p.m. Monday-Friday. The Concord group has approximately 40 girls in its program, could have upward of 100 girls. They believe the building will satisfy certification inspectors, since the Boys & Girls Club had recently passed certification
when it used Eastman School. Girls, Inc. would like to move to Eastman School by December or January. No decisions on this proposal were made at the meeting.

Ms. Ardinger added that Eastman neighbors will have an opportunity to provide input to the Board before it votes on the matter.

The Committee reviewed a Central Office relocation timeline and prioritized options. The budgeted amount of $468,013 remains for the renovations.

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The Committee agreed to the planned options for the remaining use of the renovation funds that were in the approved SAU budget. No action was needed.

Agenda Item 8. Canvass of the Vote by Telephone

The Board voted 8-0 to authorize the canvass of the vote by telephone (motioned by Mr. Croteau, seconded by Ms. Ardinger).

Agenda Item 9. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings. On November 5, the Board will meet with the NHSBA representative on the superintendent search. The Communications Committee will consider revisions to the physical restraint and seclusion policy on November 10. On November 19, the Finance Committee will review Community Education expenses and revenues. On November 24, the Instructional Committee will review the enrollment report and the proposed 2015-2016 calendar.

Agenda Item 9. Public comment

There was no public comment.

Agenda Item 10. Adjournment

The Board voted 8-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Cofrin).

The Board adjourned at 7:30 p.m.

Respectfully submitted,
Kass Ardinger, Secretary

NOTE: After the Board adjourned, Jennifer Patterson made a motion to go into non-public session at 7:30 p.m. under RSA 91-A:3 II (c) that states, in part: “... Matters which, if discussed in public, would likely affect adversely the reputation of any person ...”

The Board by roll call voted 8-0 to go into non-public session at 7:30 p.m. under RSA 91-A:3 II (c) (motioned by Ms. Patterson, seconded by Kass Ardinger) to discuss a personnel issue.

The Board by roll call voted 8-0 to come out of non-public session (motioned by Ms. Patterson, seconded by Kass Ardinger).

The Board came out of non-public session and by roll call voted 8-0 to seal the minutes under RSA 91-A:3 II (c) - public employee (motioned by Ms. Patterson, seconded by Patrick Taylor).

The Board recessed the non-public session at 7:50 p.m.
Board of Education
Concord School District
Special Board meeting
November 5, 2014

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, president, Tom Croteau, Jennifer Patterson, Patrick Taylor

Absent: Melissa Donovan, Barb Higgins, Oliver Spencer

Administrators: Donna Palley, Jack Dunn, Larry Prince

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 5:30 p.m., noting that the agenda was to discuss the Superintendent Search Process.

Robert Lister, the consultant from the NH School Boards Association (NHSBA), explained that he would assist in the discussion of the superintendent search process. He thanked the committee for selecting the NHSBA to lead this important search.

Mr. Lister noted that one of the first tasks in the search process is to develop a leadership profile, which could be done by the School Board or by the search committee. The Leadership Profile will include the desired skills and qualifications of the new superintendent.

Noting that that the School Board will make the final determination of who will be the superintendent, he suggested that a variety of individuals might be on the search committee.

The search committee will be a group of people who will review application packets, interview the candidates, receive feedback from constituent groups, possibly visit candidates’ districts, and make a recommendation to the Board of 2-3 finalists.

The Board has an opportunity to set the direction of the committee by helping to develop candidate interview questions. Larry Prince will be the contact person for the superintendent search process.

The NHSBA uses School Spring, a secure, online upload/storage information system to which the search committee members will have access. This cuts down on the use of paper. Using School Spring, no packets of information will be mailed. Information is managed electronically.

The job description is part of the Leadership Profile, but it will also list the Board’s specific expectations, and both will provide guidance to the committee as it moves forward.
Concord resident Betty Hoadley asked to speak and provided this input: once the community is asked for input during “listening sessions,” very specific expectations from specific groups. She noted that there are two different levels of desired skills and experience: one that the Board develops when the job announcement goes out, and another developed during the listening sessions, as the Board expands its understanding of what the community is looking for based on input.

