Board of Education, Concord School District
Annual Organization meeting and Regular meeting
January 5, 2015

Board members  Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barbara Higgins, Alana Kimball, Jennifer Patterson, Jim Richards, and Will Scharlotte and Winnie Wang (student representatives)

Board member absent: Oliver Spencer

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

Annual Organizational Meeting
Superintendent Chris Rath called the meeting to order at 7:00 p.m. She recognized new Board members Alana Kimball and Jim Richards, and welcomed Tom Croteau to his second 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.

Rusty Cofrin nominated Clint Cogswell for president. There were no other nominations.

The Board voted 8–0 to elect Clint Cogswell as president of the Concord School Board for 2014 (motioned by Mr. Cofrin, 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.

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 8–0 to elect Jennifer Patterson as vice president of the Concord School Board for 2014 (motioned by Mr. Cogswell, seconded by Mr. Cofrin).

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

Mr. Cogswell nominated Ms. Ardinger as secretary of the Board. There were no other nominations.
The Board voted 8–0 to elect Kass Ardinger as secretary of the Concord School Board for 2014 (motioned by Mr. Cogswell, 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 8–0 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. It was noted that any member of the Board can attend meetings of any other committee, except grievances before the Communications Committee.

The Board voted 8–0 to adjourn the organizational meeting (motioned by Barb Higgins, seconded by Jim Richards).

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

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

Agenda Item 4. Recognitions
Student representative Winnie Wang noted that the holiday concert the week before the holiday break was fantastic and appreciated. Last month’s canned food drive raised over 10,000 items.

Student representative Will Scharlotte noted that the play *The Drowsy Chaperone* will be performed the weekend of January 15, as one of the high school’s major theatrical productions for the year.
Superintendent Rath noted a letter from Safety Officer Peter Trott, who coordinated the Holiday Food Basket Program in the elementary and middle schools, reporting on the good work of our students, especially four eighth grade students chosen by Kate Weeks: Christopher Breau, Emma Dusavitch, Savannah Hawkins and Kyle Keyser. Mr. Trott wrote: “They performed flawlessly and worked extra hard during this event, and received many accolades from school staff members and volunteers at the armory.” Superintendent Rath also thanked Peter Trott for his work, noting that he retired from the school district on December 31.

Superintendent Rath noted a letter from Donald Fitzgerald of Antrim, NH, recently a patient at Concord Hospital, who appreciated a placemat on his Thanksgiving dinner tray hand-painted by RMS student “Cooper.” He hung Cooper’s beautiful autumn work of art in his hospital room. He wrote, “I don’t know how many folks in the hospital took the time to appreciate these acts of kindness. I wanted you and your students and Cooper to know how much it meant to me. I have the piece hanging in my home and when I feel better will frame it and hold on to it forever.”

Superintendent Rath also noted an editorial in the Concord Monitor appreciating the work being done at CHS on competencies.

Superintendent Rath reported that several Concord School District faculty members presented workshops at the 2014 Christa McAuliffe Technology Conference held in Manchester in December: Amy Gillam, Melissa Scott, Toni Crosby, Melissa McCaffrey, Nancy Keane, Justin Bourque, and IT Director Pam McLeod.

Superintendent Rath congratulated Josephina (Della) Dolcino on her acceptance to the 2015 All Eastern Mixed Chorus for the National Association of Music Educators Conference in April. Della is 1 of 2% who will represent NH.

Agenda Item 5. Approval of Board Minutes

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

The Board voted 8–0 to approve the minutes of the regular monthly meeting on December 2, 2013 with the change noted (moved by Mr. Richards, seconded by Mr. Croteau).

Agenda Item 6. Personnel

Staff nominations

Mr. Prince presented three staff nominations.

Kayla Summers, Math Teacher, Concord High School, $18,982, 14 days at 60% of M-1=$1,983, 90 days at 80% of M-1=$16,999. Kayla replaces Courtney Connor (see below) – LOA. 14 days at 60% of B-4 = $2,127.45. 90 days at 80% of B-4 = $18,235. Budgeted at $20,363
Katherine Proulx, Classroom Teacher, Broken Ground School, $24,554, rate of M-1, one year only, prorated 104 days. Katie replaces Lindsey Foley (104 days at M-1 = $33,036) – LOA. Budgeted at $33,036

Erica Luis, Preschool Outreach Teacher, Mill Brook School, $10,518, rate at 45% of M-1, one year only, prorated 99 days. Erica replaces Shira Siegel (99 days at 45% of M-11 = $16,255) – transfer. Budgeted at $16,255

The Board voted 8–0 to approve the staff nominations as presented (moved by Mr. Cofrin, seconded by Mr. Croteau).

Mr. Prince presented three coach nominations.

Lisa Waszeciak, JV Spirit Coach, Concord High School, $1,571, Step 3, Group 13, 4.0%. New position.

Jeffrey Deacon, Cross Country Ski Coach, Rundlett Middle School, $982, Step 2, Group 14, 2.5%. Jeff replaces Donna Lannan.

Shawn Moseley, Wrestling Assistant Coach, Rundlett Middle, $1,178, Step 3, Group 14, 3.0%. Shawn replaces Miguel Pires.

The Board voted 8–0 to approve the coach nominations as presented (moved by Mr. Cofrin, seconded by Mr. Croteau).

Agenda Item 7. Finance Committee

The December 1 Finance Committee meeting had been reported on by Mr. Croteau at the Board’s December 1, 2014 meeting. The minutes are included here for the record.

Agenda Item 8. Curriculum and Instruction

Ms. Higgins reported on the December 10 Instructional Committee meeting, at which Assistant Superintendent Donna Palley, Principal Gene Connolly, CHS Assistant Principal Steve Rothenberg, English Department Facilitator Linda Lawson, and English teachers Kaileen Chilauskas and Beth York described a proposal to introduce a new one-semester English elective, Technical Writing.

The class would fill a gap in the English elective program, which, while strong, needs a course that prepares students for non-literature-based expectations for reading, writing and presenting. The class was designed for students with a variety of interests as well as those interested in technical fields. Ms. Chilauskas notes that the course’s competencies emphasize understanding technical text, learning vocabulary and sequencing informational text, which are all aligned with Common Core standards. The CRTC’s Perkins grant will help fund some of the professional development for English and CRTC staff for this course.
The Board voted 8-0 to approve the addition of the Technical Writing course to the Concord High School Program of Studies for registration in 2014-2015 (motioned by Ms. Patterson, seconded by Mr. Croteau).

Agenda Item 9. Negotiations Update
Ms. Patterson reported that the Board has met 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. Central Office Project Update
Matt Cashman reported that progress is being made on the Central Office Board room and offices for the IT department. The handicap accessible bathrooms are being installed and the kitchen cabinets are being installed. Mr. Cashman attends weekly job meetings and regularly updates the staff on the progress of work and any anticipated interruptions.

Agenda Item 11. Superintendent Search Update
Mr. Cogswell noted that the community survey link will be open until January 7. The deadline for superintendent applications is January 16, 2015.

Agenda Item 12. Proposed calendar of meetings
Superintendent Rath discussed the proposed Board committee meetings for January 2015, noting the Board Work Sessions, the Board’s annual retreat, and the Legislative Breakfast on Friday, January 30.

Agenda Item 13. Public comment
There was no public comment.

Agenda Item 14. Adjournment
The Board voted 8-0 to adjourn (motioned by Mr. Richards, seconded by Mr. Croteau).

The Board adjourned at 8:05 p.m.
Respectfully submitted,

Kass Ardinger
Secretary
School Board Retreat  
Saturday, January 10, 2015

Board members present: Board members Jennifer Patterson, Rusty Cofrin, Tom Croteau, Barb Higgins, Alana Kimball, Jim Richards, Clint Cogswell (8:30 a.m.; we locked him out)

Board members absent: Kass Ardinger, Oliver Spencer

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

Guest: Attorney John Teague (8:15–9:20 a.m.)

The retreat convened at 8:15 a.m. with an introductory activity to generate ideas about what makes a good School Board member. This was followed by a presentation by John Teague on roles and responsibilities of Board members. John complimented the Concord School Board for its professionalism over the years. He reviewed the quasi-judicial role of the Board and the importance of a neutral “mindset.” He reviewed the ministerial responsibilities such as setting the calendar. John reviewed the important issues for Board members related to conflicts of interest and the 91-A Right to Know law. The Board then conducted a brief review of its own policies regarding Code of Ethics, Rules of Order, Conflict of Interest, Electronic Communication and 91-A, by identifying the relevant policy for a given scenario.

After a brief break, the Board reviewed the lengthy list of goals it had set last January. Working in three groups, the Board and administration reviewed the progress that had been made on each goal and identified which goals could be marked “completed” and which goals needed to be carried into 2015. The Board also identified two additional goals, improving public relations and increasing the use of social media tools for administrators/teachers to communicate with students and parents. In the discussion of goals, it was also noted that the administration should report on measures that have been taken or are underway to increase safety at all the schools, including the “routes” to school.

Superintendent Rath left at this time and Assistant Superintendent Donna Palley led the Board in a review of the job responsibilities and expectations of the Superintendent. The group worked together to answer the question, “What qualifications and qualities will we want in our next superintendent?” Board members developed a list of the qualities and skills they will look for in the next superintendent, prioritizing those they felt were most crucial, including excellent management, communication and technology skills, prior experience at many levels in a district, honesty, openness, integrity and empathy. This will become a guiding document for the members of the Superintendent Search Committee.
Board of Education, Concord School District

Board Work Session

January 26, 2015

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Alana Kimball, Jennifer Patterson, Jim Richards

Board members absent: Barbara Higgins, Oliver Spencer

Administrators: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Elementary Principals Kris Gallo, Susan Lauze, John Forrest, Kathleen Riordan, Special Education Coordinator Nancy Pender

Board president Clint Cogswell called the meeting to order at 6:08 p.m. and introduced the agenda, a discussion of the impact of behavior specialists placed in each of the five elementary schools working with students with severe emotional disabilities.

Donna Palley provided a context for the model used by the district for its students, termed a multi-tiered systems framework for student success. It is comprised of:

**Tier 1** – 80-90% of students, classroom-wide, all settings, all students:
Building-wide positive and high expectations in all settings: classrooms, halls, cafeteria, playground; explicit instruction of all expectations; Responsive Classroom strategies; tools for teaching strategies; systems for reinforcing positive behavior; guidance curriculum; universal team structure

**Tier 2** – 10-15% of at-risk students who need small group or individualized support:
Student support room (SSR); individual and small group interventions (counseling, support groups, therapeutic groups); academic seminar; check in – check out

**Tier 3** – 1-5% of high-risk students who need intensive and individualized support:
Functional behavioral assessment behavior support plan; special education intervention; behavior consultant and behavior specialists; individual counseling; wraparound including families (Renew – an intensive wraparound approach); 3R Program housed at Beaver Meadow School; alternative placement out of district

Ms. Palley discussed the district’s Safe Schools/Healthy Students Grant, designed to promote early childhood social and emotional learning and development; promote mental, emotional and behavioral health; connect families, schools and communities; prevent behavioral health problems, including substance use; and create safe and violence-free schools. The $2.2 million grant will extend over four years, and brings together community and school mental health supports and services (Riverbend, Child and Family Services, Ascentria [formerly Lutheran Social Services], Second Start, UNH
Institute on Disability, Granite State Federation of Families and Youth; Second Start, Head Start, school mental health services.

For children birth – 5 and families at the Tier 1 level, the grant will provide universal screening for emotional/behavior issues; Concord Family Centers (Mill Brook School; the Heights; Jennings Drive; and a fourth center in the BMS neighborhood coming this year); professional development for preschool/childcare providers; and outreach to refugee and immigrant students.

At the Tier 2 level, the grant will provide technical assistance for child care and preschool providers (support before children come to kindergarten): specialized therapeutic services including trauma-focused services; home visiting services; supports/referrals for pregnant and parenting teens.

For school-age children in all tiers, the grant will provide development of Positive Multi-Tiered systems in our district including family and youth voices.

At the Tier 1 level, the grant provides a family/school liaison for refugee and immigrant students; mental health first aid training; family and youth involvement; substance abuse prevention.

At Tiers 2 and 3, the grant provides Riverbend therapists in the schools and on teams; a substance abuse counselor at Rundlett Middle School/Concord High School; a LADAC (licensed accredited drug and alcohol counselor) at CHS; and RENEW training (an intensive wraparound service).

Ms. Palley noted that implementing a systematic approach includes a multi-level continuum of support; data-driven decisions throughout the continuum; implementing practices that encourage positive behavior and discourage repetitive concerning behavior; implementing practices with fidelity; implementing systems that decrease staff stress and support effective practices; and promoting Tier 1 consistency among staff and administration.

Ms. Palley described the need for the five behavior specialists in the elementary schools as reflective of the numbers of students with significant emotional/behavior needs: there are several in each school, many in the primary grades. The behavior specialists’ primary duties are the implementation of behavioral support plans, working in partnership with educators and related staff to provide support in the school setting, and behavioral data collection.

Ms. Palley briefly described the numbers of students in each of the five elementary schools on whom the behavior specialists’ work has been focused.

School A: 3 in grade K; 1 in grade 1
School B: 1 in grade 1; 1 in grade 2
School C: 1 in grade 5; 1 in grade 4; several others, through SSR
School D: 1 in grade 2; 3 in grade 3; 1 in grade 4
School E: 1 in grade K; 1 in grade 2
Total of 15 students

Ms. Palley then showed data on eight specific, anonymous students, noting that not all are identified with a disability (have an IEP). These data were collected by the behavior specialists. One slide showed the percentage of time in which the student was in the following states: calm; agitated; escalated; time in class. Ms. Palley noted that each of these categories is very specifically defined. Another slide described a student who is in the classroom the entire day, who displays behaviors categorized as major and minor. Several other students’ behaviors were measured as calm; agitated; escalated; time in class; active/unfocused; escalated; time in assigned area. She noted that several students’ situations have improved over a period of time.

Jennifer Patterson asked if there would be a continued need for the behavior specialists over time, or whether it could be phased out. She noted that from the distribution of students described, those specialists who were with one child have been able to move on and work with groups of students, and asked whether the need would reduce over time or would there always be students coming in with these needs.

Ms. Palley noted that the administration is proposing to continue with the behavior specialists next year. She said that the district will always have students with high needs but with the grant, the district is trying to build more robust systems in the community so that children are identified early.

In addition, John Forrest noted that students with mental health issues can come from another school, elsewhere in the state or from another state. While the staff works very hard to get each child’s needs assessed and a program started, it is not infrequent that another child with intensive needs presents in the same school year.

Kass Ardinger said she was assuming that some of these students are identified with some disability, and asked whether they would have multiple inputs throughout the day. Ms. Palley noted that these students are seeing other providers as well.

Ms. Ardinger noted that the district’s goal is to prepare a child to be capable of spending as much time as possible in the regular classroom. She asked what the district’s alternative would be if not for the work of the behavior specialists. Ms. Palley replied that these interventions are steps toward keeping these students in school, and that there are not many options for out-of-district placements for younger students.

In response to a question from Rusty Cofrin, Ms. Palley noted that the behavior specialists actually work for William White Associates and are supervised by his staff member Cathy Apfel.

Jim Richards asked whether these students have other services; for example, interventions at home or outside therapist services of which the district is not aware that could be affecting behaviors. Ms. Palley noted that many if not all of these
students have therapists; may have other services through the grant or otherwise in the district.

In response to a question from Mr. Croteau about how the program works with PBIS, Ms. Palley noted that Abbot-Downing and Christa McAuliffe Schools are in their first year of PBIS; Broken Ground School is starting Tier 2; MBS is a Responsive Classroom school; BMS is in the third year of PBIS and is working on Tier 2 and 3; RMS is in year four; and CHS is doing Tier 3 work. She also noted that the grant includes funds for monitoring the fidelity of implementation (tools through PBIS).

She added that the budget proposal includes an increase in days for the consultant so that each elementary school has two planned days of consultation, noting that 60 days of consultation seemed like enough time but is not.

Ms. Ardinger noted that the budget goal is to assess whether the program is valuable enough to continue to be funded, and requested principals’ and teachers’ views.

Kathleen Riordan commented that one of her teachers reported that the behavior specialist has “saved her life and those of the other students in the classroom,” where there was a student who was physically aggressive and would not have been able to spend any time in the classroom at all. This was a very young child for whom there would have been very few available out-of-district placements. She reiterated that students’ emotional/behavioural problems may cycle in severity, but don’t necessarily get resolved completely.

Kris Gallo commented about the ripple effect this year vs. last year regarding the amount of time a principal/special ed coordinator/special education teacher/classroom teacher/aide has needed to be pulled from essential duties. She stated that this is a significant change for individual students; entire classes; teachers; and the entire school.

Mr. Cogswell noted that like all interventions, this is expensive. He recalled that before the behavior specialist model, a school would be in “all hands on deck” mode with a child with these problems. He asked whether all these students have aides (most do not) and noted that the 3R program was very successful although there are pluses and minuses about going into a contained classroom. He suggested that a useful question to ask is whether to help these students in their neighborhood school, or to send them to the 3R program (at BMS).

Ms. Palley noted that this is not an either/or situation, as the behavior specialists are working with many kindergarten and first graders, and the 3R program is not an option for students this young.

In response to a question from Mr. Cogswell about the involvement of guidance counselors, Ms. Riordan commented that the guidance counselor works in tandem with the behavior specialist, which in some cases will allow the behavior specialist to focus on students in Tier 2, whose behaviors in some cases are spiking. She said that while there is no question that the behavior specialist has been helpful to the teacher,
the behavior specialist is modeling primarily for staff immediately around a given child and this does not extend to school staff as a whole.

Susan Lauze noted that BGS students are older (grades 3 to 5), and that staff has been able to hook the student or the family up with more intensive therapy. Formerly a child’s intensive needs took the guidance counselor away from other students. In response to a question from Mr. Cogswell, she stated that a special educator or the consultant is working with the team to set goals and develop a child’s plan, not the behavior specialist.

Mr. Forrest noted that the guidance counselor’s role is changing – instead of working in crisis mode with one student, she is able to do outreach and make referrals to family. She can now run groups and perform the rest of her job.

In response to a question from Mr. Cofrin, Ms. Palley noted that there has not been a decrease at the elementary schools in sending students out of district. She noted that the district doesn’t send many elementary students out of the district as there are few available placements.

Ms. Ardinger noted that the importance of the buildup of services around this grant cannot be underestimated. Hopefully the behavior specialist program and the grant will build a larger community of support for mental health. She said that children with mental illness do attend Concord schools, and the School Board must make it possible for them to do so without continually drawing staff to crises, leaving teachers able to work consistently with the rest of their students.

Mr. Croteau suggested that in a future meeting the Board may want to discuss how the support system is working for the general population of students.

The Board thanked the principals and special education coordinator for attending this meeting and providing feedback on the behavior specialist program.

The meeting ended at 7:10 p.m.

Respectfully submitted,

Kass Ardinger
Secretary
Presentation to the Board

Board President Clint Cogswell called the meeting to order at 5:36 p.m. and explained that this was the first meeting to consider the FY 2015-2016 Superintendent’s Proposed Budget. Superintendent Rath explained that this meeting was an overview of the proposed budget, highlighting some of the issues. She also noted that subsequent meetings will examine in more detail the FY16 budget.

The program goals for this budget are as follows:

1. Regular Education Program – the goal is to maintain class sizes within School Board policy guidelines and to ensure all elementary schools can implement the schedule to provide, among other advantages, additional time for teacher collaboration and an intervention block.

2. English Language Learners (ELL) Program – the goal is to expand services to meet the needs of the increasing numbers of students learning English in our schools.

3. Special Education Programs and Services – the goal is to continue to improve our programs and services in the social, emotional and behavioral domains.

4. Technology – the goal is to complete the four-year plan to provide wireless access throughout the schools, to upgrade the technology for grade 8 at the middle school and to enable high school students to access an online learning lab.

Business Administrator Jack Dunn highlighted the financial goals for this budget:

5. Capital Purchases – the goal is to develop stable and sustainable methods for major purchases and capital improvements and for replacement plans within the constraints of the budget to include technology and new buses.
6. Debt Service – the goal is to maintain the School Board’s goal of maintaining level debt service. The Board requested the administration try to maintain 5% of the proposed budget for debt service.