Mr. Lister suggested that 12-17 search committee members is a workable number; beyond that the group process becomes cumbersome. Possible committee members include School Board members; principal(s); teacher(s); one parent, perhaps with a connected to their schools’ PTO; high school student; representatives from interest groups/focus groups; Chamber of Commerce member. It will be important that all the committee members attend all the meetings.

Mr. Lister suggested that at the next meeting, he will discuss in greater detail how many Board members there should be on the search committee; dates; and timelines. He noted that in terms of developing the Leadership Profile, one school district sent a survey to everyone in the district. This was helpful because it provided an opportunity for many people to have some involvement in the process.

Mr. Lister suggested developing an announcement first, and later holding several meetings for the community, or administrators or staff, to come and speak about their interest in the search committee.

Mr. Lister cautioned about the listening sessions and said he would think about the best way to do this. He said that the survey he is suggesting would have one question: “What would you like to see as leadership qualities in the new superintendent?” This survey could involve all employees and parents. Mr. Lister would compile the information and present it to the Board.

Ms. Patterson suggested placing a link on the District website to a survey that community members and staff could fill out, perhaps in lieu of one of the meetings.

Mr. Lister recommended scheduling several opportunities for the public to comment or provide feedback in writing, allowing the Board to hear from the community and to be transparent in its search process.

Mr. Cogswell recommended that the committee have a few of the meetings in the schools, as he doesn’t think people will come to Board meetings.

Mr. Lister suggested developing a timeline in preparation for the Committee’s first meeting. He noted that the same group of people will plan the search and also conduct the interviews. There will also be site visits to the candidates’ location, as well as bringing the final candidates to Concord. The search is confidential until the last phase, and will be nation-wide. It’s hard to say at this point whether Concord School District would need a new superintendent to be from New Hampshire.
Once the candidates have been whittled down to three, they can present in front of an open community group as part of their visit to Concord. Ultimately, the School Board wants someone who wants to be in this school district, and who will be community-minded as well as an educational leader.

Noting that the position has not yet been advertised, Mr. Lister suggested starting the process by posting the job on the edjobs website.

Ms. Patterson reviewed the following steps:

1. Pick Board members and parameters of the search committee
2. Get an announcement out to NHSBA’s contacts nationwide
3. Choose the rest of the committee members; convene the committee; set up a schedule
4. Conduct a survey and hold two public meetings
5. Develop the final Leadership Profile
6. Review applications
7. Interview applicants
8. Visit finalists’ schools
9. Finalists come to public meeting for board to choose.

She noted that the rest of the people on the committee should be involved in developing the Leadership Profile in addition to the full Board. This would give the Board an opportunity to be fully involved in the development of the Leadership Profile.

Mr. Lister suggested that two months is a good amount of time between the announcement and the applications deadline.

Ms. Patterson noted that procedural updates should be provided to the other Board members, and where the committee stands with the process, but not specifics about candidates. The chair of the search committee could give periodic updates to the full Board at the monthly board meeting.

There was discussion of the composition of the search committee, including these proposed members, all to be Concord residents:

- Teacher from an elementary and a secondary school
- Administrator from an elementary school and a secondary school
- Central administrator
- Two parents – one each of a primary and of a secondary student
- Two community members. There was discussion about how to choose these individuals, and justify the choice.
• Three Board members
• Possibility of other staff

Concord resident Betty Hoadley advocated for 11 committee members, including:
  Up to 4 community members – including parents who are active in PTO
  4 people from the district
  3 School Board members
  One person from the superintendent’s Central Office team

Mrs. Hoadley said she would not consider having a member of union leadership, and stated that the experience a student would gain as a member of the committee would be more valuable than what the student would bring.

Mr. Cogswell believes that there should be two teachers and two administrators – one each from an elementary and a secondary school.

Mr. Taylor stated that at least two teachers should be on the committee, as it would be very hard for an elementary teacher to represent a high school teacher’s perspective. He emphasized that there should be full representation of all interests in the community.

Ms. Patterson asked that Mr. Cogswell put the committee together and asked whether it’s 11 or 13 members, it should represent people of diverse backgrounds, and mostly Concord residents.

The search committee would be expected to help the new superintendent transition into this district.

Mr. Cogswell noted that Board members should let him know if they are interested in participating on the search committee. Mr. Lister reminded the group once again that the Board will have the opportunity to meet the final candidates.

The next meeting with Mr. Lister and the full Board will be November 19 at 6:00 p.m.

The Board adjourned at 7:00 p.m.

Respectfully submitted,

Kass Ardinger, Secretary
Board members present: Rusty Cofrin, Clint Cogswell, Tom Croteau, Jennifer Patterson, Patrick Taylor

Board members absent: Kass Ardinger, Melissa Donovan, Barb Higgins, Oliver Spencer

Administrators: Jack Dunn, Larry Prince, Donna Palley

Others: Robert Lister and Barrett Christina, NHSBA

Board President Clint Cogswell called the meeting to order at 5:30 p.m.

The purpose of the special meeting was to discuss the superintendent search process. Robert Lister and Barrett Christina from the New Hampshire School Boards Association (NHSBA) discussed specifics of the process.

NHSBA is almost ready to post the advertisement. Candidates will post their applications on the SchoolSpring website. The application will include cover letter, resume, letters of reference (at least three) and certification information. It is recommended that candidates are also asked to respond in writing to several questions as part of the application. Mr. Lister suggests that the committee identify three to five questions, and he provided sample questions. Board members asked that these three questions be included (wording may be slightly changed):

1. Based on what you know about Concord School District, how would your leadership qualities make you the best candidate for this position?

2. What do you think needs to be in place in a school district to improve teaching and learning with a focus on student achievement?

3. Who was the biggest influence on you as an educator? Explain why.

These questions will be added to the application on SchoolSpring.

The posting for the position will include the job description provided by Mr. Prince, as well as some basic information about the District. Mr. Lister shared a sample posting from another district as an example of the format that will be used. Qualifications listed will include at least five years of experience as a superintendent or assistant superintendent, teaching experience, and a CAGS or higher degree. The deadline for applications will be January 16, 2015.

The position will be posted on Friday, November 21 on SchoolSpring.com and edjobsnh.com, on the American Association of School Boards website, and on the
NHSBA site. NHSBA will also send notice of the position to administrators across New Hampshire. The District can post the announcement on its website. Mr. Lister will send a draft of the announcement to Larry Prince and Mr. Cogswell tomorrow (November 20, 2014) for review.

Mr. Lister discussed the Leadership Profile. This document will describe in more detail what the District is looking for in a superintendent. The search committee will use the Profile to develop its interview questions and will refer to the Profile as it moves through the search process. Information to develop the Profile will come from Board members and from input from District employees and the community. Two community input, or ‘Listening Sessions,’ will be held in Concord: on December 9 at Christa McAuliffe School, and on December 16 at Mill Brook School, both at 6:00 p.m. Community members will be invited to come to these sessions, attended by Board and search committee members, to offer their input. Board members will use time at their Board Retreat, tentatively scheduled for January 10, to discuss the Profile. A survey of school employees will also be developed. Mr. Lister will provide samples of surveys.

Mr. Lister will also provide a sample timeline of search activities that will provide members with a sense of how the search will proceed.

Mr. Cogswell is finalizing the membership for the search committee. The committee will include three board members. The first meeting with the committee will be on December 2 at 4:00 p.m. At that meeting, Mr. Lister will speak with the group about the search process, including confidentiality requirements, and also provide an orientation to the SchoolSpring site, which members will use to access the applications.