Major cost drivers include an increase in health insurance premiums; a 5.5% increase in billing rates and 22.8% in the effective rates resulting in an increase of $852,138 based on projected staffing and current plans. Another cost driver is an increase in employer rates for NH State Retirement (NHRS). Rates for the employee are increasing anywhere from 10.77 to 11.16%, resulting in a decrease of $180.17 and NHRS rates for teachers is increasing anywhere from 14.16% to 15.67% resulting in a $463,958.61 increase. These are also based on projected staffing and current plans. Lastly, an increase in utilities is a cost driver as there is an increase of 12.26% in steam heat, resulting in an additional $89,000, an increase in electricity of 4.29% because of the rise from 5.5 cents to 10.1 cents per kilowatt hour, resulting in an additional $36,000 and an increase in oil of 16.6%, based on consumption, resulting in an additional $7,900.

The structure of the budget consists of three funds. These are the General Fund (1110), the Grant Fund (1221) and the Food Service Fund (1222). The total appropriation for the FY16 budget for each of these funds is as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund (1110)</td>
<td>$75,066,038</td>
</tr>
<tr>
<td>Food Service (1221)</td>
<td>$ 1,725,939</td>
</tr>
<tr>
<td>Grants (1222)</td>
<td>$ 4,233,610</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$81,025,587</strong></td>
</tr>
</tbody>
</table>

A budget comparison of FY15 vs. FY16 shows an increase of $897,421 in the General Fund appropriation. There is also an increase in appropriation of Grants of $1,039,719 and a decrease in the Food Service appropriation of $58,028. The total change in appropriations from FY15 to FY16 is an increase of $1,751,612.

Revenue for the FY16 budget shows a total decrease of $1,289,970. The FY16 budgeted revenue comes from local, state, and federal sources, transfers and the Unreserved Fund Balance. Listed below is the comparison of the FY15 and FY16 budget revenue.

<table>
<thead>
<tr>
<th>Source</th>
<th>FY15</th>
<th>FY16</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$ 4,567,689</td>
<td>$ 4,278,089</td>
<td>$ 289,600</td>
</tr>
<tr>
<td>State</td>
<td>$15,422,878</td>
<td>$15,480,531</td>
<td>$ 57,653</td>
</tr>
<tr>
<td>Federal</td>
<td>$ 2,010,739</td>
<td>$ 1,937,498</td>
<td>$ 73,241</td>
</tr>
<tr>
<td>Transfers</td>
<td>$ 1,962,163</td>
<td>$ 1,181,232</td>
<td>$ 900,315</td>
</tr>
<tr>
<td>Unreserved Fund Balance</td>
<td>$ 2,103,851</td>
<td>$ 1,900,000</td>
<td>$ 203,851</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$26,067,320</strong></td>
<td><strong>$24,777,350</strong></td>
<td><strong>$1,289,970</strong></td>
</tr>
</tbody>
</table>

Mr. Dunn explained that Expense Transfers are funds that are going into a trust fund, and revenue from transfers are funds that are coming into the general fund from trusts.
The structure of the budget includes two types of categories. The Functions category (Regular Education [1100], Special Education [1200], etc.) is the areas of activity for which a service or object is acquired. Within the functions, the Objects category (Salaries [61000], Benefits [62000], Professional Services [63000], etc.) is the service or material obtained as a result of a specific expenditure.

A pie chart displaying the percentage of the budget which each function represents was displayed. The following lists these percentages.

<table>
<thead>
<tr>
<th>Function Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Education</td>
<td>36.72%</td>
</tr>
<tr>
<td>Special Education</td>
<td>17.01%</td>
</tr>
<tr>
<td>Vocational Education</td>
<td>1.42%</td>
</tr>
<tr>
<td>Co-Curricular</td>
<td>1.29%</td>
</tr>
<tr>
<td>Adult/Continuing Education</td>
<td>0.50%</td>
</tr>
<tr>
<td>Pupil Services</td>
<td>6.94%</td>
</tr>
<tr>
<td>Support Services</td>
<td>4.46%</td>
</tr>
<tr>
<td>Board/District Administration</td>
<td>1.58%</td>
</tr>
<tr>
<td>Building Administration</td>
<td>4.78%</td>
</tr>
<tr>
<td>Fiscal Services</td>
<td>.85%</td>
</tr>
<tr>
<td>Building and Grounds</td>
<td>8.32%</td>
</tr>
<tr>
<td>Transportation</td>
<td>3.99%</td>
</tr>
<tr>
<td>Staff Services</td>
<td>.68%</td>
</tr>
<tr>
<td>Benefits</td>
<td>1.98%</td>
</tr>
<tr>
<td>Site Improvement Services</td>
<td>0%</td>
</tr>
<tr>
<td>Construction Services</td>
<td>0.33%</td>
</tr>
<tr>
<td>Bond Principal/Interest</td>
<td>7.45%</td>
</tr>
<tr>
<td>Transfers</td>
<td>1.7%</td>
</tr>
</tbody>
</table>

A summary of these Functions by Function Group in a comparison of the FY15 budget vs. the FY16 budget shows a total operating budget request increase of $897,421 or a 1.21% increase in the FY16 budget.

<table>
<thead>
<tr>
<th>FY15 Budget</th>
<th>FY16 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1100] Regular Education</td>
<td>$26,770,651.28</td>
<td>$27,563,337.54</td>
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<td></td>
<td>[1200 / 2100] Special Ed and Pupil Services</td>
<td>$17,988,459.24</td>
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<td>[1300] Vocational Education</td>
<td>$1,035,439.00</td>
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<td>Change ($)</td>
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<td>$5,917,460.00</td>
<td>$121,869.85</td>
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<tr>
<td>[2600 / 4600 / 5100] - Building and Grounds and Construction, P &amp; I</td>
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</table>
Superintendent Rath explained each function group and the expenses each is responsible for.

Regular Education (1100) ($27,563,336.54) includes the staff and resources for the core academic programs K-12. Proposed staffing changes in Regular Education include adding a .5 position at Mill Brook School (MBS) to accommodate a large kindergarten class going into first grade, adding a .5 Art and .5 Physical Education teacher position to MBS and Broken Ground School (BGS) needed to implement the new schedule, reducing 1 classroom position at Rundlett and, pending course registrations, reducing a .5 Physical Education position at Concord High School (CHS).

Also included in the Regular Education account is a pool for unaffiliated raises; however, there are no raises or steps for negotiating groups in the proposed budget at this time. There is an increase in the substitute pay account, tuition for 17 slots at Second Start, and payment to the City of Concord for the School Resource Officer at CHS. The only significant textbook adoption or replacement in this budget is for math. Lastly, the Regular Education account also includes the $10,000 Capitol Center for the Arts agreement and furniture and equipment for classrooms (e.g. carpet, desks, chairs, white boards for science at CHS).

The Special Education and Pupil Services Function group ($17,980,507.80) consists of Special Education programs and services (1200), Students with Disabilities (1210), and Bilingual/ELL (1260). Pupil Services consists of Guidance Services (2120), Health and Nursing Services (2134), Psychological Services (2140), Speech and Audiology (2150, 2153), Occupational Therapy and Physical Therapy (2160) and Vision Services (2191).

The Special Education programs and services function includes salaries and benefits for most special education teachers, teaching assistants, tutors, and call-in substitute teaching assistants, as well as Special Education and support staff for Strong Foundations Charter School and an additional .3 Special Education teacher at Christa McAuliffe School (CMS). It also includes a reduced budget for teaching assistants as the district projects fewer teaching assistants from Deerfield; job coaches for Project Search (offset with tuition); a Medicaid administration contract; and tuition for foster students placed in other school districts and out-of-district placements per IEP. There is a projected decrease of about $94,040 in this budget.
The Students with Disabilities function consists of salaries and benefits for the preschool program, autism program, language learning disabilities, extended day and year programs, as well as the consulting contract with William White Associates for consulting and behavior specialists for students with emotional and behavioral challenges, including five behavioral specialists for the elementary schools and consulting for students with autism.

Included in the Bilingual/ELL programs and services function are salaries and benefits for ELL teachers and tutors, the addition of a full time ELL teacher for CHS, an increase for additional interpreters and additional books for CHS.

In the Pupil Services function is social work, including the job coach for older students in job placements at CHS. The Guidance Services function pays salaries and benefits for guidance counselors, as well as books, supplies, software and a new career education subscription at CHS.

The Health and Nursing Services function pays the salaries and benefits for nurses and LPNs and the consulting contract with a local physician, as well as supplies and equipment for the nurses’ offices.

The Psychological Services function covers salaries and benefits for school psychologists and funds for outside evaluations such as safety assessments.

Included in the Speech and Audiology Services function are salaries and benefits for speech and language staff, a proposal for a reduction of a .4 vacant position, and re-allocation of a position of an individual who resigned. Some of this re-allocation will be to Speech and some to Learning Disabilities. Also included are equipment and equipment testing.

Salaries and benefits for Occupational Therapists, a contract for physical therapy services and an increase of $9,410 to match actual expenditure is included in the Physical/Occupational Therapy Services function.

Lastly for Pupil Services, the Vision Services function covers salaries and benefits for the vision teacher, a contract with New Hampshire Association for the Blind and books and equipment.

Within the Vocational Education function ($1,065,503.53) are salaries and benefits for Concord Regional Technical Center (CRTC) staff and support staff to include Cosmetology (1300), Health Science (1330), Technical IT (1370), Trades and Industrial; Auto Tech and Building Tech (1380), as well as Culinary Arts, Graphic Arts, Teacher Prep and Criminal Justice (1390). Also included are repairs and mileage and equipment and subscriptions.

The Co-curricular activities function ($970,545) includes school-sponsored clubs (1410) stipends for club advisors at Concord High and Rundlett, as well as funds for elementary activities. School-sponsored Athletics (1420) encompasses salaries and benefits for the Director of Physical Education/Sport and administrative assistant;
stipends for coaches at Concord High and Rundlett, with an additional two that will be filled; stipends for referees and game officials that includes a projected 3% increase; repairs and maintenance of equipment; and a decrease in the cost of rental of facilities as well as supplies and equipment. Superintendent Rath noted that most supplies and equipment are funded by the booster clubs. Salaries and benefits for high school summer school teachers are also included within the Co-curricular activities function under Summer School (1430).

There are three programs within the Adult/Community Education (1600) function ($374,411). First is the Diploma Academy where salaries and benefits for the Coordinator and assistant Coordinator are paid as well as a contract for the high school equivalency exam and a state grant of $90,000 is expected. Next is Adult High School under the supervision of the Coordinator of the Diploma Academy where a state grant of $80,000 is expected. Third is Community Education including the salaries and benefits for administrative assistants, a part-time assistant, and instructors of enrichment classes, as well as contracts with vendors for enrichment classes, where there will be some reductions. Also included are reductions in postage and advertising, supplies and books. Dues and fees will include a reduction in credit card fees and a subscription. Superintendent Rath explained that Community Education is within $12,000 of expenses matching revenue.

Support Services (2200) ($3,348,445) are services which support the academic programs in the district. These include Curriculum-related development (2210), Mentoring (2211), Professional Development (2212), Co-curricular leadership (2214), Instructional Research/Data services (2215), Library Media services (2223), and Technology services (2225).

Curriculum-related development includes the stipends for ProAct trainers; Mentoring provides the stipends for teachers serving as new teacher mentors; and Co-curricular/leadership pays the stipends for leadership team members at Rundlett Middle School (RMS).

Professional Development funds course reimbursement, including $60,000 for pre-pay Master’s Program and funds for conference and travel. Both course reimbursement and conference and travel are negotiated with bargaining groups.

Instructional Research/Data services includes the salary and benefits for the Assessment Coordinator and a subscription for the reading assessment program (AIMSweb).

Included in Library Media services are salaries and benefits for library media specialists, library assistants and technology integration teachers, books and supplies, AV equipment and a proposed increase for database subscriptions for research.

Audiovisual services encompasses repair and equipment accounts to schools on a per-pupil basis.
Lastly in Support Services, Technology, includes salaries and benefits for the Director of Technology, the tech assistants in the elementary schools, and the technology support systems at the Central Office. It also includes capital leases for new equipment such as infrastructure, wireless systems, computer hardware and devices, along with the addition of wireless access points and the purchase of equipment for the 8th grade program. There is also internet service with an expansion of bandwidth included, all administrative and educational software, and a subscription to a national organization. The contingency fund will be reduced from $50K to $40K for this function.

The Administration function ($5,917,460) includes District Administration (2300), Building Administration (2400), Finance and Business Office (2500) and Human Resources Office (2800).

Within District Administration are stipends for Board members and conference fees, salaries and benefits for the Superintendent, Assistant Superintendent, .73 Director of Student Services (remaining FTE in Title I), Executive Administrative Assistants and ConcordTV crew, as well as costs of new employee fingerprinting, election services, audit increases, legal decreases, membership in NH School Business Administrators and NH School Administrators Association and the contingency fund.

Building Administration includes salaries and benefits for principals and assistant principals, school administrative assistants, a court liaison, graduation-related costs, school supplies and books, equipment and dues for NH School Principals Association.

Expenses in the Finance/Business Office are salaries and benefits for the Business Administrator, the Executive Administrative Assistant, Business Office Manager and Administrative Assistants, a contract with the accountant for reconciliation of accounts required by auditors, memberships in the NH Business Officials Association and a contract with First Southwest to manage bonds.

In Human Resources, salaries and benefits for the Director of Human Resources, the Human Resources Manager and the Administrative Assistants are paid. Also included in Human Resources is a contract with the health insurance consultant and the cost of pre-employment physicals. The Substitute Dispatcher was replaced with a new electronic scheduling program. It is proposed to replace the existing time clock system.

Mr. Dunn noted that the combined Building and Grounds (2600), Construction (4600) and Principal/Interest (5100) functions account for $12,084,920 of the FY16 budget.

Maintenance and custodial salaries, benefits and overtime, as well as all staff to include Director of Facilities and Planning, 7 Head Custodians, 27 full-time Building Custodians, 3 part-time Custodians and 9 Maintenance staff are included in the Buildings and Grounds function. Also included are the Maintenance Agreement Contracts, facilities inspection and testing services, property and liability insurance with expected increases, cleaning and maintenance supplies with expected increases, utilities with increases in electricity rates and steam, replacement of equipment,
ongoing maintenance and repairs and a maintenance and repairs contingency of $65,000.

The Construction function consists of summer projects currently at $250,000, which will be the subject of a budget work session. The Principal and Interest function addresses the Board’s goal of maintaining debt service at about 5% of the budget. There is a decrease in principal and debt payments on the CHS bond.

The Transportation budget is projected at $2,995,711 and this function (2700) includes salaries and benefits for the Transportation Director, Dispatch/Trainer; Field Trip Supervisor and overtime. There is a proposed full-time Transportation Clerk, currently at 18 hours, in this budget. Also included are the bus drivers’, monitors’, crossing guards’ and mechanics’ salaries and benefits, contracts to transport students to out-of-district placements at a cost of $350,000, providing and managing homeless transportation at a cost of $20,000 and repair, maintenance and fuel, with a reduction in the cost of diesel and gasoline. Transportation is also funding capital leases with an increase of $50,000 for the new buses and a proposal to lease three additional buses and purchase a replacement mini-van.

Transportation is also provided for co-curricular, charter and PTO trips, after-school transportation and summer transportation for the City of Concord Recreation Department. Additional funds for after-school transportation are offset by revenue from the 21st Century Grant and charter services.

The Benefits function (2900) $1,488,036.13 includes healthcare consultants, health insurance for retirees under age 65, Cobra and Section 125, Life and Disability, Unemployment, Worker’s Compensation and Severance pay.

There are several increases and decreases in the FY16 budget for benefits, including an increase in life insurance, a 5.5% increase in health insurance rates for retirees and an increase in the Workmen’s Compensation rate of 8%. There is a reduction in the estimated cost for early retiree health and a reduction in unemployment compensation.

Transfers (5200) include expenses of $1,150,000 to the Facilities and Renovation Trust Reserve. As a side note, $800,000 represents savings from the elementary project.

There will also be a transfer of $127,161 to the Vocational Capital Reserve for a total of $1,277,161.

Mr. Dunn explained that Local revenue includes funding for tuition, transportation fees and other fees; and state revenue includes funding for the Adequacy Grant, Building Aid, Catastrophic Aid and Vocational Aid. Federal funding is for Medicaid, Interest Rebates and E-Rate, which will be modified in FY16. The Trust Reserves will provide funding to the Facilities Purchase and Renovation Fund and the Tuition Stabilization Fund. The total revenue the Board will be looking for is $24,777,350.

Local revenue shows a reduction in Deerfield tuition of $451,531, a reduction in Regular Education of $311,531 and a reduction in Special Education of $140,000.
The projected reduction in funding for state revenue is Catastrophic Aid at $21,891.

Results of federal revenue show a reduction of $62,000 for Medicaid and $14,000, modified for FY16 in E-Rate.

Funds being transferred from the Trust Fund into the General Fund include the $800,000 in the elementary consolidation project, $130,606 in the Facilities Purchase and Renovation and $119,384 in the Tuition Stabilization Fund.

Mr. Dunn explained that proposed expenditures within the General Fund are $75,066,038 with proposed revenues of $22,877,350 and the Unreserved Fund Balance at a negative $1,900,000. Based on a .30% increase in city valuation, the increase to the tax rate would be 4.3% or .61 cents per thousand. This is $12.15 in local taxes and $14.81 in both local and state taxes.

Several unknown factors for the FY16 budget include city valuation (real growth), the Unreserved Fund Balance, the state’s biennial budget and enrollments at CHS and CRTC, to be discussed at the Board Work Session on Monday, March 9.

The budget development schedule was displayed.

Mr. Dunn offered iPad training, and the Board adjourned the Work Session.

The Board voted 7-0 (motioned by Jennifer Patterson, seconded by Kassandra Ardinger) to adjourn.

The meeting adjourned at 6:41 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board of Education, Concord School District
Regular meeting
February 11, 2015

Board members  Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barbara Higgins, Alana Kimball, Jennifer Patterson, Jim Richards, and Will Scharlotte and Winnie Wang (student representatives)

Board member absent: Oliver Spencer

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

Agenda Item 1. Call to Order
The meeting was called to order at 7:08 p.m.

Agenda Item 2. Approval of Agenda

The Board voted 8-0 to approve the agenda as amended (motioned by Kass Ardinger, seconded by Barb Higgins). The date was changed to February 11, as this meeting was postponed twice due to severe weather conditions.

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

Agenda Item 4. Recognitions

Student representative Winnie Wang noted that the Drama Club’s winter play, The Drowsy Chaperone, was hugely successful. Miss Saigon is scheduled in May. Several students have been cast, including Rowan Ferrier, Hannah Matillano, Pablo Rubin, and Olivia Kinhan, and the Board’s student videographer Ryan Sweatt. Spirit Week is coming up, and the Varsity Club is inviting other school clubs to design their own snow sculptures. The National Honor Society will induct 90 juniors on March 9.

Will Scharlotte noted that students and staff are celebrating the 100th day of school. Winter Carnival is kicking off this Friday with the 3rd Annual School Bonfire at White Farm. Today was first day students are skating on the new skating rink, which was built with lots of work and lots of snow. He noted that CHS Principal Connolly is doing the Coin Toss at the wrestling match tonight, which will determine the state champions.
Superintendent Rath reported that the Scholar Athlete Award Ceremony at the Capitol Center for the Arts is rescheduled for February 18 due to inclement weather.

She noted that Christa McAuliffe School has been selected as *Apple Distinguished Program* for 2014-2016.

Superintendent Rath displayed a chart provided by Concord Police Chief Bradley Osgood, showing a decline in juvenile arrests in the City since 2004. She noted the work of the 21st Century afterschool enrichment program as a contributor to this decrease.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell noted that, due to weather conditions, several February meetings had been rescheduled. The regular Board meeting, scheduled for February 2, 2015, was rescheduled to February 11. The presentation of the proposed budget was rescheduled to February 4, and the Work Sessions on revenues, staffing, enrollment, salaries and benefits, and technology were combined and rescheduled to February 11.

Mr. Cogswell reviewed the minutes of the regular monthly meeting on January 5, 2015 and the Board Work Session on January 26, at which data on the work of the behavior specialists was presented and a discussion ensued.

> The Board voted 8–0 to approve the minutes of the regular monthly meeting on January 5, 2015 and the minutes of the Board Work Session on January 26, 2015 (moved by Ms. Ardinger, seconded by Tom Croteau).

Agenda Item 6. Personnel

Staff nominations

Mr. Prince presented two staff nominations.

Angella Mullins, English Teacher, Concord High School, $29,748, rate of B-10, 2nd semester only, prorated 90 days. Angella replaces Maura Sampson (90 days at M+30-11 = $33,998) – LOA. Budgeted at $37,123

Jocelyn Woods, Classroom Teacher, Abbot-Downing School, $20,176, rate of B-1, 2nd semester only, prorated 94 days. Jocelyn replaces Elizabeth Bozek (94 days at M-11 = $34,298) – LOA. Budgeted at $34,298

> The Board voted 8–0 to approve the staff nominations as presented (moved by Jennifer Patterson, seconded by Ms. Higgins).