There will be an update on the status of the superintendent search at each regular monthly board meeting.

Respectfully submitted,

Donna Palley, recorder
Board of Education
Concord School District
Regular meeting
December 1, 2014

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, president, Tom Croteau, Melissa Donovan, Barb Higgins, Jennifer Patterson, Oliver Spencer, Patrick Taylor, Board members-elect Alana Kimball and Jim Richards, student representatives Will Scharlotte and Winnie Wang

Administrators: Chris Rath, Superintendent, Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda
Mr. Cogswell reviewed the agenda. Superintendent Rath asked that the agenda be amended to move Item VIII, Personnel, to after Item XI, Curriculum and Instruction, as action on personnel would change depending on the result of a vote from the Instructional Committee.

The Board voted 9–0 to approve the agenda as amended (moved by Kass Ardinger, seconded by Jennifer Patterson).

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

Agenda Item 4. Recognitions
Student representative Winnie Wang noted that the high school’s Comedy Night is December 3. Benefits will be donated to the canned food drive. She congratulated the Granite State Challenge team for advancing in the competition. Winnie noted three upcoming holiday concerts: December 11 for the Chamber Singers, Jazz Band, and Chamber String Orchestra. The Band and Orchestra concert is on December 15 at the Capitol Center for the Arts. The third concert is on December 16 at CHS. The assembly announcing the result of the Canned Food Drive will also be held that evening.
Student representative Will Scharlotte noted that athletic tryouts would be held this week. Junior Della Dolcino has been invited to perform at the All-Eastern Music Festival.

Superintendent Rath noted the following good news:

The Concord Lions Club members conducted vision screening of over 600 elementary students in November. This is a great service to our community. School nurses will be following up with parents of the 40 students referred for further vision examinations. The Lions Club can provide financial assistance so that every child has the ability to see clearly.

A number of CHS Music students successfully auditioned and were accepted to the 2015 NHMEA All-State Music Festival, which will be hosted at Concord High School in April. Representing the Band will be Glynnis Cummings, Fiona MacWhinnie and Sierra Pepper. Representing the Orchestra will be Maria Emmons, Joe Nyhan, Nathan Pace and Rylie Ray. Representing the Mixed Chorus will be Richard Clar, Daniel Desmond, Della Dolcino, Austin Maheu, Hannah Miller, Tyler Shore, Nathan Smith, Ryan Sweatt, Michael Webb. Representing the Woman’s Chorus will be Susan Griffith and Lexie Perlow. Congratulations to Della Dolcino, Nathan Smith, Tyler Shore, and Michael Webb, who received the highest scores in their audition rooms.

Laurie Hart, Early Childhood Coordinator, helped to organize an Early Childhood Trauma in-service training on November 13, sponsored by the Safe Schools/Healthy Students Initiative, Concord School District and Merrimack Valley Day Care. Preschool and child care professionals from Concord learned how to recognize and address emotional and behavioral challenges that arise from trauma, and how to create home and class environments that promote learning and development through safe and supportive relationships. The workshop was presented through the collaborative partnership of the Community Health Institute, the NH Department of Health and Human Services, the Department of Psychiatry at Dartmouth, the Safe Schools/Healthy Students Initiative, and Merrimack Valley Day Care.

The Concord Monitor featured a story about a new state initiative, “College Application Week,” which kicked off recently in Concord. The application program, a partnership with the American Council on Education, took place at six New Hampshire public schools this week. The project is part of a national “I’m Going to College” month, supported in New Hampshire by the state Department of Education, the New Hampshire Higher Education Assistance Foundation, the state’s public university and community college systems and the New Hampshire College and University Council.