Mr. Prince presented two coach nominations.

Christopher Kelleher, Boys JV Lacrosse Coach, Concord High School, $2,749, Step 2, Group 8, 7.0%. Chris replaces Matthew Ghiden
Peter Barraud, Wrestling Assistant Coach, Rundlett Middle School, $786, Step 1, Group 14, 2.0%. Peter replaces Heather Landry.

The Board voted 8–0 to approve the slate of spring coach nominations and the two new coaches as presented (moved by Ms. Ardinger, seconded by Ms. Patterson).

Rusty Cofrin asked about girls’ track coaches. Mr. Prince responded that spring positions are posted and candidates are being interviewed.

Agenda Item 7. Finance Committee

Mr. Cogswell described the Board work session on February 4, 2015 at which the Superintendent’s proposed FY16 budget was presented. Superintendent Rath and Business Administrator Jack Dunn provided an overview of the budget work that will be examined in more detail over the next two months.

He noted that, unlike in some past years, the Board cannot look to declining enrollments to balance the budget. Major drivers of increases in expenses include mandated employer contribution increases for the NH Retirement Fund. This is a state mandate and is about the third time the state has passed these costs down to municipalities and school boards. These increases alone will cost about $450,000 for teachers and non-teachers and result in close to a one percent budget increase.

Mr. Cogswell noted that the renegotiated tuition contract with Deerfield will cost some money in this budget. In all, he said the administration is contemplating an increase of 4.4% overall, but that this does not include any raises with negotiating groups.

He then reviewed the minutes of the Board Work Session on February 11, at which the Board heard a detailed presentation of revenues, staffing, enrollment, salaries and benefits, and technology related to the proposed FY16 budget.

Mr. Cogswell noted that in the past, the administration could decrease staffing because of declining enrollments but that in this year, some positions have had to be added.

Mr. Cogswell added that the Board will hold two public hearings in March, and all of its public meetings are televised on Channel 6 and via the concordtv.org website.

Superintendent Rath added that the entire proposed budget and budget narrative is posted on the district website, concordnhschools.net

Agenda Item 8. School Board Retreat

Mr. Cogswell reported on the Board Retreat on January 10, 2015. The Board discussed the list of goals for 2015 and identified those with the highest priority.

Superintendent Rath noted that this list comprises the work plan for the administrative team, as administrators are guiding the work in each of these areas. It is essentially also
the “to-do list” for the new superintendent. High-priority goals included approving the budget for FY 2015–2016; negotiating successor agreements with CEA, CEOPA, CEAA, Food Service, Maintenance and Transportation; hiring and transitioning a new superintendent. These three goals must be accomplished by the end of June at the latest. Ms. Ardinger noted that this would leave six months for the Board to focus on its other priorities.

Ms. Patterson noted that policies need to be reviewed and could include new policies, revising, updating or eliminating old policies (e.g. Rules of Order policy; requirements for policies in new minimum standards (e.g. competencies K–12); revisions to Dress Code policy), and keeping up to date on curriculum and academic needs.

Other goals highlighted for discussion including making sure the elementary math program for FY 2015–2016 is aligned with Common Core; ensuring that the District meets all minimum standards; “passes” state accountability test with Department of Education; implementing the Smarter Balanced Assessment in spring 2015; staying updated on the implementation of competencies and competency grading at CHS; and completion of the two-year and five-year report to NEASC from CHS.

Agenda Item 9. Negotiations Update

Ms. Ardinger reported that the Board has been meeting regularly and is hopeful that further negotiations will yield a settlement soon.

Agenda Item 10. Central Office Project Update

Matt Cashman reported that the IT department has moved to new offices in the basement of Central Office, which is essentially done. The new conference room was used last night for the first time. The tables and chairs were moved back from Eastman to the Board room, and new furniture for the break room and audience chairs has been ordered. The office reconfiguration upstairs is almost done. It was decided that meetings will now be moved back in the Board room.

Agenda Item 11. Superintendent Search Update

Mr. Cogswell noted that the Superintendent Search committee is interviewing candidates as it narrows its focus to select two to three candidates for the Board’s consideration. Those final candidates will visit the district, at which point their names will be made public. He commented on the positive and productive search committee, and noted that several candidates were interviewed yesterday.

Agenda Item 12. Proposed calendar of meetings
Superintendent Rath discussed the proposed Board committee meetings for February 2015, noting the Board Work Sessions, the Joint City/School Board Committee meeting on February 20 at City Hall, and the Legislative Breakfast that was rescheduled to Friday, February 13. The administration has prepared a presentation for the Legislature including highlights of the Common Core, our students, our facilities, etc.

As of Monday, February 16, Board meetings will be back at the Central Office. The March meetings are primarily related to the budget and include two public hearings: March 16 at 7:00 p.m. and March 18 at 5:30 p.m. The Board has the goal of passing the budget on March 25.

Agenda Item 13. Public comment

There was no public comment.

Agenda Item 14. Adjournment

The Board voted 8-0 to adjourn (motioned by Jim Richards, seconded by Rusty Cofrin).

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Kass Ardinger
Secretary
Board President Clint Cogswell called the meeting to order at 5:38 p.m., noting that this was the second work session of the FY 2015-2016 Superintendent’s proposed budget. The combined topics of this work session are enrollments and staffing as well as technology.

Superintendent Rath described the agenda, including enrollment and demographic trends, enrollment projections, proposed staffing changes for FY2015-2016, the Regular Education budget narrative and benefits, as well as a review of the schedule and technology.

Superintendent Rath noted that district enrollment trend has mirrored the state Enrollment Trend. The Concord School District ten-year enrollment history shows the same gradual decline. There were 5,304 total students in FY2005-2006 compared to 4,658 in the current school year.

Another bar graph showing breakdown by grade level displayed a more detailed description of how all three levels – elementary, middle and high school – are affected by this trend.

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<tbody>
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<td>1981</td>
</tr>
<tr>
<td>Middle School</td>
<td>1205</td>
<td>1011</td>
</tr>
<tr>
<td>High School</td>
<td>1909</td>
<td>1666</td>
</tr>
</tbody>
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Next was a discussion on the changing demographics with regard to “Free and Reduced Lunch,” comparing the state average to Concord schools. In the fall of 2013, an average approximately 28% of students in the state received free or reduced lunch compared to 37% in the district. This was a large increase from the fall of 2003 when 17% of the state average and 20% in the district were receiving free or reduced lunch.

Race and ethnicity has played a role in the changing demographics as well. In 2003 there were 387 non-white students; in 2013 there were 831 non-white students; and in
2014 there were 906 non-white students. The non-white student population accounts for approximately 24% of the total student population. At this time there are 44 different languages reflecting these changing demographics. Some of them are Nepali, Ruanda, Swahili, Arabic, Spanish, French, Chinese, Somali, Rundi, Krahn (Liberia), Kirundi, Lingala, Maay (Somalia), Pashto (Pakistan), Rhohingya (Malaysia), Liberian English, Portuguese, Bosnian and Korean.

According to the fall 2013 NECAP scores, the percent of students in a cohort proficient in reading were 72% in grade 3; 70% in grade 4; 73% in grade 5; 77% in grade 6 and grade 7; and 81% in grade 8. Also according to the fall 2013 NECAP scores in a subgroup labeled Economically Disadvantaged, 53% of the students were proficient in reading in 2008; 78% in 2009; 78% in 2010; 93% in 2011; 84% in 2012; and 84% in 2013.

When asked to what this improvement is attributed, Superintendent Rath replied that she believed it was the emphasis on daily small group instruction, tutors and the district’s method of collaborative planning and monitoring student progress.

The next agenda item was enrollment projections, with a bar graph displaying projections from FY2015-2016 through FY2023-2024 revealing a decline from 4,621 students in grades K-12 in FY2015-2016 to 4,425 students in grades K-12 in FY2023-2024.

Projections for enrollment by grade level for the same timeframe show a decrease in elementary grades from the projected 1,947 students for FY2015-2016 to 1,875 students in FY2023-2024. Rundlett Middle School (RMS) projections reveal a decline from the projected number of 982 students for FY2015-2016 to 937 students in FY2023-2024 and Concord High School (CHS) enrollments also show a decline from the projected number of 1,692 students in FY2015-2016 to 1,612 students in FY2023-2024. Of the 1,692 students projected for FY2015-2016, 172 are Deerfield students.

The following enrollment is projected for FY2015-2016 at each of the elementary schools to achieve the expected 1,947 students.

- Beaver Meadow (BMS) – 328
- Mill Brook (MBS) – 399
- Broken Ground (BGS) – 399
- Abbot-Downing (ADS) – 412
- Christa McAuliffe (CMS) – 409

Beaver Meadow is to have the biggest loss, -25 students compared to FY2014-2015.

Enrollment projections by grade level from the current year to FY2015-2016 are shown below.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>FY2014-2015</th>
<th>FY2015-2016</th>
<th>Change</th>
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</thead>
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<tr>
<td>Kindergarten through grade 5</td>
<td>1981</td>
<td>1947</td>
<td>-34</td>
</tr>
<tr>
<td>Grade 6 through grade 8</td>
<td>1011</td>
<td>982</td>
<td>-29</td>
</tr>
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On the subject of proposed staffing changes for FY2015-2016, the budget goal for Regular Education is to maintain class sizes within School Board policy guidelines and ensure that all elementary schools can implement a schedule to provide, among other advantages, additional time for teacher collaboration and an intervention block.

School Board Policy #641 Class Size Guidelines (approved 1/04/83) states that the average class size objectives shall be:

- **Kindergarten**: 17 students, with goals ranging from 14 to 20.
- **Primary**: 21 students, with goals ranging from 18 to 24.
- **Intermediate**: 25 students, with goals ranging from 22 to 28.

If a class 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.

Secondary administrators will consider 30 students as a maximum class size and 15 as a minimum class size. Classes with student enrollment of fewer than 15 must have approval of the central administration.

The following are the staffing change proposals for FY2015-2016. Reductions include one classroom position at RMS due to a smaller grade 8, a .5 Physical Education teacher at CHS subject to review after course registration, and a .4 Speech and Language position.

Additions include a .5 classroom position at MBS due to a large kindergarten class moving to grade 1, a .5 art teacher position at MBS/BGS, a .5 Physical Education teacher position at MBS/BGS and a full-time ELL teacher position at CHS for older students with very limited English, as well as a full-time Program Assistant for the CHS online learning lab, and additional time (.6) for the Transportation Clerk.

At BMS, there is no projected change from 16.5 Full Time Equivalent (FTE) teachers in the current year to FY2015-2016, as well as no change for the 18 FTE teachers at BGS, 18.5 FTE teachers at ADS or 18.5 FTE teachers at CMS. There is, however, a projected increase from 16 to 16.5 FTE teachers at MBS for the FY2015-2016 school year. Based on 1,947 elementary students, 96 classes and the average class size of 20.3 students, the total number of elementary FTE teachers projected for FY2015-2016 will be 88.

Superintendent Rath noted that there are several classes noted that are projected to be below the Board guidelines; however, the district will monitor enrollments before hiring and if budgeted for an additional teaching position, but not filled, the budgeted amount will roll into the year-end fund balance.

At the middle school level, enrollment is projected for 342 grade 6 students and 14 teachers with the average class size being 24.4. For grade 7 with projected enrollment
of 340 students and average class size expected to be 24.3, 14 teachers will be needed. Lastly in grade 8, student enrollment is projected to be 301, class size is projected to be 25 – 25.5 and 10 teachers plus a World Language teacher are projected. These projections lead to a reduction of one cluster teacher for FY2015-2016.

The district is unable to make any enrollment projections at the high school level until course registration takes place in March. However, it does appear that there will be a reduction of a .5 Physical Education teacher, subject to review after course registration.

Staffing change reductions for FY2015-2016 result in a total reduction of $123,277 and additions to staffing result in an increase of $315,316 for a total difference of $192,039.

Superintendent Rath noted that there is no sabbatical salary currently budgeted. She noted that a sabbatical requires a half-time salary and that the district currently has three applicants.

Superintendent Rath explained what the Regular Education budget (1100) consists of and gave a brief summary of each object within the budget.

610000 Salaries – Concord Education Association (CEA) salaries are down $106,449.54 or .60% and the Call-In Sub line of salaries is up due to increased use of substitutes.

620000 Benefits – Superintendent Rath explained that Mr. Dunn will detail each of the benefits.

630000 Professional Services – This object includes Second Start, the School Resource Officer, and other professional services for instruction and pupils.

640000 Purchased Property – This includes repairs and maintenance services, rental of equipment.

650000 Purchased Services – Included are printing and binding services, tuition to other LEAs within the state, and conference and travel.

660000 Supplies, Books, Utilities – This object includes general supplies, food, books and other print media, information access fees and other information resources, software.

670000 Equipment/Furniture – Included are new and replacement furniture and equipment, computers and vehicles.

680000 Dues, Fees & Interest – This object also includes shortages for food service.

Mr. Dunn provided a brief overview of each of the benefits the district offers. He explained that the cost of benefits to the district has increased approximately $754,000.

He displayed a list of plan types and participation, revealing that 559 employees are enrolled in health insurance through CDHP, OAPIN, HMO or POS either on a single, two-person or family plan. The last recorded actual health insurance cost to the district was $7,968,939.75 in FY2013-2014. The budgeted amount for FY2015-2016 is $8,811,758.13.
The district contributes 50-65% toward the cost of certain medical plans for health insurance for early retirees (under 65). The contribution amount and eligibility is determined by employee contract and/or bargaining group. The benefit summary is included in the FY2015-2016 budget document under Appendix K: Benefits.

At this time, the number of early retirees is 87. This number is projected to be reduced by 14 by June 2015, and by another 15 by June 2016, due to retirees turning 65. Actual cost to the district in FY2014-2015 is $406,012.70 (as of 2/11/15) and the budget amount for FY2015-2016 is $604,392.13. Mr. Dunn clarified that the district does not contribute to health insurance plans for retirees over the age of 65.

Mr. Dunn displayed an informational list of dental coverage for dental insurance, including Diagnostic/Preventative, Basic and Major. The district’s dental plan is self-insured, which means it pays all claims with a cap of $1,000 per plan subscriber.

Within the district there are 607 primary subscribers who pay $.01 per pay period. In FY2013-2014, $602,500 was budgeted and $570,768 was paid in claims. In FY2015-2016 $603,938 is budgeted.

Mr. Dunn displayed a Not-To-Exceed (NTE) 2015 Workers’ Compensation member contribution summary from Primex. The intent of the summary is to build awareness of member contributions and how performance and payroll changes affect the district’s contribution. The final contribution summary sheet will be issued by April 15, 2015 and will not exceed the budgeted amount. The district has been enrolled in the Contribution Assurance Program (CAP), which mitigates spikes in premiums since 2012. The CAP for FY2015-2016 is 8%.

Unemployment Compensation is the claims paid to the state for unemployment. In FY2014-2015 the actual amount paid was $25,839 and the budgeted amount for FY2015-2016 is $50,000.

The district carries life and disability insurance on all employees. The amount of coverage varies by employee and/or bargaining agreement. The district will pay 66 2/3 of the first year of an employee’s salary who is determined to be disabled. The district also offers employees the ability to purchase additional life insurance at the employee’s expense. The contract is up for renewal and our consultants have told us to budget at least a 10% increase. Because of this increase we have put the contract out to bid and will have more information at a later date.

Superintendent Rath presented the budget development schedule, noting that on February 16 Special Education, ELL programs and staffing will be discussed, and on February 18 the Capital Improvement Plan, projects for summer 2015, bonding options and reserves will be discussed. After vacation, budget work sessions continue on March 2.

Mr. Dunn directed the Board to the Technology Budget page in the FY2015-2016 Budget and explained that the total proposed Technology budget for FY2015-2016 is $1,679,512, an increase of $67,252 from FY2014-2015. Some contributing factors include
the 3-year annual costs for the Data Center UPS; an IP-based KVM Switch in the server room; laptops; and replacement iPad 4s. At RMS for the 8th grade the 3-year annual costs are A/V parts and installation, Apple TV, iPad carts w/23 iPads, LCE short throw projectors and staff laptop replacement, and at both RMS and CHS there are costs for access points, which are e-rate eligible.

Mr. Dunn introduced Technology Director Pam McLeod to present a FY2014-2015 Technology overview. Ms. McLeod noted, although it is not yet public, that CMS is recognized as an Apple Distinguished School. Ms. McLeod noted that Principal Kris Gallo and Heather Drolet should be commended for their efforts.

At RMS, the district has purchased iPads for grades 6 and 7 during the prior two years. It is proposed for FY2015-2016 to purchase grade 8 devices.

This year there was the addition of CHS’s half-time Tech Coordinator Justin Bourque, who does consulting with the teachers on curriculum and technology. Google Classroom was introduced last summer. The district has added 120 new Chrome books; the new digital life coding class is using CodeHS. The west wing 4th and 5th floors were completely rewired. This has made a big difference in infrastructure; although the remainder of the building needs to be rewired, this serves as a model for future rewiring. One of the budget items for FY2015-2016 is an Online Learning course.

Infrastructure accomplishments have included a focus on updating and organizing. Staffing changes include Technology Director, Network Administrator, a full-time CHS/RMS Technician, a half-time CHS Tech Integrator and an NHTI intern. In addition to staffing, there has been a complete “active directory domain migration” and 1500+ workstations touched; a complete rebuild of server infrastructure; Windows 2000 upgraded to Windows 2012 on many machines; 50+ servers reinstalled; and dozens of server-based applications added. Windows XP has been upgraded to Windows 7 and 8.1 on many machines and during the holiday vacation, ShoreTel was upgraded from 2008 to a current version; UPS power supplies were added at schools to address power outages; and a firewall was replaced.

Goals for infrastructure in the FY2015-2016 budget include an increase in bandwidth which is maxing out at the limited 100 megabytes all day; improvements in wiring and wireless for better performance; improvements in server reliability during power outages; providing mobile printing to support iPads, Chrome books, and Bring Your Own Device (BYOD); and improving consistency of staff and student data between systems. E-rate funding and other sources may be available to assist with the cost impact of improving wiring and wireless.

Some changes in e-rate may affect which infrastructure improvements can be made. Category 1 and Category 2 below provide explanation of these changes and their effects.

<table>
<thead>
<tr>
<th>CATEGORY 1 – 60%</th>
<th>CATEGORY 2 – 60% NEXT 2 YEARS (maybe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadbent Internet</td>
<td>Wiring</td>
</tr>
</tbody>
</table>
Telephone lines (-20%/year) Wireless
Mobile (-20%/year) Associated services, equipment, software:
Website (0%) (no reimbursement) Power supplies, monitoring, software,
Engineering design services

Improvements in staff, student and community relations for communication this year include a district Facebook page, a Community Education Facebook page, more user-friendly HelpDesk software, state-required e911 enhancements that are in progress, public wireless available on evenings and weekends when utilizing the buildings and internal-only email for CHS students. Mr. Croteau asked how usage will be monitored for public wireless. Ms. McLeod explained that a user agreement, which captures the user’s email, will have to be virtually signed before a user can be signed on.

Technology’s goals in communication for the FY2015-2016 budget include building social networking, a staff intranet called “WAVE,” which is already in progress, outreach/emergency system migration from AlertNow to SchoolMessenger and migration to a new website.

When asked by Alana Kimball if high school interns are used, Ms. McLeod said they helped during the migration, and she plans to use them again. Jim Richards asked how the RMS wireless can be increased if the bandwidth is at its limit. Ms. McLeod stated that the proposal is to increase wireless and bandwidth.

Kass Ardinger thanked Ms. McLeod. Mr. Cogswell added the method of communication is wonderful and the staff should take more advantage of it. Ms. McLeod noted that using different sites can be confusing, so she is working to make it more consistent for parents and staff. She noted that she is excited about Google Classroom. Tech Integrators at the schools will take on most of the work of training for teachers on Google Classroom; although there is nothing formal in place for that this year, she will make it available for all workshop days in FY2015-2016.

The Board voted 7-0 (motioned by Barb Higgins, seconded by Tom Croteau) to adjourn.

The meeting adjourned at 7:01 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards

Board members absent: Oliver Spencer

Administration: Superintendent Chris Rath, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman, Director of Student Services Robert Belmont

Board President Clint Cogswell called the meeting to order at 5:39 p.m. and noted that this was the third work session to discuss the FY15/16 Superintendent’s proposed budget. The topic of this meeting was Student Services.

Assistant Superintendent Donna Palley presented the agenda for the meeting: an overview of special education, as well as an overview of out-of-district tuition and transportation costs, Bill White Associates contracts, an English learners overview and a review of the revenue to support student services.

She overviewed special education by displaying the following table of students with disabilities in FY14/15. These numbers are as of October 2014.

<table>
<thead>
<tr>
<th></th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
<th>Total K-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students</td>
<td>1,981</td>
<td>1,011</td>
<td>1,666</td>
<td>4,658</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>254</td>
<td>157</td>
<td>285</td>
<td>696</td>
</tr>
<tr>
<td>Percent with Disabilities</td>
<td>13%</td>
<td>16%</td>
<td>17%</td>
<td>15%</td>
</tr>
<tr>
<td>Preschoolers with Disabilities = 82</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Education enrollment history shows a decrease of students each year from 2008 to 2014. For all levels, a total of 811 students with disabilities were enrolled in 2008; following a steady decline there were 696 students with disabilities enrolled in 2014.

Total projected expenditure for Special Education and Pupil Services for FY2015/2016 is $18,896,344.80. Included in this cost are special education programs, students with disabilities, audiology services, guidance services, vision services, psychological services, speech and audiology services, bilingual/ELL, physical/occupational therapy, and health and nursing services. Also included is special transportation in- and out-of-district for students with disabilities, English learners and homeless students.

Ms. Palley added that guidance and health and nursing services are also included in the General Budget. She referenced the FY15/16 budget as listed on pages 18-33.
Special Education Services in schools apply to school year, extended day
(kindergarten) and extended school year. Specialized programs include the preschool
program, students with emotional/behavioral issues, students with autism, students
with developmental disabilities and Project Search, which is on-the-job training at
Concord Hospital.

Costs for Bill White and Associates autism services for school year include autism
Specialists for preschool at $50,530 and autism consultation to staff, K-12 at $89,490.
Summer costs include Autism consultation to staff, grades Preschool through 12 at
$25,588. Total cost for Bill White and Associates autism Services is $165,608.

Mr. Cogswell asked if the profile and number of homeless students remains consistent
year-round. Special Education Director Bob Belmont replied that numbers do vary
throughout the seasons. Mr. Cogswell then asked if the district’s statistics for homeless
students are comparable with the state or if we have more. Ms. Palley does not feel we
have more homeless students compared to other school districts in the state.

Tom Croteau asked why, with the costs down in salaries and purchased services, there
was such a significant increase in the Bill White and Associates cost. Ms. Palley
explained that the overall special education budget has not increased; that in fact the
budget for FY15/16 has decreased; however, it has increased in this area. The projected
FY15/16 budget for Bill White and Associates Behavioral Services include six Behavior
Specialists at $275,058. This is the cost for one Behavior Specialist at each elementary
school, and one additional individual. This is one fewer Behavior Specialist than the
current school year. The projected budget also includes consultation to staff for 100
days, an additional 40 days more than the current school year at a cost of $58,500; and
summer- and school-year training costing $10,260. The total for Behavioral Services is
$343,818 and the total for Bill White and Associates is $509,426.

Proposed staffing changes include the addition of a .3 Special Educator at Christa
McAuliffe School (CMS). This school has a 2.6 FTE Special Educator and the district
would like to increase that to a full-time position. In order to do this, reduction of a .4
speech position is proposed.

Jennifer Patterson asked if cutting the speech position would impact any students, to
which Superintendent Rath replied that there is already one speech position at each
school. Ms. Ardinger asked how many Special Education Coordinators were
overseeing the district. Ms. Palley answered that there are currently only 2.5
Coordinators covering all elementary schools.

The estimated FY15/16 out-of-district tuition is $1,639,259 and includes community
preschool sites with 22 students at three sites. These sites are Woodside, Harrison and
NHTI. Also included is Second Start Alternative High School offering half- or full-day
classes, foster placements, court placements, day placements and residential
placements. Currently there are only one or two residential placements. Parents living
in Concord with a student attending school in another district are responsible for the costs of foster and court placements. These placements can change from day to day.

Eighteen students with disabilities have been placed so far during FY14/15. The costs for these placements vary for day placements anywhere from $46,576 to 67,104 and residential placements from $164,270 to $178,733.

Out-of-district history shows the following actual, projected and proposed totals of students and budgeted amounts from FY10/11 to FY15/16.

<table>
<thead>
<tr>
<th>Year</th>
<th>Actual Students</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/11</td>
<td>39</td>
<td>$1,319,089</td>
</tr>
<tr>
<td>2011/12</td>
<td>27</td>
<td>$1,580,706</td>
</tr>
<tr>
<td>2012/13</td>
<td>30</td>
<td>$1,578,612</td>
</tr>
<tr>
<td>2013/14</td>
<td>27</td>
<td>$1,518,896</td>
</tr>
<tr>
<td>2014/15</td>
<td>18</td>
<td>Projected cost is $1,700,259</td>
</tr>
<tr>
<td>2015/16</td>
<td>22</td>
<td>Proposed cost is $1,639,259</td>
</tr>
</tbody>
</table>

Board members and administrators discussed out-of-district costs, circumstances and experiences.

Business Administrator Jack Dunn arrived at 6:13 p.m.

As a final note on out-of-district placements, Ms. Palley added that in FY14/15 students have been placed in Contoocook, Greenfield, Manchester, Newport, Northfield and Windsor, New Hampshire as well as Methuen and Chelmsford, Massachusetts.

In-district special education transportation costs for summer and school year total $565,837 and include the cost of transporting students with disabilities, including preschoolers plus eight bus monitors, ELL students to Broken Ground School (BGS), and homeless students. Out-of-district costs are $350,000 and include purchased transportation services for 22 students attending school outside the district, as well as adult monitors. The total cost of transportation for summer and the school year is $915,837, which is 35% of the transportation budget.

Rusty Cofrin asked if the district’s homeless population is families or single students. Mr. Belmont answered that most homeless students are with their families; however, there are some older students who are on their own. He added that CHS Assistant Principal Steve Rothenberg is the homeless liaison overseeing these students, in accordance with the McKinney/Vento Act.

As discussed in the enrollment presentation last week, there are 44 different languages spoken among the English Language learners in the district. In the last six years, the number of ELL students has fluctuated as detailed below.

<table>
<thead>
<tr>
<th>Year</th>
<th>ELL Students</th>
<th>Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>38</td>
<td>37 Bhutanese, 1 Congolese</td>
</tr>
<tr>
<td>2011</td>
<td>47</td>
<td>44 Bhutanese, 3 Iraqi</td>
</tr>
<tr>
<td>2012</td>
<td>59</td>
<td>32 Bhutanese, 27 Congolese</td>
</tr>
<tr>
<td>2013</td>
<td>63</td>
<td>31 Bhutanese, 26, Congolese, 5 Rohingya, 1 Somali</td>
</tr>
<tr>
<td>2014</td>
<td>87</td>
<td>29 Bhutanese, 51, Congolese, 6 Sudanese, 1 Iraqi</td>
</tr>
</tbody>
</table>
Between January 1 and December 30, 2014, 74 ELL students arrived in the district. Twenty-three students entered in the elementary schools, 15 at the middle school and 36 at the high school. Ms. Palley noted that many of the older students between 17 and 20 years old have never attended school.

In FY15/16 the ratio of students learning English to ELL staff is estimated to be 133 students to 1.9 teachers and seven tutors, including two half-time tutors at the elementary level. At RMS, the ratio is 80 students to 1.5 teachers and two tutors and the ratio of students to staff in ELL at CHS is 143 students to three teachers and four tutors. In total it is estimated there will be 356 students learning English in FY15/16. These students reside mostly in the BGS/MBS area.

Concord High School ELL enrollment history shows a steady increase of incoming ELL students; however, the numbers of teachers and tutors has remained constant.

- FY2008/2009 – 42 students, 1 teacher, 3 tutors
- FY2009/2010 – 55 students, 2 teachers, 4 tutors
- FY2010/2011 – 93 students, 2 teachers, 4 tutors
- FY2011/2012 – 127 students, 2 teachers, 4 tutors
- FY2012/2013 – 121 students, 2 teachers, 4 tutors
- FY2013/2014 – 111 students, 2 teachers, 4 tutors
- FY2014/2015 – 132 students (as of January 2015), 2 teachers, 4 tutors

In addition, for the older students both ELL and regular education teachers are teaching ELL-specific subjects such as English, Science and Math. Most of these classes are taken only once with the exception of English.

As of FY14/15, the following years display how long this number of students took ELL classes in order to pass the English-proficient assessment test.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>93</td>
</tr>
<tr>
<td>2 years</td>
<td>72</td>
</tr>
<tr>
<td>3 years</td>
<td>65</td>
</tr>
<tr>
<td>4 years</td>
<td>46</td>
</tr>
<tr>
<td>5 years</td>
<td>21</td>
</tr>
<tr>
<td>6 years</td>
<td>14</td>
</tr>
<tr>
<td>7 years</td>
<td>11</td>
</tr>
<tr>
<td>8 years</td>
<td>3</td>
</tr>
<tr>
<td>9 years</td>
<td>1</td>
</tr>
<tr>
<td>10 years</td>
<td>6</td>
</tr>
<tr>
<td>11 years</td>
<td>3</td>
</tr>
</tbody>
</table>

If/when they pass, students are monitored M1; the second time they pass the assessment test they are no longer required to take ELL classes. It has been found that most students take five to seven years to become academically able to participate in regular education as literate students. The majority of students are coming from a situation called Students with Interrupted Formal Education (SIFE).

The district receives its revenue for Special Education and English Learning Programs from the following programs:
State Adequacy Aid

<table>
<thead>
<tr>
<th></th>
<th># of students</th>
<th>per student</th>
<th>total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average daily membership</td>
<td>4,308.53</td>
<td>$3,561.27</td>
<td>$15,343,838.63</td>
</tr>
<tr>
<td>Free/reduced lunch</td>
<td>1,577.71</td>
<td>$1,780.63</td>
<td>$2,809,317.76</td>
</tr>
<tr>
<td>Students with disabilities</td>
<td>697.06</td>
<td>$1,915.86</td>
<td>$1,335,469.37</td>
</tr>
<tr>
<td>English Learners</td>
<td>293.68</td>
<td>$696.77</td>
<td>$204,627.41</td>
</tr>
<tr>
<td>3rd graders not proficient</td>
<td>27.54</td>
<td>$696.77</td>
<td>$19,189.05</td>
</tr>
</tbody>
</table>

Individuals with Disabilities Education Act (IDEA) History

K-12 Entitlement Grant
- 2011/2012 - $1,113,093
- 2012/2013 - $1,266,926
- 2013/2014 - $1,049,171
- 2014/2015 - $1,151,456
- 2015/2016 - $1,151,456

Preschool Entitlement Grant
- 2011/2012 - $27,586
- 2012/2013 - $27,625
- 2013/2014 - $25,985
- 2014/2015 - $25,805
- 2015/2016 - $25,805

Catastrophic Aid History

<table>
<thead>
<tr>
<th>Year</th>
<th>Students</th>
<th>Entitlement</th>
<th>Aid Amount to Concord</th>
<th>Prorated</th>
<th>Shortfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY08</td>
<td>37</td>
<td>$336,318.87</td>
<td>$336,318.87</td>
<td>100%</td>
<td>$ -</td>
</tr>
<tr>
<td>FY09</td>
<td>40</td>
<td>$525,762.29</td>
<td>$477,102.99</td>
<td>90.75%</td>
<td>($48,659.30)</td>
</tr>
<tr>
<td>FY10</td>
<td>48</td>
<td>$601,246.63</td>
<td>$511,772.71</td>
<td>83.21%</td>
<td>($89,473.92)</td>
</tr>
<tr>
<td>FY11</td>
<td>39</td>
<td>$673,775.73</td>
<td>$520,404.83</td>
<td>68.31%</td>
<td>($153,370.90)</td>
</tr>
<tr>
<td>FY12</td>
<td>24</td>
<td>$310,544.34</td>
<td>$214,325.33</td>
<td>71.80%</td>
<td>($96,219.01)</td>
</tr>
<tr>
<td>FY13</td>
<td>31</td>
<td>$569,670.87</td>
<td>$408,995.26</td>
<td>69.45%</td>
<td>($160,675.61)</td>
</tr>
<tr>
<td>FY14</td>
<td>26</td>
<td>$496,432.27</td>
<td>$373,439.64</td>
<td>74.50%</td>
<td>($122,992.63)</td>
</tr>
<tr>
<td>FY15</td>
<td>18</td>
<td>$472,333.52</td>
<td>$351,548.34</td>
<td>74.43%</td>
<td>($120,785.18)</td>
</tr>
<tr>
<td>FY16*</td>
<td>18</td>
<td></td>
<td>$351,548.34</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The formula for Catastrophic Aid is 3.5% of the estimated average expenditure. The state will reimburse 80% up to 10 times the cost. Eighteen students were eligible last year.

Medicaid for Schools Program Revenue History

- FY10 - $757,149
- FY11 - $569,566
- FY12 - $804,484
- FY13 - $1,336,797
Students who are eligible for Medicaid are eligible because of income or disability, and it is the parents’ responsibility to apply for this. Student eligibility is based on health and physical disabilities, not academic disabilities. The district has had assistance with Medicaid from MSB, a contracted service, since FY11.

In addition to regular education tuition revenue, Deerfield revenue for special education is budgeted at $660,000 for FY14/15 and proposed to be $540,000 for FY15/16. Students are regularly coming into and leaving the program.

Lastly, Ms. Palley displayed the history of the Title III Language Instruction for Limited English Proficient Students revenue, which comes from the federal government to the state of New Hampshire.

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY12</td>
<td>$56,500.74</td>
</tr>
<tr>
<td>FY13</td>
<td>$51,992.87</td>
</tr>
<tr>
<td>FY14</td>
<td>$55,094.00</td>
</tr>
<tr>
<td>FY15</td>
<td>$64,760.93</td>
</tr>
<tr>
<td>FY16</td>
<td>$64,761.18</td>
</tr>
</tbody>
</table>

Ms. Palley added that the district occasionally qualifies for a refugee grant; however, despite its large numbers of refugee students the district does not always qualify.

Ms. Ardinger asked if there is the possibility that Community Bridges will not continue to fund job coaches for Project Search and if this is something the district has considered. Ms. Palley replied that Community Bridges and the district work well together and she does not anticipate that they will not fund the job coaches.

There was a discussion about large increases in the benefits section of some of the special education functions, such as social work and bilingual. Mr. Dunn stated that perhaps that staff who were not taking benefits in FY15 are now taking benefits in FY16, or staff may have changed from two-person coverage to family coverage; however, the salaries have remained the same due to the fact that negotiations are not complete.

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

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board President Clint Cogswell called the meeting to order at 5:37 p.m. noting that this was the fourth work session on the FY 2015-2016 Superintendent’s proposed budget and the agenda for tonight was summer projects, capital improvements, bonding, reserves and revenues.

Facilities and Planning Director Matt Cashman began by reviewing the list of FY16 summer projects detailed below.

**Beaver Meadow School (BMS)**
- Replace, as needed, plumbing and fixtures in 32 single bathrooms and 4 gang bathrooms - 15-20 year life span - $20,000
- Wireless clock - 20 year life span - $7,783
- Replace classroom door hardware - 20+ year life span - $18,600

**Broken Ground School (BGS)**
- Phase III – locker replacement – 30+ year life span - $38,000
- Replace classroom door hardware and closing devices – 20-30 year life span - $20,000

**Rundlett Middle School (RMS)**
- Classroom Flooring (300 wing) – 10+ year life span - $53,000
- Special Room Flooring (multi-purpose room) – 10+ year life span - $43,500

Kass Ardinger asked about the status of the bathroom renovation project at RMS. Mr. Cashman stated that the bathroom project needed to be pushed back as it is the district’s intention to stay at $250,000 and this project would absorb most of that money.

**Concord High School (CHS)**
- Flooring in 11 rooms – 10+ year life span - $31,050
- Replace, as needed, plumbing and fixtures in bathrooms – 15-20 year life span - $13,334

The total for FY16 summer projects is $245,267.

Mr. Cogswell asked whether more work would be done at RMS if there were more building funds available. Mr. Cashman replied that this would depend on the timing of bonds and when he could get requests for proposal (RFP) to do this work.

Jim Richards asked about the status of the unavailable, non-functioning bathrooms as reported to him by a concerned parent. Mr. Cashman explained that the bathrooms in question are now functioning and there are three stalls out of approximately 25-30 stalls not functioning at this time. The maintenance staff is doing what they can to restore these bathrooms to functioning status. Mr. Richards asked how the parent would feel about the status of this issue, to which Mr. Cashman replied that he received an email from this parent stating she was pleased with the resolution.

Tom Croteau asked Mr. Cashman to give a brief explanation about the plan to install the door hardware at BMS and BMS. Mr. Cashman explained that this is a safety issue; they are reversing the door lock to the inside of the classroom door so that during lockdowns the teacher does not have to open the door and reach outside to lock the door.

Mr. Dunn displayed the Capital Summer Project Expenditure history.

<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>2015</td>
<td>$528,676.00</td>
<td>$466,274.49</td>
</tr>
<tr>
<td>2016*</td>
<td>$250,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,931,513.00</strong></td>
<td><strong>$1,567,985.22</strong></td>
</tr>
</tbody>
</table>

* Requested for FY16

Mr. Dunn added that there is an energy grant in the amount of $2 million that the district will apply for which will be used for HVAC components if awarded; however, he feels there will be competition for this grant.

Mr. Dunn distributed the list of Capital Improvement projects and discussion ensued. Jennifer Patterson asked about the rationale for choosing flooring at RMS, to which Mr. Cashman replied that despite the best efforts of the maintenance team, the floors are worn and do not come clean.

Mr. Cashman stated that the mechanical systems at BGS and BMS are the biggest concerns. Mr. Dunn added that this work session was intended to examine bonding at a high level.
When asked by Mr. Cogswell about the air handlers, Mr. Cashman noted that the current ones are outside, exposed to the elements, and need replacing. Ms. Patterson added that if the district is awarded the energy grant, it would be a good source of income to replace the air handlers. Mr. Dunn and Mr. Cashman agreed.

Mr. Dunn displayed a Bond Principal and Interest pie chart comparing dues, fees and interest, along with principal and transfers from FY15 to FY16.

<table>
<thead>
<tr>
<th></th>
<th>FY15</th>
<th>FY16</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues, Fees &amp; Interest</td>
<td>$3,006,440</td>
<td>$2,846,287</td>
<td>($160,153)</td>
<td>-5.62%</td>
</tr>
<tr>
<td>Principal and Transfers</td>
<td>$3,756,905</td>
<td>$2,743,450</td>
<td>($1,013,455)</td>
<td>-36.94%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$6,763,346</td>
<td>$5,589,737</td>
<td>($1,173,608)</td>
<td>-20.99%</td>
</tr>
</tbody>
</table>

He added that most of the principal is for the CHS project.

Mr. Dunn displayed a slide showing the history of bonding Capital Projects.

**Bonds**

<table>
<thead>
<tr>
<th>Year</th>
<th>Project Description</th>
<th>Amount</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) (0% Interest)</td>
<td>$4.3 million</td>
</tr>
<tr>
<td>2010</td>
<td>Elementary Consolidation Project (BAB) &amp; SAU*</td>
<td>$55.0 million</td>
</tr>
</tbody>
</table>

*Authorized $62,539,605

**Bond Authorizations**

<table>
<thead>
<tr>
<th>Year</th>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Capital Projects – BMS, BGS, RMS, CHS and buses<strong>cancelled 10/22/14</strong></td>
<td>$8.6 million</td>
</tr>
</tbody>
</table>

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

Mr. Dunn reminded the Board that this was cancelled due to the possibility of receiving funding from the potential return of the State of New Hampshire Building Aid program.

The amount of debt in the annual budget has remained at $3.2 million since 2005. If it stays at $3.2 million, the projected use of the Facility Reserve Fund for 2015/16 will be $130,606. Ms. Ardinger asked for the difference between maintaining the debt at $3.2 million and increasing it to $3.7 million (which would reflect 5% of the total operating budget). Mr. Dunn replied that increasing the debt to $3.7 million would add another 1% to the tax rate; Superintendent Rath added that another half million would need to be raised.

Ms. Patterson suggested that it would be best to wait until the administration hears about building aid before deciding on bonding for capital projects. Ms. Ardinger agreed and stated that the Board should put the $250,000 into the budget for projected work in the schools. Ms. Patterson noted that the Board should be comfortable with the recommended projects before agreeing to this use of the $250,000 in the proposed
budget. Mr. Cogswell asked Mr. Cashman to schedule another Capital Facilities meeting for a tour to view the schools and view the proposed work.