Congratulations to Concord High’s Granite State Challenge team, and coaches Helen Dugan and Chad Fleming, on qualifying for season 31 of Granite State Challenge. 54 teams competed and only 18 moved on to the next round. Concord High will be matched against John Stark Regional High School on Saturday, January 10 at 2:30 p.m.
at NHPTV in Durham. Team members include Marissa Splendore, Azwad Iqbal, Annikka Matson, Joe Ossoff, Artie Aznine, and Elliot Sands.

Rundlett Middle School’s Performance Ensemble Group, under the direction of Ms. Karen Braz, presented its fall production of *The Golden Goose*, a humorous adaptation of the Brothers Grimm’s beloved fairy tale on November 13 - 15.

In the Tri-County Championship game Rundlett Middle School’s “A” Soccer Team prevailed over Timberlane Middle School by a score of 4-3 to take home the Tri-County trophy. Congratulations to each of the players as well as to Coach Kerry Clock.

Mr. Cogswell recognized Patrick Taylor, who will be leaving the Board at the end of the year, noting that he had stepped in to fill a vacancy and has been a valuable and conscientious committee and Board member. He noted that Mr. Taylor will be missed on the Board. Mr. Cogswell also recognized Melissa Donovan, who is leaving before her term is up because she has moved. He noted that Ms. Donovan’s perspective has been invaluable on many topics. He thanked both Board members for their service.

### Agenda Item 5. Acceptance of Gift

Jack Dunn described a gift to the District from Sharon J. Lea, who has contacted the administration about making a gift of up to $25,000 in honor of her late husband Scott Lea. Mr. Lea was a 1982 graduate of Concord High School, and had a long and successful career in technology. Funds will be used to assist the Concord High School Robotics Club’s participation at the national competition, create a scholarship, the Scott R. Lea Technology Achievement Award, in Mr. Lea’s honor, and create an award for teachers to use technology in the classroom. She has sent $8,000 and will send more over the upcoming months. Tom Croteau asked that the administration be in touch with Mrs. Lea as the scholarship is developed.

*The Board voted 9–0 to accept the gift of Mrs. Sharon Lea as described above, with gratitude (moved by Barb Higgins, seconded by Mr. Croteau).*

### Agenda Item 6. Approval of Board Minutes

Mr. Cogswell briefly reviewed the minutes of the Board meeting on November 3, 2014.

*The Board voted 9–0 to approve the minutes of the regular monthly Board meeting on November 3, 2014 (moved by Oliver Spencer, seconded by Melissa Donovan).*

Mr. Cogswell noted that the Canvass of the Vote was taken after the last election, by telephone. It is included in the minutes as a matter of record.

Mr. Cogswell briefly reviewed the minutes of the November 5 and November 19 Special Board meetings on the superintendent search, noting that the NHSBA consultant was present at both meetings. At the first meeting, the makeup of the search
committee was discussed and there was input from some community members. At the second meeting, procedures were set up to move forward.

The Board voted 9–0 to approve the minutes of the Special Board meetings on November 5 and November 19, 2014 (moved by Mr. Croteau, seconded by Rusty Cofrin).

Agenda Item 7. Superintendent Search

Mr. Cogswell announced the members of the Superintendent Search Committee: Kass Ardinger, Concord School Board member; Tom Croteau, Concord School Board member; Mr. Cogswell; Tom Sica, Principal, Rundlett Middle School; Susan Lauze, Principal, Broken Ground School; Donna Palley, Assistant Superintendent, Concord School District; Jack Dunn, Business Administrator, Concord School District; Carol McCarthy, Special Education Coordinator, Beaver Meadow and Christa McAuliffe Schools; Lise Bofinger, Head of Science Department, Concord High School; Tim Sink, President, Concord Chamber of Commerce; Jerry Madden, Director, Friends Program; Brinkley Brown, Student, Concord High School; Maureen Redmond Scura, Parent and member of CHS PTO; and Kevin Nyhan, NH Department of Transportation and parent of Abbot-Downing students. Mr. Cogswell emphasized that the committee will make its recommendation to the full Board; it is the full Board that will hire the candidate. The next meetings, to hear input from the community, are on Tuesday December 9, and Tuesday December 16.