Mr. Dunn displayed a table showing the contrast between bonding/summer and maintenance work.

<table>
<thead>
<tr>
<th>Bond (&lt;= 10 years)</th>
<th>Summer (contracted work)</th>
<th>Repairs and maintenance (school year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof replacement</td>
<td>Roof repairs</td>
<td>Roof repairs</td>
</tr>
<tr>
<td>HVAC replacement</td>
<td>HVAC repairs</td>
<td>HVAC repairs</td>
</tr>
<tr>
<td>Flooring</td>
<td>Floor repairs / replacement</td>
<td>Floor repairs</td>
</tr>
<tr>
<td>Gym floor strip</td>
<td>Gym floor refinish</td>
<td>Gym floor repairs</td>
</tr>
<tr>
<td>Site work/infrastructure</td>
<td>Landscaping</td>
<td>Landscaping</td>
</tr>
<tr>
<td>Blinds/shades/screens replacement</td>
<td>Blinds/shades/screens repairs</td>
<td>Blinds/shades/screens repairs</td>
</tr>
<tr>
<td>Life Safety/security</td>
<td>Life Safety/ security</td>
<td>Life Safety/ security</td>
</tr>
<tr>
<td>Mechanical contracting</td>
<td>Mechanical contractor</td>
<td>Mechanical contractor</td>
</tr>
<tr>
<td>Repairs / replacement</td>
<td>Repairs / replacement</td>
<td>Repairs / replacement</td>
</tr>
<tr>
<td>Equipment (including buses)</td>
<td>Equipment repairs</td>
<td>Equipment repairs</td>
</tr>
</tbody>
</table>

He noted that the summer list is the $250,000 discussed in this work session. Ms. Ardinger added that bonding is intended for projects with a 15-20 year life span.

Mr. Dunn presented a brief description and history of district reserves, including the current available balance, what is proposed for FY15-16, and the projected balance. This list of reserves can be found on the district website in the Concord School District 2015-2016 Proposed budget under Work Session presentations (Work Session #4).

Following the list were examples of motions that were voted and approved by the Board for each of the following reserves (also available under Work Session #4):

- School District Risk Management Fund
- School District Instructional Funds
- School Buildings Renovation and Maintenance Fund
- Energy Trust Fund
- Vocational Capital Reserve
- Facilities Purchase and Renovation Expendable Trust Fund
- Special Education Expendable Trust Fund
- Technology Expendable Trust Fund

Local Revenues for tuition include:

<table>
<thead>
<tr>
<th>FY16 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Child Care Program</td>
</tr>
<tr>
<td>Summer School – Academic</td>
</tr>
<tr>
<td>Summer School – CRTC Summer Camp</td>
</tr>
<tr>
<td>Summer School – Enrichment – Robotics</td>
</tr>
</tbody>
</table>

(page 42 of 202)
Regular Ed – Deerfield $2,067,853
Project Search Tuition $165,672
Vocational Center Students 662,894
Vocational Center students – local $38,521
Portion of capital improvement fee
Adult education $160,000
Preschool $35,000
Foster care children $0
Special education – Deerfield $520,000
**Total Tuition** $3,715,250

Local revenues for transportation include:
Transportation CHS bus passes $8,500
Transportation charter (includes elem. and $148,194
RMS PTO trips, extended day, extended year programs) (21C)

**Total Transportation** $155,694

Local revenues for other local sources include:
Athletic fees $103,095
Athletic gate receipts $10,000

Ms. Ardinger asked if the district has received feedback on whether there has been more student attendance at athletic events with fees no longer being charged for students. Superintendent Rath had checked with Athletic Director Steve Mello; however, it had been too soon to tell at that time. She told the Board she would check with him again.

CHS student fees (parking, lost books) $6,000
Vending machine proceeds $7,000
Community activity rental $130,000
Impact fees $40,000
Sale of property $0
Miscellaneous $0
Procurement card rebate $15,000
Payment in Lieu of Taxes (PILOT) $95,000
**Total Other Local Sources** $406,095

**Total Local Revenue** $4,278,089

Some highlights of local revenue include the implementation of the new Regular Education tuition calculation for Deerfield, the decrease of the state portion of the Vocational Center student tuition, the limited amount of 3% of tuition for the Vocational Capital Improvement fee, a reduction in the number of Deerfield students with IEPs, the proposed reduction in revenue due to a change in the city calculation of impact fees, a new city PILOT agreement and the increase use of school facilities by both profit and non-profit entities.
State revenues include:

- Equitable Education Aid: $12,713,951
- School Building Aid: $1,395,509
- Vocational Building Aid: $0
- Catastrophic Aid: $351,549
- Vocational Aid: $930,612
- Vocational aid – state portion: $88,910

**Total state revenue:** $15,480,531

The biennial budget is unknown and total state funding continues to decrease. Also within the State revenue is a building aid correction.

Federal revenues include:

- Medicaid distribution: $1,050,000
- E-rate communications: $36,000
- Interest expense rebate (QSCB & Build America Bonds): $851,498

**Total federal revenue:** $1,937,498

Sequestration is still a factor for federal revenue, as well as Medicaid being dependent on claims.

Mr. Dunn displayed the Transfer from Trusts chart, explaining that the district is not proposing much in transfers. The only proposals for FY16 are $130,606 from the Facilities Purchase & Renovation Expendable Trust and $800,000 from the Elementary Consolidation Project Expendable Trust where there is an additional $67,000 from the bond premium. The administration will provide options for these funds when the SAU project is closed out. The only other proposal of transfers for FY16 is $119,384 from the Tuition Stabilization Fund for a total of $1,181,232 in transfers from trust funds.

Mr. Dunn provided an updated budget development schedule.

Barb Higgins expressed appreciation for the effort that goes into creating the budget and would like the public to know that many times, the administration has no control over mandatory areas of the budget. Mr. Dunn added that 80% of the budget is comprised of salary and benefits.

Jennifer Patterson asked the community to view these work sessions on ConcordTV Channel 6 or via web streaming (http://www.yourconcordtv.org/streaming-video/school-board-meetings/) Mr. Richards asked that Concord citizens attend the public hearings on March 23 and 25, as the Board welcomes their input and concerns.

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

The meeting adjourned at 6:46 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board of Education, Concord School District  
Regular meeting  
March 2, 2015

Board members  Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barbara Higgins, Alana Kimball, Oliver Spencer, Jennifer Patterson, Jim Richards, and Winnie Wang (student representative)  

Administrators:  Superintendent Chris Rath, 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

The Board voted 9-0 to approve the agenda (motioned by Tom Croteau, seconded by Rusty Cofrin).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

Student representative Winnie Wang noted that last week’s Winter Carnival was a huge success, and expressed thanks to all those who helped, planned and participated.

Sophomore George Tarwo placed first in his weight class at the wrestling Meet of Champions last week and qualified for next weekend’s New England championships. After sophomore Tyshawn Roberts earned a 3-1 decision in his match, the Crimson Tide edged past last week’s D-I champ Londonderry, and into second place. Ms. Wang noted that CHS senior Alaina Pribis has won the state 200- and 500 meter swimming championship four years in a row.

She told the Board that the “Mr. CHS” contest will take place on March 12; the Varsity Club bonfire is scheduled for March 13 at 6 p.m.; and congratulated the Granite State Challenge team for its win against John Stark Memorial in the first round of matches. The team’s debate against Merrimack will air on NHPTV in April.
The National Honor Society will induct 90 juniors on March 9.

Superintendent Rath described an article in *The Concord Monitor* about a new project, “Engineer Week,” held at Christa McAuliffe School in February. The project was initiated and organized by parent Stacey Brown and included 16 local engineers who donated their time to educate CMS students about their careers, from the periodic table of elements to infiltration through porous sidewalks.

She noted a letter from Douglas Moran, MD of Concord Orthopaedics to Mr. Mello, praising athletic trainer Hannah Cullen for her excellent work to maintain the health and fitness of CHS athletes.

She noted the seven January 2015 CRTC Students of the Month in their respective programs: CHS Junior Victoria Pendak, Graphic Arts & Digital Communication; CHS Senior Kaleigh Otto, Teacher Preparation; CHS Junior Lexi Kelley, Cosmetology I; CHS Junior Nathan Cushman, Automotive Technology; Bow Junior Mackenzie Evans, Health Science; CHS Senior Kyle Michaels, Information Technology; and CHS Senior Rachel Hutchison, Culinary Arts.

Superintendent Rath noted that 25 CHS students have been selected to participate in the GAPP exchange program with its partner school, the Maximilian Kolbe Gymnasium, in Wegberg, Germany this fall. In September these students will fly with their chaperones to Germany, where they will attend school, give presentations, and experience another culture as members of German families, rather than as tourists. The entire group will spend a week in the country’s capital, Berlin. These CHS students are ambassadors and will represent not only the CHS and Concord communities, but also the USA while abroad. The students are: Jasper Anderson, Meaghan Bannister, Delia Barry, Gillian Bennett, Jenna Bourassa, Franklin Didado, Ethan Donlon, Jack Foisey, Jacob Fontneau, Lauren Hatch, Caitlin Klose, Julia Lajoie, Edgar Zed Lyons, Quinn Makris, Dana Matson, Megan McLaren, Nate Milliken, Sophie Pratt, Katie Prentice, Emily Proctor, Marta Rardin, Daniel Rydel, Connor Sackos, Alex Saffian and Emily Thunberg.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell briefly reviewed the minutes of the regular Board meeting on February 11. He then reported on the discussion at the Legislative Breakfast hosted by the School Board on February 13. The administration presented highlights from its proposed budget, and discussed with Concord legislators and City Council members the influence the state has on the district budget. Mr. Cogswell noted that downshifting of significant costs from the state does not save taxpayers money; it just increases property taxes.

The Board voted 9–0 to approve the minutes of the regular monthly meeting on February 11, 2015 (moved by Kass Ardinger, seconded by Alana Kimball).
Agenda Item 6. Personnel

Mr. Prince presented a proposal from Director of Physical Education and Sport Steve Mello to restructure the spring track coaching staff. There would continue to be six coaches; no gender-specific positions would be listed; and the total cost is approximately equivalent ($184 more). Mr. Mello noted that he is taking current coaching staff and utilizing them in the most productive way. The Athletic Department has in recent years moved away from segregated track programs, as girls and boys coaches work well together to maximize the specialties of each coach. He noted that he has reached out to every female track person in the district but found no one able or willing to make the commitment to coaching (mostly due to family obligations). Due to this, he is proposing to elevate Hayden Daly to Head Coach – Spring Track. Mr. Mello noted that in the future, he will strive for a more gender-balanced coaching staff. The total cost of this proposal, which includes a head Track Coach and five assistant coaches, is $19,200.00. Mr. Mello provided a comparison for the 2014 spring track coaching roster/costs, with a total cost of $19,016.00.

There was discussion about the need for this track coach arrangement, with concerns expressed about the lack of a female coach for the female athletes. Ms. Higgins expressed her view that it is uncommon in Division I to have shared coaches, and that at this level, separate programs for girls and boys tend to work better. She said there was a need to have someone whose primary function is as the girls’ track primary coach.

Mr. Mello noted the lack of female candidates for coach positions, and the department’s success using gender-neutral coaching. He said that the coach arrangement always depends on maximizing the talents of the available coaching staff and whatever arrangement is best for the students.

Mr. Cofrin noted that many Division I schools combine coaching, and that he feels Mr. Daly is an excellent coach and strong leader.

Mr. Croteau asked whether the proposal is a best practice or a fix to a current situation we have and, in a year with qualified candidates who might want these positions, will it migrate back to what it was.

Ms. Ardinger noted that for track, unique among high school sports as it comprises many different events, it is best to have those people coach who excel in their area.

Oliver Spencer expressed a need for one primary coach, to provide what he termed “unity of command.”

Mr. Cogswell expressed an opinion that the numbers of students involved in track and other physical activities needs to stay high, and that track, as a no-cut sport, attracts more students than other sports.

The Board voted 9–0 to approve the plan to restructure the spring track coach positions (moved by Ms. Higgins, seconded by Mr. Croteau).
Agenda Item 7. Finance Committee

Mr. Cogswell noted that the minutes of the Board work session on February 4, at which the Superintendent’s proposed FY16 budget was presented, are included here for the record.

He then reviewed the minutes of the Board Work Session on February 11, at which the Board heard a detailed presentation of revenues, staffing, enrollment, salaries and benefits, and technology related to the proposed FY16 budget.

He then reviewed the minutes of the Board Work Session on February 16, at which the Board heard a detailed presentation of special education costs and revenues related to the proposed FY16 budget.

Finally, Mr. Cogswell reviewed the minutes of the Board Work Session on February 18, at which the Board heard a detailed presentation of facilities costs and revenues related to the proposed FY16 budget.

He noted that the Board will post its budget on March 9. He said that most Concord residents are concerned about the percentage increase of this proposed budget, and commented that at the point the budget shows a 4.4% increase, but a number of elements are not yet final, including contract negotiations with bargaining groups, as well as the city valuations until the fall.

One of the Board’s major goals in this budget is to maintain its class size guidelines. He noted that the budget carried no increases for three to four years during the economic recession, and that last year’s increase was 4.9%.

Agenda Item 8. Joint City Council / School Board Committee

Mr. Cogswell reported on the Joint City Council / School Board Committee meeting on February 20, at which the School Board budget was discussed and the city administrators discussed valuations. He noted that, currently, the district budget reflects .3% projected increase in valuations. The committee also discussed the City’s current projects and the bonding process. He noted particularly that the public is welcome to attend those meetings, which are scheduled on the calendar on the district website and which are held at City Hall.

Agenda Item 9. Negotiations Update

Ms. Ardinger reported that the Board has had a number of positive meetings with bargaining groups and hopes to wrap up several contracts very shortly.

Agenda Item 10. Central Office Project Update

Matt Cashman reported that the administration has received the final certificate of occupancy, and that the video screen and video camera will be installed next week.
Mr. Cogswell noted that when the elementary schools were consolidated, the old administrative building was torn down and the Central Office staff were temporarily moved to the former Dewey School. Over a period of time, based on economics and with the support of neighbors, the Board made the decision that the Central Office would be permanently housed at this location. The new renovation has maintained its historic character and added nice new features.

Mr. Richards commented that he was very impressed by the new energy efficiency features both in lighting and heating.

Agenda Item 11. Superintendent Search Update
Mr. Cogswell noted that the Superintendent Search committee is working with three candidates. After another round of interviews, the Board will make public the names of those candidates, and by the third or fourth week of March will set up opportunities for the community to meet them.

Agenda Item 12. Proposed calendar of meetings
Superintendent Rath discussed the proposed Board committee meetings for March 2015, noting four Board Work Sessions, and Public Hearings scheduled for Monday, March 23 at Central Office and Wednesday, March 25 at Mill Brook School. The Board will vote on its budget on March 30.

Agenda Item 13. Public comment
There was no public comment.

Agenda Item 14. Adjournment

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

The Board adjourned at 7:30 p.m.

Respectfully submitted,

Kass Ardinger
Secretary
Board President Clint Cogswell called the meeting to order at 5:37 p.m., noting that this was the fifth work session of the FY 2015-2016 Superintendent’s Proposed Budget and the agenda was lease-purchases and utilities.

Business Administrator Jack Dunn then provided an overview of the current equipment and/or service lease-purchases for energy, technology and buses. At the end of these leases there is a dollar buyout. The length of the energy lease-purchase, which includes Naresco, is 10 years and expires in 2018. The technology lease-purchase includes infrastructure with a 5-year lease-purchase (routers, wiring, switches, servers) and a 3-year lease-purchase for client systems (laptops, computers, iPads). Due to budget constraints, the FY15 client systems lease is 4 years. Lastly, the current bus replacement plan projects a 7-year lease-purchase for new buses.

Mr. Dunn provided handouts explaining long-term debt planning and detailing how buses and technology are proposed to be purchased under the current three-, five-, and seven-year lease plans for FY16, as well as projected purchases until FY24.

Jennifer Patterson noted that although the details of new technology are not included in this plan, the administration has put a placeholder in the current long-term debt plan through FY 2023-2024. Mr. Dunn explained that the IT department is currently working with staff to develop the technology needs for the FY 2016-2017 school year.

Mr. Dunn distributed a proposal for the Board to consider that would alter the current bus replacement plan. Instead of financing the buses for 7 years, this new alternative would gradually phase in a 3-year leased bus fleet. Under the proposal, the district would receive 12 type C buses, instead of the 3 proposed on the current plan for FY 2015-2016. The district would then begin phasing out the current older buses and replacing them with buses that would be replaced every three years.

Mr. Dunn added that the administration would like to discuss this further with the Board; the biggest drawback is that this would put a new fixed item into the budget.
After some discussion of typical costs for repair and maintenance of the buses, Jim Richards asked if the administration could provide a written comparison of the current plan vs. the 3-year plan to include total cost of ownership.

Mr. Dunn also briefly explained the option of a 5-year business plan, noting that the finance rates are higher, warranties will run out and the resale value is lower. Ms. Patterson stated that she does not see the advantage of this plan, as it is more expensive than the other two.

Below is a list of the advantages and disadvantages of the bus proposal.

<table>
<thead>
<tr>
<th>Advantage</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warranty (engines, transmissions, brakes,</td>
<td>Fixed budget item – limited options</td>
</tr>
<tr>
<td>tires, electrical, computers and body/frame</td>
<td>not fund (fixed buyout)</td>
</tr>
<tr>
<td>rust)</td>
<td></td>
</tr>
<tr>
<td>Fuel efficiency</td>
<td>25% of buses age at same time (if end lease)</td>
</tr>
<tr>
<td>Pollution control technology (2010, 2013)*</td>
<td>New vehicle bugs (warranty)</td>
</tr>
<tr>
<td>Safety technology</td>
<td>Long-term commitment</td>
</tr>
<tr>
<td>Still manage service</td>
<td></td>
</tr>
<tr>
<td>Budget reductions</td>
<td></td>
</tr>
<tr>
<td>Driver training homogenization</td>
<td></td>
</tr>
<tr>
<td>Pride of ownership (drivers and students)</td>
<td></td>
</tr>
<tr>
<td>Insurance impact</td>
<td></td>
</tr>
</tbody>
</table>

*Emission reduction controls

Lastly, Tom Croteau asked what is leased through Noresco, to which Mr. Dunn replied that the sensors and equipment are included in the Noresco lease.

Mr. Dunn overviewed utilities, explaining that district utilizes electricity, natural gas, oil, propane, steam, city water and sewer. The district also contracts with a consultant who is used by the City of Concord, Bow/Dunbarton and St. Paul’s School. The electricity contract expires in November 2015; the natural gas contract expires in June 2016; and the steam contract expires at Abbot-Downing and Christa McAuliffe in 2015 and at Rundlett in 2019. The administration is in discussions with Concord Steam to put Concord High School under contract.

Below is a list of current rates for each utility.

<table>
<thead>
<tr>
<th>Utility</th>
<th>Rate</th>
<th>Contract End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>G1: .1009*</td>
<td>November 2015</td>
</tr>
<tr>
<td></td>
<td>G2: .1017 (RMS &amp; CHS)</td>
<td></td>
</tr>
<tr>
<td>Natural Gas</td>
<td>.751/therm</td>
<td>June 2016</td>
</tr>
<tr>
<td>ADS</td>
<td>Base rate/Energy rate</td>
<td>2018</td>
</tr>
<tr>
<td>CMS</td>
<td>Base rate/Energy rate</td>
<td>2018</td>
</tr>
<tr>
<td></td>
<td>Base rate/Energy rate</td>
<td>2019</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>RMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHS</td>
<td>(discussion)</td>
<td>(discussion)</td>
</tr>
<tr>
<td>Oil Central</td>
<td>Lock rate: $3.09 (June 2014)</td>
<td>N/A</td>
</tr>
<tr>
<td>Eastman</td>
<td>Market rate avg.: $2.82</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Mr. Dunn noted that propane is used at White Farm.

Mr. Dunn displayed a utilities budget history, noting that the district is projecting that it will spend $8,800 over budget for utilities in the FY 2014-2015 school year, with steam driving that budget overage.

Board members discussed options for heat, including converting steam to natural gas and costs that could or would be incurred in the conversion process. Mr. Dunn noted that without the additional cost an engineer analyzing the boiler conversion, the district would pay approximately $1.5 to $1.8 million for the conversion. When asked by Alana Kimball if solar panels have been considered, he stated that when designing the new elementary schools the architect did not recommend solar panels. Mr. Cogswell added that the district had considered geothermal for the elementary project, but this was too expensive. Matt Cashman noted that biomass was also considered.

Rusty Cofrin reminded the Board that in consideration of a project like this, the Board should keep in mind that Rundlett Middle School construction is on the horizon.

When Superintendent Rath asked if the Board had questions or comments on other topics, Mr. Richards noted that he is anxious to see enrollment numbers. She stated that she is working on this and hopes to have it ready by Monday’s work session.

During a brief discussion of kindergarten registration dates and requirements, Superintendent Rath stated that when full-day kindergarten is considered, the district may have to look at placing kindergarten students in schools other than their own neighborhood schools due to space constraints.

Mr. Cogswell noted that it is important to keep kindergarten and grades 1, 2 and 3 class sizes small.

Mr. Richards asked if, based on the information received at a previous work session, there was a forecast for enrollment of non-white students in the coming years. Superintendent Rath noted that there is no long-range forecast for coming years, but the district usually has six months’ notice.

Mr. Richards noted that he would have some questions about summer projects at the next work session and added that some projects will be more costly if postponed.

Mr. Cogswell reminded the Board of the March 26 Girls Inc. Open House at Eastman.

> The Board voted 6-0 (motioned by Ms. Patterson, seconded by Mr. Croteau) to adjourn.
The meeting adjourned at 6:32 p.m.

Respectfully submitted,

Jennifer Patterson, Vice President
Concord School District  
FY2015-2016 Board Work Session #6  
March 9, 2015

Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Alana Kimball, Tom Croteau, Jennifer Patterson, Jim Richards, Oliver Spencer

Board members not present: Barbara 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

Others: Gene Connolly, Concord High School Principal, Tom Crumrine, Concord High School Assistant Principal

Board President Clint Cogswell called the meeting to order at 5:34 p.m., noting that this was the sixth work session to discuss the FY 2015-2016 Superintendent’s proposed budget. The purpose of the meeting was to discuss enrollments and staffing at Concord High School, and to vote to post the preliminary 2015-2016 budget. Superintendent Rath noted that the Board work session on February 11 touched on enrollments but with registrations at Concord High complete, the district can determine enrollments more accurately. She also reviewed enrollments for the elementary schools.

The agenda included a review of the overall enrollment trend for 2015-2016 with a focus on changes; an explanation of how staffing is determined based on course requests during the February course registration process; changes by department at Concord High School; proposals for staffing changes; and a Board vote to post the preliminary 2015-2016 budget.

Superintendent Rath displayed the “State Enrollment Trend and Projections through 2023-2024” bar graphs that were displayed at the February 11 work session, reminding the Board that the state enrollment trend shows a gradual decline from 2006 to 2014 and the projections through 2023-2024 show some very slight fluctuation, with enrollments remaining mostly stable through 2023-2024. By level, the enrollment projections through 2023-2024 reveal a slight decline of 72 students in the elementary level. For the same time period, there is a small decline in middle school enrollment of 45 students, as well as a small decline in high school enrollment of 80 students. At the high school level, changes projected from 2014-2015 to 2015-2016 include an increase in Grade 9 enrollment of 65 students, an increase in Grade 11 of 30 students and an increase in Grade 12 of 9 students. Only Grade 10 projections show a reduction of 63
students. The total difference of student enrollment from 2014-2015 to 2015-2016 is an additional 41 students.

Superintendent Rath explained to the Board how the staffing formula is derived, using the Biology course as an example.

How many teachers, in full time equivalents (FTE), do we need next fall to teach all the sections of classes of Biology if the average class size is 24?

The factors are:

- The number of students requesting the course for fall 2015
- The number of sections (separate classes of the same course) that would be needed if every one of these students was scheduled for this class
- The number of staff (FTE) needed to teach this number of sections
  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

She cautioned that the number of requests is as of February 2015. They do change between now and August.

The projected staffing is determined before scheduling. Not all students will be scheduled for the course as there may be schedule conflicts. 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 Class Size Guidelines Board Policy #641 was displayed, showing average class size by level. The policy is detailed below.

The average class size objectives shall be:

- Kindergarten = 17
- Primary = 21
- Intermediate = 25

Example:
- Kindergarten: 14–17–20
- Primary: 18–21–24

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.

Secondary

Secondary administrators will consider 30 students as a maximum class size and 15 as a minimum class size. Classes with student enrollment of fewer than 15 must have approval of the central administration.
With the factors and cautions known, how many teachers are needed to teach the Biology course next fall?

- A total of 456 students request Biology (full-year course)
- An average class size should be about 24 students per class for Biology
- 456 students divided by 24 students per class = 19 sections
- A teacher who teaches a full-year class teaches five class periods all year. Each class period is .2 for the full year.
- A teacher who teaches a semester class teaches ten semester classes per year.
- In this case: 19 divided by 5 = **3.8 full time equivalent teachers**

For all Biology classes at Concord High in fall 2015, the administration projects needing 3.8 FTEs, an increase of 2 more Biology sections (or FTE = .4) over this year. This increase is due to an additional 65 incoming freshmen as Biology is a freshman class.

In another example, Superintendent Rath explained that to fulfill all requests for all Science classes for 2015-2016, with an increase of 84 students, the Science department will need to increase their staff of 15.4 FTEs to 15.7 FTEs, an additional .3 FTEs.

A list of course requests and projected staffing by department at Concord High School for fall 2015 was displayed.

<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>846</td>
<td>-0.1</td>
</tr>
<tr>
<td>Business</td>
<td>384</td>
<td>+0.1</td>
</tr>
<tr>
<td>Digital Education</td>
<td>267</td>
<td>0</td>
</tr>
<tr>
<td>English</td>
<td>2,041</td>
<td>-0.2</td>
</tr>
<tr>
<td>Life Studies/Health/PE</td>
<td>4,321</td>
<td>-0.5</td>
</tr>
<tr>
<td>Math</td>
<td>1,692</td>
<td>+0.2</td>
</tr>
<tr>
<td>Music</td>
<td>614</td>
<td>0</td>
</tr>
<tr>
<td>Science</td>
<td>2,053</td>
<td>+0.3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2,706</td>
<td>+0.4</td>
</tr>
<tr>
<td>Industrial Arts</td>
<td>232</td>
<td>0</td>
</tr>
<tr>
<td>World Language (CHS)</td>
<td>1,119</td>
<td>-0.2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16,275</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Superintendent Rath explained that the bottom line is that the total number of staff will remain at the high school next year as this year; however, these numbers will vary throughout departments.

Examples of changes in sections are detailed by department below. These changes also show how many sections there are in the current year by comparison to the FY 2015-2016 school year.

**Art**

More: Advanced Art Seminar (0 to 1); Intro to Digital Art (1 to 2)

Less: Color and Design (13 to 12); Ceramics (6 to 5); Photo 2 (1 to 0)
Business
More: AP Economics (1 to 2); Computer Business Applications (0 to 1)
Less: Ecommerce (new in the FY 2014-2015 year (1 to 0))

English
More: AP English (1 to 2); Career Communications (0 to 3); Journalism (1 to 3); Digital
Production (formerly TV Production) (1 to 2)
Less: English 10 (17 to 14); English 11 (16 to 15); Senior electives

Life Studies/Health/PE
More: Health 1 (15 to 17); Health 2 (13 to 16); Freshman Fitness (12 to 13); Freshman PE
(12 to 14)
Less: Cooking (7 to 6); Cooking II (3 to 2); Electives

Math
More: AP Stats (3 to 4); Advanced Algebra (3 to 4); Advanced Geometry (4 to 5);
PreCalc 1 and 2 (4 to 5)
Less: Algebra 2 (12 to 11); Probability and Statistics (2 to 1); TAC Math (1 to 0)

Music
More: AP Music Theory (0 to 1); Increase numbers in Band, Chorus, Orchestra (no
change in sections)
Less: Guitar (5 to 4); Jazz and Rock (2 to 1)

Science
More: AP Chemistry (1 to 2); AP Physics (1 to 2); Biology (17 to 19)
Less: AP Biology (3 to 2); Electives

Social Studies
More: Geography and Cultures (15 to 18); Civics (12 to 16)
    New course: Big History 3 classes
Less: Electives (e.g. History of Hollywood (2 to 1))

Superintendent Rath explained that some classes have to be balanced at the cost of
others. Jennifer Patterson noted that there are other options such as VLACS if students
are unable to get into a class. Superintendent Rath added that, although an alternative,
VLACS is not part of the CHS registration process. Assistant Principal Tom Crumrine
also added that VLACS classes hold up as a good learning experience because these
classes are not easy to pass.

Superintendent Rath explained that even though students are still only able to request
eight classes, the administration is trying to determine if students are registering for
more classes than in the past.

Mr. Crumrine noted that once registered, students cannot easily drop classes, and
fortunately, the requests to drop and actual drops do not often happen.

On the subject of CRTC enrollments, Superintendent Rath explained that the staff
needed for each section is considered .33 FTE and the general model is two each of the
class for the first year and one class for the second year. The administration has looked at offering additional sections; however, because sending schools’ attendance is hard to project, this offering is risky. In summary she explained that there are no additions and no reductions in CRTC staffing.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall 2015 Enrollment</th>
<th># of Sections</th>
<th>FTE</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto 1</td>
<td>54</td>
<td>3</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>Auto 2</td>
<td>TBD</td>
<td>2</td>
<td>.67</td>
<td></td>
</tr>
<tr>
<td>Construction 1</td>
<td>27</td>
<td>2</td>
<td>.67</td>
<td>1 class ½</td>
</tr>
<tr>
<td>Construction 2</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosmetology 1</td>
<td>48</td>
<td>2</td>
<td>.67</td>
<td></td>
</tr>
<tr>
<td>Cosmetology 2</td>
<td>TBD</td>
<td>1</td>
<td>.33</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>43</td>
<td>2</td>
<td>.67</td>
<td>20 seats available</td>
</tr>
<tr>
<td>Culinary Arts 1</td>
<td>34</td>
<td>2</td>
<td>.67</td>
<td></td>
</tr>
<tr>
<td>Culinary Arts 2</td>
<td>TBD</td>
<td>1</td>
<td>.33</td>
<td></td>
</tr>
<tr>
<td>Fire Science</td>
<td>16</td>
<td>1</td>
<td></td>
<td>contracted</td>
</tr>
<tr>
<td>Graphic Arts 1</td>
<td>60</td>
<td>2</td>
<td>.67</td>
<td>40 seats available</td>
</tr>
<tr>
<td>Health Science 1</td>
<td>84</td>
<td>2</td>
<td>.67</td>
<td>40 seats available</td>
</tr>
<tr>
<td>Info Technology</td>
<td>35</td>
<td>1</td>
<td>.33</td>
<td>X seats available</td>
</tr>
<tr>
<td>Teacher Prep 1</td>
<td>53</td>
<td>2</td>
<td>.67</td>
<td>40 seats available</td>
</tr>
<tr>
<td>Teacher Prep 2</td>
<td>TBD</td>
<td>1</td>
<td>.33</td>
<td></td>
</tr>
</tbody>
</table>

Staffing change proposals for FY 2015-2016 include reduction of one classroom position at Rundlett due to a smaller grade 8; a .4 speech and language position and a .5 PE position at CHS. Additions include a .5 classroom position at Mill Brook School due to a large kindergarten class moving to first grade; a .5 Art teacher position and a .5 PE position at Mill Brook/Broken Ground Schools; a full-time ELL teacher position at CHS; as well as .6 additional time that has been proposed for the clerk at Transportation.

Because there is no overall reduction of .5 at CHS, the administration proposes cutting the request for a .3 Special Education teacher position at Christa McAuliffe School. The district will reallocate Special Education staff equitably to accommodate. The administration is also withdrawing the request for a program assistant for the online learning lab at CHS.

Additional proposed adjustments for the elementary schools were not prepared for this meeting but Superintendent Rath distributed the list of elementary school numbers of classes, numbers of teachers and average class size previously reviewed at the February 11 work session.

Superintendent Rath reported that with updated March enrollments there could be shifts in staff allocations among the elementary schools, but no change to the bottom line.
Oliver Spencer inquired about the capacity at the new elementary schools. Matt Cashman stated that the kindergarten classrooms are 1,000 square feet and the other grades are 900 square feet.

Superintendent Rath stated that the administration will work on the Board’s request to find options if the Board were to reduce the budget by $1,000,000.

Mr. Dunn reminded the Board to sign the five copies of the MS-26 cover sheet so that the preliminary FY 2015-2016 budget could be posted.

Jim Richards suggested that the Board consider putting an additional $250,000 into summer capital improvement projects. Ms. Patterson agreed, adding that the original $250,000 proposed is not enough to take care of the facilities and with bonding questionable, this should be considered.

The Board voted 8-0 to add $250,000 to the summer capital improvement projects in the FY 2015-2016 Budget.

The Board voted 8-0 to post the Preliminary FY 2015-2016 Fiscal Year Budget for all funds of $81,275,577 with the General Fund portion totaling $75,316,038 with an amount of $50,538,688 to be raised in local and state taxes. (motioned by Ms. Patterson, seconded by Tom Croteau).

Superintendent Rath noted that she will get information regarding bus leases and the status of the Concord Steam contract for Concord High.

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

The meeting adjourned at 6:27 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Alana Kimball, Jim Richards

Board members not present: Barb Higgins, Jennifer Patterson, Oliver Spencer

Administration: Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities and Planning/Community Education Matt Cashman, Director of Food Services John Lash

Board President Clint Cogswell called the meeting to order at 5:36 p.m., noting that this was the seventh meeting to discuss the FY 2015-2016 Superintendent’s proposed budget; the agenda for this meeting was an overview of the food service program, enrollments, meal prices, participation, a la carte prices and the food service FY 2015-2016 budget.

Director of Food Services John Lash explained the federal and state programs. Federal program participation includes Concord School District’s enrollment in the National School Lunch Program (NSLP), which provides nutritional and administrative guidelines for the breakfast and lunch program. Federal reimbursements are based on adhering to these guidelines. These reimbursements, along with paid meals and a la carte sales, provide all funding for the CSD lunch program.

The After School Snack Program includes healthy, nutritious and federally reimbursable snacks that are available to all Extended Day programs. In prior years, the district has participated in this program, but this year due to the laborious administrative process to manage this program, the district invoices the grants for the snacks that are purchased.

Under USDA Commodity, CSD qualifies for over $85,000 in federal surplus commodity foods. These items include whole grain pastas, turkey, ham, cheese, and canned fruits and vegetables. Cost is $3.75 per case and examples of contents are sun butter, frozen peach cups, turkey taco mixture and beans.

The Six Cent Certification provides performance-based reimbursement for School Food Authorities that demonstrate compliance with an updated meal pattern that includes both lunch and breakfast.

The guidelines include 5 servings per week of either dark green vegetables, red/orange vegetables, starchy vegetables, other vegetables or legumes.
State program participation includes the breakfast program: the NH Department of Education provides additional funding to the NSLP based on reimbursable breakfasts served, an additional $0.03 per meal. Breakfast items are available to students at every school.

Current enrollment in the CSD breakfast and lunch program is 4,631 students. Five hundred and fifty breakfasts (550) and 1,734 lunches are served daily from eight kitchens with a total of 27 cooks and assistants.

Proposed meal prices for FY 2015-2016 are the same as the current school year.

<table>
<thead>
<tr>
<th>BREAKFAST</th>
<th>FREE</th>
<th>REDUCED</th>
<th>PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$0</td>
<td>$0.30</td>
<td>$1.50</td>
</tr>
<tr>
<td>Middle</td>
<td>$0</td>
<td>$0.30</td>
<td>$1.75</td>
</tr>
<tr>
<td>High</td>
<td>$0</td>
<td>$0.30</td>
<td>$1.75</td>
</tr>
<tr>
<td>Adult</td>
<td>n/a</td>
<td>n/a</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LUNCH</th>
<th>FREE</th>
<th>REDUCED</th>
<th>PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$0</td>
<td>$0.40</td>
<td>$2.50</td>
</tr>
<tr>
<td>Middle</td>
<td>$0</td>
<td>$0.40</td>
<td>$2.75</td>
</tr>
<tr>
<td>High</td>
<td>$0</td>
<td>$0.40</td>
<td>$3.00</td>
</tr>
<tr>
<td>High (Deli)</td>
<td>$0</td>
<td>$0.40</td>
<td>$3.50</td>
</tr>
<tr>
<td>Adult</td>
<td>n/a</td>
<td>n/a</td>
<td>$3.75</td>
</tr>
</tbody>
</table>

Total lunch revenue per meal by type includes $3.04 at the free level funded by NSLP and $3.04 at the reduced level; $0.40 for student cost and the remaining $2.64 funded by NSLP. At the paid level, NSLP pays $0.34 of the meal and students at the elementary schools pay $2.50 for a total of $2.84; at the middle school students pay $2.75 for a total of $3.09; at the high school students pay $3.00 for a total cost of $3.34; and for the high school deli students pay $3.50 for a total cost of $3.84.

Mr. Lash handed out a worksheet detailing program participation. The first three tables included analysis for lunches sold, eligible lunch applications and eligible lunches. He directed the Board’s attention to the 2014-2015 analysis of participation by percent, noting that Concord High School paid level is projected to be only 9% participation. The elementary schools and middle school are also projected to have decreased participation. Only St. John’s Regional School is projected to have increased participation.

Mr. Lash feels that the food requirements may be contributing to the decline in participation. He explained that more than half the grains served have to be whole grains, which the students do not like; participation is low on these days. He stated that he and the cooks are trying to be creative with legumes, such as chickpea stew; however, student participation is still low although the staff did like it.

Mr. Lash explained that other districts are experiencing low participation and that only 18% of school districts will break even or make a profit this school year. Kass Ardinger asked if there is any evidence that students on the free level are bringing their lunches,
if they are not getting school lunches. He replied that it would be easy to see this at the elementary and middle schools; however, not at the high school. Ms. Ardinger then asked if there are any efforts to survey students. Mr. Lash noted that although no formal survey has been done, he does walk around the cafeterias to see if students are purchasing food or bringing it from home.

Tom Croteau asked if there were any new developments from the discussion last year about finding a solution to the long lunch lines. Jack Dunn replied that the cashiers now have new terminals with touchscreens, which are making the process quicker for participating students. Mr. Croteau added that if the lines are no longer an issue, then there may be no way of knowing why students are not participating until a formal survey is done. Mr. Cogswell suggested sending the menu to parents along with a questionnaire or directions to complete an online survey after speaking with their children about their thoughts on the lunch program and menu.

Mr. Lash displayed the March lunch menu. He explained that a student has to take three items in order for the meal to be reimbursable, and noted that $.07 is saved when a student selects water instead of milk. He added that the total cost of a Bag-O-Taco is $1.94 if the student takes all items included. Each item price is deducted if not taken by the student. Beef is purchased at $3.50 per pound. Mr. Lash explained that fruit and vegetable prices are higher in the winter because the northeast does not produce fresh fruit and vegetables year-round. He explained that most items are purchased through NH Buying Group and because the buying power is large, this drives the prices down.

Mr. Cogswell asked if Mr. Lash sees a significant change in participation when serving a popular item. He stated that the pay level shows a significant increase on these days. The most popular items are anything with chicken (popcorn chicken, chicken patties, etc.), pizza and breakfast for lunch. Mr. Lash is conflicted about increasing the number of times breakfast is served for lunch because of its lack of nutritional value.

Mr. Croteau inquired how much of the menu is cooked from scratch. Mr. Lash responded that the cooks are adding food made from scratch little by little because of the constraints of time and lack of raw product. Jim Richards asked about preparing enough of some foods in advance to deliver to all schools. Mr. Lash noted that there has been discussion to do that with certain foods like meatballs.

Alana Kimball asked about the fresh fruits and vegetable program. Mr. Lash explained that all students at the elementary schools receive free fresh fruits and vegetables on this program three times a week.

All students regardless of lunch benefit qualifications pay the same amount for a la carte items. Below are the average a la carte sales by day.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Middle</td>
<td>$506.71</td>
<td>$385.63</td>
<td>$274.23*</td>
</tr>
<tr>
<td>High School</td>
<td>$790.00</td>
<td>$718.19</td>
<td>$685.99*</td>
</tr>
<tr>
<td>*as of 2/20/15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Mr. Lash presented a list of a la carte items, explaining that there are some that were compliant last year and still are this year; some that were compliant last year but not this year; and lastly some that were not compliant last year but are compliant this year. Mr. Lash stated that the a la carte item servings are getting smaller; however, the prices are increasing. Ms. Kimball suggested adding cheese sticks to the a la carte items.