Agenda Item 9. Negotiations

Ms. Patterson reported that the Board met on November 3 in a non-public work session on negotiations, in preparation for the upcoming negotiations with the CEA bargaining group. According to the Right to Know law (RSA 91-A), these are “non meetings” and are not open to the public.

Agenda Item 10. Communications

Ms. Patterson reported that the Committee met on November 10 to discuss revision of Policy #430, Physical Restraint and Seclusion, to align with changes to state law. The law governing physical restraint was revised in the last legislative session and now governs the use of seclusion as well as physical restraint. Changes to Policy #430 comply with the new law – including definitions, conditions for the use of physical restraint or seclusion, exclusions, and accompanying forms. Ms. Patterson reviewed the policy and read excerpts from it. The policy is before the Board for a first reading.
Ms. Higgins asked if there is a specific room in each school for seclusion. The Committee had noted that seclusion could not occur in any building that does not have a room for that purpose that meets the specifications in the law.

Ms. Donovan asked if the parents should sign the forms, in addition to being verbally notified. Superintendent Rath will look into whether requiring parents to sign each form will add additional liability for the district.

Ms. Higgins asked for the required specifications of a seclusion room, and Superintendent Rath noted that the legal language would be sent to the Board and posted near the policy on the District’s website.

Ms. Patterson noted that the Communications Committee reviewed the Special Education Manual (Policy #625) as part of its periodic formal review. The changes included the addition of references to changed special education regulations.

**The Board voted 9–0 to approve the changes to Policy #625 Special Education Manual as presented (moved by Ms. Patterson, seconded by Ms. Ardinger).**

Agenda Item 11 Curriculum and Instruction

Ms. Patterson reported on the committee’s meeting on November 12, at which the committee heard a presentation on competency grading at CHS. NH State Minimum Standards adopted in 2005 required all high schools to develop competencies for all courses, and Minimum Standards for School Approval adopted in 2014 now mandate that School Boards require that graduation be based on the mastery of competencies.

Until 2012–2013, teachers had discretion about how to do their assessments and grading. Beginning in 2013–2014, teachers were expected to align their classroom work with one or more of the course competencies and to have a reassessment procedure in place. For 2014–2015, CHS administrators reviewed research and proposed guidelines that including having formative assessments (homework and practice work) not being calculated into the grade, although that work is very important in terms of guiding instruction and providing feedback to the student.

Mr. Cogswell added that he has had many questions from parents about the role of homework, and reminded the public that the entire meeting is available for viewing on yourconcordtv.org.

The committee considered the proposed calendar for 2015–2016, which closely mirrors the calendar for 2014–2015. The calendar includes the four professional days first approved in 2014–2015. Superintendent Rath noted that the November professional development day was being moved to coincide with Election Day so that schools could be used as polling places without students being present. The CEA needs to agree to the sidebar that permits the start of the school year before Labor Day. The Committee recommending this calendar to the full Board for approval.
The Board voted 9–0 to approve the proposed 2015-2016 calendar as presented (moved by Ms. Patterson, seconded by Mr. Spencer).

At its November 24 meeting, the committee voted to recommend a proposal for this season to split one winter track head coach stipend for two co-coaching positions for girls and boys winter indoor track, and a proposal to reallocate funds from an unused fall coaching stipend to fund a new (Group 14, Step 3) winter season position to support the increased enrollment in Rundlett XC skiing.

The Board voted 8–1 (Higgins voted nay) to split for this season the one winter indoor track head coaching stipend of $3,731 for two co-coaching positions for girls and boys winter indoor track (moved by Ms. Patterson, seconded by Mr. Cogswell).

The Board voted 9–0 to reallocate funds from an unused fall coaching stipend to fund a new (Group 14, Step 3) winter season position to support increased enrollment in the Rundlett XC skiing program (moved by Ms. Patterson, seconded by Mr. Cofrin).