Mr. Dunn then provided an overview of the projected FY 2015-2016 budget explaining that the food service department has eliminated a driver and a 20-hour administrative assistant position. He stated that with the lack of participation, food service is serving 6,000 fewer meals per month than last year.

<table>
<thead>
<tr>
<th>FY15 Budget</th>
<th>FY15 YTD</th>
<th>FY16 Budget</th>
<th>($) Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses:</td>
<td>$1,783,957.00</td>
<td>$1,725,929.00</td>
<td>($58,028.00)</td>
</tr>
<tr>
<td>Revenue:</td>
<td>$(1,783,957.00)</td>
<td>$(1,725,929.00)</td>
<td>$58,028.00</td>
</tr>
</tbody>
</table>

Budget Projection for FY16

| Expenses* | $1,580,025 |
| Revenue** | $1,460,206 |
| DIFFERENCE | $(119,819) |

*Expenses ($964,083.16)/.6101695(108 days)

**Revenues – includes one-time revenue, FFVP, sales, catering, federal and state reimbursements, adult meals

The recommendations administration is making for food service to increase revenue are to reduce losses for FY 2014-2015, move to a 21-day cycle menu for FY 2014-2015, increase the use of US Commodities for FY 2014-2015, survey parents, focus on new a la carte items, explore grab-and-go options and possibly bring back chocolate milk and diet soda. The Board did not agree that bringing back soda was a good idea. Other options that are being explored are serving coffee at the high school and purchasing Jamba Juice machines (fruit smoothies).

Mr. Croteau reiterated that 18% of districts are successful in making a profit. He asked Mr. Lash what he might need to make CSD’s program more successful. Mr. Lash explained that many districts do not include directors’ salaries, food service staff health benefits or overhead in their food service budget. He also explained that it takes time to change students’ eating habits to whole grains and healthy foods. Mr. Richards suggested marketing the program through PTOs and at Open Houses.

Mr. Dunn explained that Salem School District is losing $30,000. They recently pulled out of the NH School Lunch Program for a 3-month trial period. They are holding a meeting where they will speak to the NH Buying Group about the results and Mr. Lash and Mr. Dunn will attend the meeting to hear the results. Mr. Dunn explained that there are still a number of things that need to be considered before taking this drastic step, including the impact on State Adequacy and the ability to provide for all students.
Mr. Dunn explained that the administration would take the Board’s suggestion to get feedback from parents and make adjustments to the program to try to mitigate the decline in participation. He added that there is nothing in the budget right now, which is the same as last year. The administration will be coming back to the Board in April for food service reimbursement. He stated that 7 votes are needed to approve the reimbursement. Ms. Ardinger asked that details be included about why two years’ reimbursement is needed.

The Board thanked Mr. Lash for buying local foods, teaching better nutrition and for the work he is doing in the food service department.

**The Board voted 6-0 (motioned by Rusty Cofrin, seconded by Mr. Richards) to adjourn.**

The meeting adjourned at 6:59 p.m.

Respectfully submitted,

Kassandra Ardinger, *Secretary*
Concord School District
Board of Education
FY2015-2016 Board Work Session #8
March 18, 2015

Board members present:
Kass Ardinger, Clint Cogswell, President, Tom Croteau,
Alana Kimball, Jennifer Patterson, Jim Richards

Board members not present:
Rusty Cofrin, Barb Higgins, 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 5:35 p.m. and explained
that this was the eighth meeting to discuss the FY 2015-2016 Superintendent’s
Proposed Budget. The topic was potential reduction options to the posted budget.

Mr. Cogswell announced that the Board first needed to have a non-public session.
Jennifer Patterson motioned to enter into non-public session per RSA 91-A:3 II (b), the
hiring of any person as a public employee. Mr. Cogswell called for a roll call vote to
enter into a non-public session.

The Board voted 6-0 on a roll call vote to enter into non-public session at 5:37
p.m. under RSA 91-A:3 II (b) (motioned by Ms. Patterson, seconded by Mr.
Cogswell) the hiring of any person as a public employee.

The Board reconvened after a roll call vote to end the non-public session at 5:45 p.m.

The Board came out of non-public session and by roll call voted 6-0 to seal the
minutes under RSA 91-A:3 II (b) - the hiring of any person as a public employee
(motioned by Ms. Patterson, seconded by Mr. Croteau).

Superintendent Rath explained that the agenda for the work session included budget
reduction options. Listed below are the potential reduction options by object.

Salaries
Reduce Transportation Clerk to part-time $38,000.00
Reduce call-in subs by half $34,175.50
Eliminate five 3-hour Special Ed Secretaries $36,800.00
Eliminate Special Ed Tutor(s) at CHS $27,730.00
Level-fund driver training (Transportation) $5,000.00
Level-fund Maintenance and Transportation overtime $8,000.00
Total salary reductions $149,705.50
Benefits
Reduce cost of Life and Accidental Death and
Dismemberment insurance (AD&D) $ 15,000.00
Total benefits reduction $ 15,000.00

Professional Services
Reduce one (1) slot at Second Start $ 15,170.00
Reduce William White Associates contracted service $ 20,000.00
Reduce the number of outside psychological evaluations $ 14,000.00
Reduce hours of Resource Officer at CHS (level-fund) $ 2,363.00
Eliminate outside reconciliation of accounting firm $ 7,500.00
Reduce legal accounts $ 7,000.00
Total professional services reduction $ 66,033.00

Assistant Superintendent Donna Palley explained that the William White reductions include autism, summer and school-year consultation, not the behavior specialists or additional time for consultant Cathy Apfel. Mr. Dunn added that the legal accounts were budgeted this year at $125,000 due to negotiations. In FY16, $87,000 has been budgeted. This reduction would bring the legal account to $80,000 for FY 2015-2016.

Purchased Services
Level-fund physical therapy contract $ 9,600.00
Delay bus lease $ 52,000.00
Reduce technology lease (two phases) $ 51,618.50
No summer projects $250,000.00
Total purchased services reduction $363,218.50

Mr. Dunn noted that the reduction in the technology lease will eliminate nurse and staff laptops and maybe only 60% of the 8th grade will be provided Chrome Books or iPads. The reduction of $250,000 in summer projects is the original $250,000 that was approved by the Board, not the additional $250,000.

Supplies
Postpone Time Clock software $ 18,000.00
Reduce paper budget district-wide $ 5,000.00
Eliminate individual printers district-wide and toner $ 3,000.00
Total supplies reduction $ 26,000.00

This year 200 individual printers were reduced to 120 printers, and the remaining will be eliminated either when they stop functioning or run out of toner in order to rely on the copier system. Student printing, such as in the library at Concord High, is not included in this reduction.

Equipment
Eliminate all new and replacement furniture $ 76,916.00
Reduce all new or replacement equipment in Regular Education $ 35,541.00
Total equipment reduction $112,457.00
Mr. Dunn will provide the Board with a list of items included in the above eliminations and reductions.

**Dues, fees and interest**

- Reduce technology contingency: $20,000.00
- End contract with Capitol Center for the Arts: $10,000.00
  *Ticket subsidy, use of facility*

**Total dues, fees and interest reduction**: $30,000.00

**Various objects**

- Eliminate Community Education: $18,356.00
- Change Board policy to 1.5 mile radius for K-8: $220,000.00
  *Board Policy #711*

**Total various objects reductions**: $238,356.00

Mr. Dunn explained that the $18,356 elimination in Community Education is the amount raised in taxes to subsidize the enrichment programs. The reduction will not impact the high school credit courses of Algebra, Biology, and Chemistry.

Current walk zones are 1 mile for elementary students, 1.5 miles for middle school students and 2 miles for high school students. The chart below shows the projected number of students who would be ineligible for bus service at the elementary level if the walk zone was changed from 1 mile to 1.5 miles.

<table>
<thead>
<tr>
<th>ADS</th>
<th>132</th>
<th>110</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS</td>
<td>204</td>
<td>149</td>
</tr>
<tr>
<td>BGS</td>
<td>349</td>
<td>312</td>
</tr>
<tr>
<td>CMS</td>
<td>204</td>
<td>154</td>
</tr>
<tr>
<td>MBS</td>
<td>360</td>
<td>345</td>
</tr>
<tr>
<td>RMS</td>
<td>797</td>
<td>719</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>2,046</strong></td>
<td><strong>1,789</strong></td>
</tr>
</tbody>
</table>

* -289 ineligible riders based on 1.5 miles

* Because of geography, hazard zones and operational minimums, savings might be between $220,000 and $240,000.

Superintendent Rath distributed elementary projections that had been previously reviewed in work session #2 and have been updated to March numbers. Although there is still some guesswork in enrollments, she provided examples of potential changes. One of these is a reassignment of a position from Beaver Meadow to Mill Brook. Due to the large first grade this year, the prediction is another large enrollment in first grade at Mill Brook next year. Another change is reassignment of a position from Broken Ground to Mill Brook to achieve smaller second grades. In order to achieve smaller second grade classes at Abbot-Downing, the principal proposes larger fifth grade classes. The bottom line is that there are no staffing potential reductions proposed except for those previously discussed in this work session. The enrollments
are subject to change, so Superintendent Rath will not make changes at the elementary schools until enrollment numbers are known. The contingency fund may be needed again. Mr. Dunn added that this fund amount is $229,000.

**Summary**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$149,705.50</td>
</tr>
<tr>
<td>Benefits</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$66,033.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$363,218.50</td>
</tr>
<tr>
<td>Supplies</td>
<td>$26,000.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$112,457.00</td>
</tr>
<tr>
<td>Dues, Fees and Interest</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Various Objects</td>
<td>$258,356.00</td>
</tr>
<tr>
<td><strong>Total Proposed Reductions</strong></td>
<td><strong>$1,000,770.00</strong></td>
</tr>
</tbody>
</table>

The Board discussed the various budget reduction options and their impacts on the District. Alana Kimball asked if the Board could see a map of the walk zone. Mr. Dunn displayed a walking route map for 1 mile (elementary) and 1.5 miles (Rundlett) and explained that the calculations are based on corner miles. Mr. Croteau noted that he is not in favor of changing the policy to 1.5 miles for elementary students. Mr. Richards added that he feels students won’t walk but will be driven by their parents and, in the case of Beaver Meadow, this will add more traffic as parents drop off and pick up their students. Another consideration of changing the walk zone could be tardiness.

Mr. Dunn informed the Board that other considerations for the budget were the Unreserved Fund balance and the use of Trust Funds. (He explained that the Board should consider not using expendable trust funds because this is one-time revenue if they are considering bonding.) Mr. Dunn has estimated that the Unreserved Fund Balance currently is projected to be $2,039,000; however, $118,000 of that will be used to pay off last year’s Food Service debt, and additional funds will be needed to satisfy the current year’s debt.

Ms. Ardinger agreed that the Board should start pulling back on using the Unreserved Fund balance as it is not lasting and does not show a true budget that’s reflective of the needs of the District. Mr. Dunn added that this year is the state’s biennial budget, which could affect the District’s budget if state aid is cut.

Mr. Cogswell asked about the additional Transportation Clerk time. Mr. Dunn explained that this position had been full-time but was reduced to part-time during the 2010-2011 budget reductions.

On the subject of reducing call-in substitutes by half, Superintendent Rath explained that with this reduction would be a reduction in the proposed increase and the administration would be looking to reduce requesting substitutes for administrative assistants and educational aides.
There was some discussion about delaying the bus lease and maintaining the current buses. Ms. Ardinger noted that she is not in favor of delaying the bus lease and stated that the Board should consider bonding. Mr. Cogswell stated that there is still the possibility of bonding with state aid; however, if that’s not available the Board can bond in August, without state aid, on the 10-year plan.

Mr. Richards asked about the elimination and reduction of furniture. Mr. Cashman stated that most of the new and replacement furniture is for items that are very old and have outlived their usefulness; however, there are some items at Rundlett and Concord High School that are completely broken.

Mr. Croteau asked if there are any grants to offset some of the cost of the Resource Officer. Donna Palley replied that she will research available grants for this purpose.

Mr. Cogswell stated that the budget reduction options should be sent to the Concord Monitor to be published. Superintendent Rath will send the information to the Concord Monitor and publish it in the District News as well.

Board members told the administration that they appreciated their efforts in finding options for reducing the budget by $1,000,000; however, all members were in agreement that no budget changes should be made until after the public hearings, when they will hear the opinions from the community about these reduction options.

The Board requested that the administration present the budget and introduce the proposed reduction.

Mr. Dunn finished by explaining that the open items requested by the Board are the utility contract and the total cost of ownership for the buses.

The Board voted 6-0 (motioned by Ms. Ardinger, seconded by Mr. Croteau) to adjourn.

The meeting adjourned at 7:04 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board President Clint Cogswell called the public hearing to order at 5:31 p.m., noting that this was a Public Hearing on the proposed FY 2015-2016 Budget. The purpose of this public hearing was for community input.

Business Administrator Jack Dunn explained that the evening’s agenda included a budget development timeline, budget goals for FY16, enrollments and the FY16 budget including expenditures, revenues and reductions. Also included in the presentation was a proposal to the School Board to cut an additional $1,000,000 from the proposed FY16 budget.

**Budget Development Timeline**

**October – January**
- Vendors, Teachers, Program Directors, Administrators, Central Office Staff, and Superintendent Prepare Budget

**Late January/ Early February**
- Public presentation of the proposed budget is presented to the School Board

**February – March**
- Conduct Public Work Sessions on specific functions of the budget with the School Board
- Votes to Post a Budget for Public Comment

**March – April**
- School Board passes preliminary Budget
Budget Goals

1. **Regular Education**
   For regular education programming, the Board’s goal is to maintain class sizes within School Board policy #641 Class Size Guidelines and to ensure all elementary schools can implement the schedule to provide, among other advantages, additional time for teacher collaboration and an intervention block.

2. **English Language Learners (ELL) Program**
   The Board’s goal is to meet the needs of the increasing numbers of students learning English at the high school.

3. **Special Education Programs and Services**
   The Board’s goal is to continue to improve programs and services to meet the needs of students with serious emotional and behavioral challenges.

4. **Technology**
   The Board’s goal is to complete the four-year plan to provide wireless access in all schools, to upgrade the technology for grade 8 at the middle school and to enable high school students to access an online learning lab.

5. **Capital Purchases**
   The Board’s goal is to develop stable and sustainable methods for major purchases and capital improvements, and for replacement plans within the constraints of the budget.

6. **Debt Service**
   The Board’s goal is to maintain the School Board’s goal of level debt service.

Superintendent Rath then reviewed enrollments. She displayed the state enrollment trend from 2006 through 2014 noting the gradual decline. She then displayed the Concord School District enrollment projections from 2015-2016 through 2023-2024 explaining that these projections reveal relatively stable enrollments.

Superintendent Rath then displayed a bar graph explaining the reduction of staff over the course of 20 years for the elementary, middle and high school based on number of students, number of teachers and class size averages at the elementary level.

Reduction of Staff for Elementary Schools:

<table>
<thead>
<tr>
<th>Number of Elemen. Students</th>
<th>Number of Elemen. Teachers</th>
<th>Class Size Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1995 – 2581</td>
<td>Fall 1995 – 114</td>
<td>Fall 1995 – 21.4</td>
</tr>
<tr>
<td>Fall 2005 – 2190</td>
<td>Fall 2005 – 96.5</td>
<td>Fall 2005 – 21.3</td>
</tr>
<tr>
<td>Projected Fall 2015 – 1942</td>
<td>Projected Fall 2015 – 88</td>
<td>Projected Fall 2015 – 20.3</td>
</tr>
</tbody>
</table>
Reduction of staff – Middle School:

<table>
<thead>
<tr>
<th>Fall 1995 – 1214</th>
<th>Fall 2005 – 1210</th>
<th>Projected Fall 2015 – 982</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Middle Students</td>
<td>Number of Cluster Classroom Teachers</td>
<td></td>
</tr>
</tbody>
</table>

Change in staff – High School:

<table>
<thead>
<tr>
<th>Fall 1995 – 1577</th>
<th>Fall 2005 – 1908</th>
<th>Projected Fall 2015 – 1692</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of 9-12 Students</td>
<td>Number of High School Teachers</td>
<td></td>
</tr>
</tbody>
</table>

Superintendent Rath displayed a Student Teacher Ratios chart from a NH Department of Education Report. She explained that the other districts are listed for reference.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Concord</td>
<td>14.5</td>
</tr>
<tr>
<td>Bow</td>
<td>12.8</td>
</tr>
<tr>
<td>Hopkinton</td>
<td>10.6</td>
</tr>
<tr>
<td>Merrimack Valley</td>
<td>13.4</td>
</tr>
<tr>
<td>Pembroke</td>
<td>10.9</td>
</tr>
<tr>
<td>Merrimack</td>
<td>12.5</td>
</tr>
<tr>
<td>Salem</td>
<td>12.0</td>
</tr>
</tbody>
</table>

The following are the enrollment projections Kindergarten through grade 12 for the 2015-2016 school year.

<table>
<thead>
<tr>
<th>2014-2015</th>
<th>2015-2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-5</td>
<td>6-8</td>
<td>9-12</td>
</tr>
<tr>
<td>1979</td>
<td>1004</td>
<td>1665</td>
</tr>
<tr>
<td>1947</td>
<td>982</td>
<td>1692</td>
</tr>
<tr>
<td>-32</td>
<td>-22</td>
<td>27</td>
</tr>
</tbody>
</table>

Total appropriation for the FY16 budget is $81,275,577. The General Fund accounts for $75,316,038, Food Service is $1,725,929 and grants account for $4,233,610.

Mr. Dunn then displayed a slide that showing the summary of the General Fund expenditures:

<table>
<thead>
<tr>
<th>EXPENDITURES BY OBJECT (General Fund only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY15 Budget</td>
</tr>
<tr>
<td>Salaries</td>
</tr>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Professional services</td>
</tr>
<tr>
<td>Purchased property</td>
</tr>
<tr>
<td>Purchased services</td>
</tr>
<tr>
<td>Supplies, books</td>
</tr>
</tbody>
</table>
and utilities
Equipment $200,702.46 $212,748.00 $12,045.54 6.00%
Dues, fees, and interest $3,308,613.76 $3,255,616.00 ($52,997.76) -1.60%
Principal and transfers $4,060,481.00 $4,020,611.00 ($39,870.00) -0.98%
Expenses total $74,168,617.00 $75,316,038.00 $1,147,421.00 1.55%

Mr. Dunn explained the major cost changes in each of the objects in the general fund.

Salaries

<table>
<thead>
<tr>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$39,192,348.87</td>
<td>($183,077.81)</td>
<td>-0.46%</td>
</tr>
</tbody>
</table>

- Includes new ELL position for CHS
- Includes new .5 Kindergarten position
- Includes .5 Art position and .5 PE position for BGS and MBS (new schedule)
- Reduce -1 position at RMS and -.4 Speech and Language position
- Reduction in teaching assistant positions at CHS for Deerfield
- Originally proposed but now eliminated: .3 Special Ed position; Program Assistant position for online learning lab
- No reduction at CHS after course enrollments
- Added PT to FT Transportation clerk position
- Increased amount for substitute teacher account
- Four of the seven groups are currently negotiating new collective bargaining agreements (CBAs)
- The budget does not include funds specified for steps and raises for district employees in the groups currently negotiating new contracts.