Ms. Ardinger noted that with these proposals, Mr. Mello was responding to the Board’s direction during a prior budget season to establish appropriate coaching staff numbers resulting from fluctuating program enrollments.

The committee also recommended the replacement of two courses, Conceptual Physics and Mathematical Physics, by just one course, Physics. Students who are ready could then take AP Physics without taking Physics, which would not be a prerequisite for AP Physics. Sophomores could request to take AP Physics.

The Board voted 9–0 to approve the replacement of two courses (Conceptual Physics and Mathematical Physics) by one course, Physics and allow students who are ready to take AP Physics without taking Physics to do so (moved by Ms. Patterson, seconded by Mr. Cofrin).

The committee also recommended approval of a new course, Big History, as an elective for students in grades 9 and 10. The course will focus on teaching students to see common themes and patterns throughout history with an emphasis on making connections among many different disciplines.

In response to a question from Mr. Cogswell, it was noted that students need to take US History, Geography, Civics and Economics in order to graduate. The Big History course would not replace any of these courses.

The Board voted 9–0 to approve a new course, Big History (moved by Ms. Patterson, seconded by Ms. Ardinger).

Finally, the committee voted to recommend approval of a new course, AP Music Theory, for students looking for a deeper understanding of music and who may be interested in majoring in music in college. The course will cover topics such as musicianship, analysis, aural skills, theory, musical materials and procedures.
Prerequisites include experience performing on a musical instrument, singing, or completing the course Music Theory I.

The Board voted 9–0 to approve a new course, AP Music Theory (moved by Ms. Patterson, seconded by Mr. Cofrin).

The committee also heard that the new Minimum Standard for Math and Language Arts now require that students engage in math and language arts “experiences” each of the years they are enrolled in high school, even if they have completed the required courses. For math, engagement may be in courses in which math is integrated or applied. It is not clear yet whether this requirement will apply to current students at CHS or begin with incoming freshmen, or whether it is a semester or full-year requirement. Most students would already meet this requirement for a language arts experience each year.

The high school administration is considering creating a space at CHS where students could take an online class.

Ms. Patterson noted that the committee then heard the 2014-2015 enrollment report, which is posted on the district website. The district’s Fall 2014 enrollment, as of mid-October, was 4,568 students, 31 fewer students than fall 2013, a slower than anticipated decline. She highlighted that class sizes in elementary and all schools are on the lower end according to the Board’s class size policy; CRTC enrollment for Concord students went down slightly; approximately 15% of the student population is in special education; and 326 students are in the ELL program this year, or 7% of our population, an increase of 30 this year.

Agenda Item 8. Personnel
Leaves of Absence
Larry Prince presented two leaves of absence (maternity and child-rearing).

The Board voted 9–0 to approve the leaves of absence as presented (moved by Ms. Ardinger, seconded by Ms. Higgins).

Coach nominations
Mr. Prince presented several coaching nominations, after confirming the prior vote about splitting the coaching stipend.

George Feliz, Indoor Track Co-Coach, Concord High School, $1,866, 50% of Step 3, Group 6, 9.5%. George replaces Jennifer Rivers.

Daniel Haines, Indoor Track Co-Coach, Concord High School, $1,866, 50% of Step 3, Group 6, 9.5%. Dan replaces Tristan Black-Ingessoll.

Shawn Moseley, Wrestling Assistant Coach, Concord High School, $786, Step 1, Group 14, 2.0%. Shawn replaces Miguel Pires.
Lisa Waszeciak, JV Spirit Coach, Concord High School, $1,375, Step 2, Group 13, 3.5%, New position.

Mark Feigl, Supplemental Wrestling Coach, Rundlett Middle School, $786, Step 1, Group 14, 2.0%. Mark replaces John Hall

Mark Paveglio, Girls B Basketball Coach, Rundlett Middle School, $2,357, Step 3, Group 11, 6.0%. Mark replaces Sarah Averill.

Mr. Prince noted that there is as yet no actual nomination for the additional coach for RMS cross-country skiing.

The Board voted 9–0 to approve the coaching nominations as presented (moved by Mr. Croteau, seconded by Mr. Spencer).

Agenda Item 12. Capital Facilities

Mr. Spencer reported on the committee’s meeting of November 17, 2014, at which Girls Inc. officials Cathy Duffy and Karen Billings described their proposal to lease space at Eastman School and answered the committee’s and the neighbors’ questions. Girls Inc. hopes to increase its program enrollment to about 100 girls. Girls in the program also made a presentation. Neighbors asked about vehicles going in the direction of the 4-way intersection toward Mountain Road. Signs can be put up to direct the vehicles on an alternate way to enter and exit Eastman School, and the administration will work with Girls Inc. to establish a safe traffic pattern. Girls Inc. will take care of the daily maintenance of the building and grounds, while Concord School District will plow and take care of major maintenance on the building. The committee voted unanimously to support the lease proposal.

The Board voted 9–0 to approve the lease of a portion of Eastman School to Girls Inc. subject to approval by the Concord Zoning Board and City Council (moved by Mr. Spencer, seconded by Mr. Taylor).

Agenda Item 13. Finance

Mr. Croteau reported that the Finance Committee met on November 19 to review the history, revenues, expenses and proposed changes for the Community Education program. The Community Education brochure is sent to 106,800 dwellings in the area. Total budgeted expenses for FY15 are $219,974 and actual expenses through 11/18/14 are $92,605. Revenue from tuition and summer enrichment tuition (Robotics) includes credit card payments, check and cash payments, as well as refunds. Total budgeted revenue for FY15 is $242,500 and actual revenue through 11/18/14 is $40,698. Actual expense vs. revenue through 11/18/14 is -$51,907. He reported that Mr. Dunn detailed that the majority of the advertising budget ($20,000) covers printing and postage.
Mr. Croteau noted that Community Education was originally intended to be self-supporting, but currently is not. The administration proposed several changes to make the program self-sustaining, including reducing the mailer from three times to once per year, and eliminating newspaper ads, for a cost savings of $28,720; adding a convenience fee to credit card transactions; and increasing class tuition by $10 per course. He noted that the brochure could be sent out with a reference to the website for further information and to register.

Mr. Croteau noted that tuition ranges from $29 to $144 per class; Biology labs can cost as much as $425, and there are approximately 70 courses. There is a 10% discount on the second course if someone signs up for more than one course; senior citizens receive a 25% discount; and District employees receive a 50% discount. Other proposed changes are to redesign the brochure; advertise on ConcordTV and on WKXL; use social media; create an online survey; and increase course offerings. It was noted that Board Policy #633 will be reviewed and revised to be in compliance with the senior citizen discount for course tuition.

Mr. Croteau then reported on the meeting of the committee of December 1, noting that the administration needed the Board to take action regarding the bond for the elementary school consolidation project, as it was closing the books. The committee recommended to the full Board that the authorized but unissued balance of the elementary school consolidation project be rescinded.

The Board voted 9–0 to rescind up to the $6,466,140 million authorized, but unissued balance of the $62,539,605 originally authorized on December 22, 2009 by the District to pay costs of the Elementary Consolidation Project and SAU renovation, as such amount is no longer needed to complete the project (moved by Mr. Croteau, seconded by Mr. Spencer).

Agenda Item 14. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings for December. The next meeting is a “non meeting” for the purpose of discussing negotiations, following the team’s negotiating work. On December 10, the Communications Committee will hold a non-public hearing on a personnel matter (committee members only). She reminded the Board about the annual retreat, scheduled for Saturday, January 10.

Agenda Item 15. Public comment

There was no public comment.

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

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Kass Ardinger, Secretary