Benefits

<table>
<thead>
<tr>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,136,907.13</td>
<td>$1,371,042.96</td>
<td>8.18%</td>
</tr>
</tbody>
</table>

- Increase in health insurance rates (+852,138)
- Increase in employer rates for New Hampshire Retirement (NHRS) for teachers from 14.16% to 15.67% = increase $463,958

Professional services

<table>
<thead>
<tr>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,856,060.00</td>
<td>$29,621.00</td>
<td>1.62%</td>
</tr>
</tbody>
</table>

- Reclassified facility services to this account increases $169,840 reductions elsewhere.
- Reduction in cost for Supt. Search (-$20,000)
- Reduced contracted services for Adult Ed and Technology (-11,200)
- Reduced contracted services in Special Education (-37,666)

Purchased property

<table>
<thead>
<tr>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,455,477.00</td>
<td>($26,639.00)</td>
<td>-1.07%</td>
</tr>
</tbody>
</table>

- Added to construction services +250,000
- Reclassified purchased services for facilities to professional services (-225,989)
- Bus lease +51,206
• Tech lease +103,237

<table>
<thead>
<tr>
<th>Purchased services</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,558,963.00</td>
<td>($113,095.00)</td>
<td>-4.23%</td>
</tr>
</tbody>
</table>

• Out-of-District tuition decreasing by (-94,040)
• Property and liability insurance increasing by +$10,374
• Reduction in postage, advertising, and printing for Community Ed

<table>
<thead>
<tr>
<th>Supplies, books and utilities</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,627,307.00</td>
<td>$150,391.07</td>
<td>4.33%</td>
</tr>
</tbody>
</table>

• Major cost increase - steam heat increase +$89,000
• Increase in electricity +$36,000
• Increase in oil +$7,900
• Increase in General Supplies for Regular Ed +10,000 and Facilities +$50,000

<table>
<thead>
<tr>
<th>Furniture and equipment</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$212,748.00</td>
<td>$12,045.54</td>
<td>6.00%</td>
</tr>
</tbody>
</table>

• Request for new and replacement furniture +76,100
• Other equipment – increase of close to 6,000 (asking for 120,000)
• New and replacement computers, technology (-35,000)

<table>
<thead>
<tr>
<th>Dues, fees and interest</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,255,616.00</td>
<td>($52,997.76)</td>
<td>-1.60%</td>
</tr>
</tbody>
</table>

• Dues and fees Adult Ed (-6,400)
• Contingencies (+111,000)
• Decrease in debt service interest (-160,000) bond on HS

<table>
<thead>
<tr>
<th>Principal and transfers</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,060,481</td>
<td>($39,870.00)</td>
<td>-0.98%</td>
</tr>
</tbody>
</table>

• Decrease in debt service principal (1,013,455); the CHS bond will retire in 2018
• This budget proposes transferring $1,150,000 into the Facilities and Renovation Trust Fund for major future capital project(s). The $1,150,000 is made up of $800,000 in remaining bond proceeds from the elementary consolidation and SAU renovation project, plus an additional $300,000 being raised by taxes. This $800,000 is one-time monies.
• Vocational Capital Fee proceeds are received from the State or sending LEAs and deposited into the Vocational Reserve to be used only for the vocational center.

**REVENUE**

<table>
<thead>
<tr>
<th>Local</th>
<th>Estimated</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,278,089.00</td>
<td>($289,600.00)</td>
<td>-6.34%</td>
</tr>
</tbody>
</table>

• Reduction in Deerfield Regular and Special Education Tuition (-450,000)
• Increase due to new PILOT (payment in lieu of taxes) +95,000

<table>
<thead>
<tr>
<th>State</th>
<th>Estimated</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$15,480,531.00</td>
<td>$57,653.00</td>
<td>.37%</td>
</tr>
</tbody>
</table>

• Catastrophic Aid (-21,000)
Federal  Estimated  Change ($)  Change (%)
$1,937,498.00  ($73,241.00)  -3.64%
- Medicaid (-62,000)
- e-Rate (-14,000)
- Interest expense rebate +2,759

Transfers  Estimated  Change ($)  Change (%)
$1,181,232.00  ($780,931.00)  -39.80%
- Indirect costs from grants (administrative fee)
- Expendable Trust Funds
- Transfer from Special Revenue Fund (indirect costs) +131,242
- Transfer from Elementary Consolidation Project +800,000*
- From Facilities and Purchase Renovation Trust +130,606
- From Tuition Stabilization Fund +119,384

Unreserved Fund Balance  Estimated  Change ($)  Change (%)
$1,900,000.00  ($203,851.00)  -9.69%
- Remaining funds from prior year budgets

SUMMARY OF REVENUES (General Fund only):

<table>
<thead>
<tr>
<th></th>
<th>FY15</th>
<th>FY16 Posted Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$4,567,689</td>
<td>$4,278,089</td>
<td>($289,600)</td>
<td>-6.34%</td>
</tr>
<tr>
<td>State*</td>
<td>$15,422,878</td>
<td>$15,480,531</td>
<td>$57,653</td>
<td>0.37%</td>
</tr>
<tr>
<td>Federal</td>
<td>$2,010,739</td>
<td>$1,937,498</td>
<td>($73,241)</td>
<td>-3.64%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$1,962,163</td>
<td>$1,181,232</td>
<td>($780,931)</td>
<td>-39.80%</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$2,103,851</td>
<td>$1,900,000</td>
<td>($203,851)</td>
<td>-9.69%</td>
</tr>
</tbody>
</table>

Fund Balance
Amount to be raised in local and state taxes $48,101,297 $50,538,688 $2,437,391 5.07%

*Vocational Capital Fee. Offset increase by transfer to Vocational Capital Reserve

EXPENDITURE AND REVENUE SUMMARY (General Fund only):

<table>
<thead>
<tr>
<th></th>
<th>FY15</th>
<th>FY16</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$74,168,617</td>
<td>$75,316,038</td>
<td>$1,147,421</td>
<td>1.55%</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>$4,567,689</td>
<td>$4,278,089</td>
<td>($289,600)</td>
<td>-6.34%</td>
</tr>
<tr>
<td>State</td>
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<tr>
<td>Unreserved</td>
<td>$2,103,851</td>
<td>$1,900,000</td>
<td>($203,851)</td>
<td>-9.69%</td>
</tr>
</tbody>
</table>

fund balance
Amount to be raised in local taxes $48,101,297 $50,538,688 $2,437,391 5.07%

*Vocational Capital Fee. Offset increase by transfer to Vocational Capital Reserve
The following are the proposals the administration made to the School Board on March 18 to cut $1,000,000 from the proposed FY16 budget.

**Salaries**
- Reduce Transportation clerk to part-time: $38,000.00
- Reduce call-in subs by half: $34,175.00
- Eliminate five 3-hour Special Ed secretaries: $36,800.00
- Eliminate Special Ed tutor(s) at CHS: $34,482.00
- Level-fund driver training (Transportation): $5,000.00
- Level-fund Maintenance and Transportation overtime: $8,000.00

**Total salary reductions**: $154,457.00

**Benefits**
- Reduce cost of Life and Accidental Death and Dismemberment (AD&D): $15,000.00

**Total benefits reduction**: $15,000.00

**Professional services**
- Reduce Bill White contracted service: $20,000.00
- Reduce consulting to elementary schools for students with severe behavioral challenges from 100 to 80 days: $11,700.00
- Reduce hours of Resource Officer at CHS (level-fund): $2,363.00
- Eliminate outside reconciliation of accounting firm: $7,500.00
- Reduce legal accounts: $7,000.00

**Total professional development services reduction**: $48,563.00

**Purchased services**
- Level-fund physical therapy contract: $9,600.00
- Delay bus lease: $52,000.00
- Reduce technology lease (two phases): $51,618.50
- No summer projects: $250,000.00

**Total purchased services reduction**: $363,218.50

**Supplies**
- Postpone Time Clock software: $18,000.00
- Reduce funds allocated for software purchases: $12,000.00
- Reduce paper budget district-wide: $5,000.00
- Eliminate individual printers district-wide and toner: $3,000.00

**Total supplies reduction**: $38,000.00

**Equipment**
- Eliminate all new and replacement furniture: $76,916.00
- Reduce all of new or replacement equipment in Regular Education: $35,541.00

**Total equipment reduction**: $112,457.00

**Dues, fees and interest**
Reduce technology contingency $20,000.00
End contract with Capitol Center for the Arts $10,000.00
*(Ticket subsidy, use of facility)*
**Total dues, fees and interest reductions** $30,000.00

Various objects
Eliminate Community Education $18,356.00
Increase walk zone in Board Policy #711 Transportation to 1.5 miles radius K-5 $220,000.00
**Total various objects reductions** $238,356.00

Current walk zones are 1 mile for elementary students, 1.5 miles for middle school students and 2 miles for high school students. Below is the walk zone under the 1.5 mile analysis.

<table>
<thead>
<tr>
<th></th>
<th>Current Policy</th>
<th>Estimated Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS</td>
<td>132</td>
<td>78</td>
</tr>
<tr>
<td>BMS</td>
<td>204</td>
<td>97</td>
</tr>
<tr>
<td>BGS</td>
<td>349</td>
<td>337</td>
</tr>
<tr>
<td>CMS</td>
<td>204</td>
<td>113</td>
</tr>
<tr>
<td>MBS</td>
<td>360</td>
<td>348</td>
</tr>
<tr>
<td><strong>Totals</strong>*</td>
<td>1,249</td>
<td>973</td>
</tr>
</tbody>
</table>

*-276 ineligible riders based on 1.5-miles (estimated). Because of geography, hazard zones and operational minimums, savings is $220,000.

Summary of Reductions
Salaries $154,457.00
Benefits $15,000.00
Professional services $48,563.00
Purchased services $363,218.50
Supplies $38,000.00
Equipment $112,457.00
Dues, fees and interest $30,000.00
Various objects $258,356.00
**Total proposed reductions** $1,000,051.00

Mr. Dunn completed the presentation by noting that this and all work sessions have been publicly posted and that all presentations were posted on the district website. Mr. Dunn noted the upcoming public hearing on Wednesday, March 25 at 7:00 p.m. at Mill Brook School, and the Special Board meeting to finalize the budget on Monday, March 30 at 5:30 p.m. at the Central Office Board Room.

Mr. Cogswell explained that developed this budget has been a long process and that the Board has agonized over all additions and reductions. He then opened the hearing for public comment.

**Public Comment**
Sharon Gallagher is a taxpayer and property owner in Concord as well as a teaching assistant in the Concord School District who read about the reduction of call-in substitutes for teaching assistants in the District News. She is disappointed and alarmed by the cuts to Special Education; however, she is especially concerned about the proposed cut for call-in substitutes for teaching assistants. She explained that she works intimately with students who require feeding and cleaning either in the classroom or in isolation. She added that when these students come to school sick, the teaching assistants can also get sick and be forced to miss work. In addition, many teaching assistants have their own children who need rides to college or play sports; some have to provide parent care; or want to attend a family event that does not coincide with the school schedule. The teaching assistants also need or are required to undergo training. She further explained that according to the October 24th enrollment report, 700 students receive Special Education services and there are approximately 186 teaching assistants caring for three to four students at a time. When a student has high needs and their teaching assistant is out, another teaching assistant is pulled from their own students to cover, leaving the latter’s students to fend for themselves. These students can be disruptive or distract the teacher from effectively teaching. She explained that other schools, Merrimack for example, use permanent subs to cover staff absences. Ms. Gallagher concluded by asking the Board to look carefully at cuts and not make cuts that will affect our most vulnerable students.

Concord resident Don Jewell thanked the Board and the administration for their work, and noted that the budget cuts are prioritized. He has a son who is a sophomore at Concord High. He described Concord High as a school of academic excellence with outstanding programs with the competency-based assessments implemented well. Mr. Jewell said he realized that the cost of health care and pensions are higher with less revenue coming in, but the priorities must be rearranged. Referencing a modification of the Board Policy 711 Transportation increasing the walk zone to 1.5 miles for elementary students, he suggested that the change be considered but limited to the months of September/October and April/May/June so that young students are not subjected to walking those distances in winter conditions. He also requested that if this change is implemented, there be adequate crossing guard coverage. He noted asked about the increases in NH Retirement contributions and health insurance premiums. Mr. Dunn replied that there was no increase in health insurance costs in FY15, but will be a 5.5% increase in FY16. Mr. Jewell stated that the elimination of the three hours for Special Education secretaries will have a huge impact. He asked why no athletic cuts have been considered. He asked the Board to take a close look at coaches’ salaries, noting that many of the student athletes are receiving coaching from other sources such as AAU sports. He noted that many sports are “pay to play;” money is raised through the booster clubs; and there are activity and participation fees. In conclusion, he asked the Board to make and stick to priorities in the final budget.

Jim Foley, a lifelong resident of Concord with 35 years in the Concord School District, thanked the Board and the administration for their efforts; however, he is concerned
about the proposed cut to end the contract with the Capitol Center for the Arts (CCA). He explained that the District has large concerts at CCA because the auditorium at the high school seats only 400 and the gym is not an option for concerts. He explained that the entire District presents concerts in March; there is a holiday concert in December as well as last year’s spring Pops Concert. Performing last week at CCA were 442 students in grades 6-12; 450 band students will perform on Wednesday, March 25; and 190 students next week will perform. This is a positive opportunity for grades 1-3 to see these live performances, which they might not otherwise experience. He further explained that it is commonly misunderstood that there is no additional charge under this contract with CCA. Once the credit through the contract is received, there is still a $2300 to $2500 charge per concert, which would be considerably more without the contract. Mr. Foley asked the Board to reconsider ending this contract. Mr. Cogswell thanked Mr. Foley for the work he does with and for the music program.

Concord resident and taxpayer Elizabeth Mexcur is a teaching assistant in the Concord School District. She said hers is one of the first faces that students see and she greets them with a smile and encouragement. She said she is able to observe how students are feeling and gauge what they need in the classroom, along with being the behavioral or physical “bridge” between student and teacher. Ms. Mexcur suggested creating one permanent substitute position instead of cutting call-in substitutes for teaching assistants. Without their teaching assistant or a substitute, she believes the students will muddle through their school day, being unsuccessful and feeling undervalued and underappreciated. Referencing a modification of the Board walk zone policy to 1.5 miles for elementary students, she noted that in the winter not all sidewalks are clear and many students are not properly dressed. She agreed with Mr. Jewell to limit the change to the months of September/October and April/May/June so that students are not subjected to winter conditions.

Concord parent and taxpayer Sara Stuart is a teaching assistant in the Concord School District. She echoed Ms. Mexcur’s remarks regarding the proposed cut for call-in substitutes for teaching assistants. She also noted her agreement with Mr. Foley’s comments about the proposed cut to end the Capitol Center for the Arts contract, explaining that students experience the opportunity to “feel famous” when performing at CCA. She stated that this experience is not just academic, but a social and emotional one as well.

With no further public comment, Mr. Cogswell asked for a motion to adjourn.

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

The meeting adjourned at 6:18 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Alana Kimball, Jennifer Patterson, Jim Richards

Board members not present: Barb Higgins, 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 public hearing to order at 7:00 p.m., noting that this was the tenth meeting to discuss the FY 2015-2016 Superintendent’s proposed budget, and receive community input. The agenda included a budget development timeline, budget goals for FY16, enrollments and the FY16 budget including expenditures, revenues and reductions, as well as a proposal to the School Board to cut $1,000,000 from the FY16 budget. Public comment will be opened after the presentation.

Budget Development Timeline

October – January
- Vendors, Teachers, Program Directors, Administrators, Central Office Staff, and Superintendent prepare budget

Late January/ Early February
- Public presentation of the proposed budget is presented to the School Board

February – March
- Conduct public work sessions on specific functions of the budget with the School Board
- Votes to post a budget for public comment

March – April
- School Board passes preliminary budget

The program goals for this budget are as follows:

7. Regular Education Program – the goal is to maintain class sizes within School Board policy guidelines and to ensure all elementary schools can implement the
schedule to provide, among other advantages, additional time for teacher collaboration and an intervention block.

8. English Language Learners (ELL) Program – the goal is to expand services to meet the needs of the increasing numbers of students learning English in our schools.

9. Special Education Programs and Services – the goal is to continue to improve our programs and services in the social, emotional and behavioral domains.

10. Technology – the goal is to complete the four-year plan to provide wireless access throughout the schools, to upgrade the technology for grade 8 at the middle school and to enable high school students to access an online learning lab.

11. Capital Purchases – the goal is to develop stable and sustainable methods for major purchases and capital improvements and for replacement plans within the constraints of the budget.

12. Debt Service – the goal is to maintain the School Board’s goal of maintaining level debt service.

Superintendent Rath displayed state enrollment trends from 2006 through 2014, noting a gradual decline. She then displayed Concord School District enrollment projections from 2015-2016 through 2023-2024, explaining that these projections reveal mostly stable enrollment. She then displayed a bar graph, explaining the reduction of staff over the course of 20 years for elementary, middle and high school based on numbers of students, numbers of teachers and class size averages at the elementary level.

**Reduction of Staff for Elementary Schools**

<table>
<thead>
<tr>
<th>Number of Elementary Students</th>
<th>Number of Cluster Teachers</th>
<th>Class Size Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1995 – 2581</td>
<td>Fall 1995 – 114</td>
<td>Fall 1995 – 21.4</td>
</tr>
<tr>
<td>Fall 2005 – 2190</td>
<td>Fall 2005 – 96.5</td>
<td>Fall 2005 – 21.3</td>
</tr>
<tr>
<td>Projected Fall 2015 – 1942</td>
<td>Projected Fall 2015 – 88</td>
<td>Projected Fall 2015 – 20.3</td>
</tr>
</tbody>
</table>

**Reduction of Staff – Middle School**

<table>
<thead>
<tr>
<th>Number of Middle Students</th>
<th>Number of Cluster Classroom Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1995 – 1214</td>
<td>Fall 1995 - 54</td>
</tr>
<tr>
<td>Fall 2005 – 1210</td>
<td>Fall 2005 - 49</td>
</tr>
<tr>
<td>Projected Fall 2015 – 982</td>
<td>Projected Fall 2015 - 38</td>
</tr>
</tbody>
</table>

**Change in Staff – High School**

<table>
<thead>
<tr>
<th>Number of 9-12 Students</th>
<th>Number of High School Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1995 – 1577</td>
<td>Fall 1995 – 83.9</td>
</tr>
<tr>
<td>Fall 2005 - 1908</td>
<td>Fall 2005 – 88.2</td>
</tr>
<tr>
<td>Projected Fall 2015 – 1692</td>
<td>Projected Fall 2015 – 85.9</td>
</tr>
</tbody>
</table>
Superintendent Rath displayed a Student Teacher Ratios chart provided by a NH Department of Education Report. She explained that the other districts are listed for reference to show that Concord School District is a little larger.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Concord</td>
<td>14.5</td>
<td>14.5</td>
</tr>
<tr>
<td>Bow</td>
<td>12.8</td>
<td></td>
</tr>
<tr>
<td>Hopkinton</td>
<td>10.6</td>
<td></td>
</tr>
<tr>
<td>Merrimack Valley</td>
<td>13.4</td>
<td></td>
</tr>
<tr>
<td>Pembroke</td>
<td>10.9</td>
<td></td>
</tr>
<tr>
<td>Merrimack</td>
<td>12.5</td>
<td></td>
</tr>
<tr>
<td>Salem</td>
<td>12.0</td>
<td></td>
</tr>
</tbody>
</table>

The following are the enrollment projections Kindergarten through grade 12 for the 2015-2016 school year.

<table>
<thead>
<tr>
<th></th>
<th>K-5</th>
<th>6-8</th>
<th>9-12</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>1979</td>
<td>1004</td>
<td>1665</td>
<td>4648</td>
</tr>
<tr>
<td>2015-2016</td>
<td>1947</td>
<td>982</td>
<td>1692</td>
<td>4621</td>
</tr>
<tr>
<td>CHANGE</td>
<td>-32</td>
<td>-22</td>
<td>27</td>
<td>-27</td>
</tr>
</tbody>
</table>

Total appropriation for the FY16 budget is $81,275,577. The General Fund accounts for $75,316,038, Food Service is $1,725,929 and grants account for $4,233,610.

**EXPENDITURES BY OBJECT (General Fund only):**

<table>
<thead>
<tr>
<th></th>
<th>FY15 Budget</th>
<th>FY16 Posted Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$39,375,426.68</td>
<td>$39,192,348.87</td>
<td>($183,077.81)</td>
<td>-0.46%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$16,765,864.17</td>
<td>$18,136,907.13</td>
<td>$1,371,042.96</td>
<td>8.18%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$1,826,439.00</td>
<td>$1,856,060.00</td>
<td>$29,621.00</td>
<td>1.62%</td>
</tr>
<tr>
<td>Purchased Property</td>
<td>$2,482,116.00</td>
<td>$2,455,477.00</td>
<td>($26,639.00)</td>
<td>-1.07%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$2,672,058.00</td>
<td>$2,558,963.00</td>
<td>($113,095.00)</td>
<td>-4.23%</td>
</tr>
<tr>
<td>Supplies, Books and Utilities</td>
<td>$3,476,915.93</td>
<td>$3,627,307.00</td>
<td>$150,391.07</td>
<td>4.33%</td>
</tr>
<tr>
<td>Equipment</td>
<td>$200,702.46</td>
<td>$212,748.00</td>
<td>$12,045.54</td>
<td>6.00%</td>
</tr>
<tr>
<td>Dues, Fees, &amp; Interest</td>
<td>$3,308,613.76</td>
<td>$3,255,616.00</td>
<td>($52,997.76)</td>
<td>-1.60%</td>
</tr>
<tr>
<td>Principal and Transfers</td>
<td>$4,060,481.00</td>
<td>$4,020,611.00</td>
<td>($39,870.00)</td>
<td>-0.98%</td>
</tr>
<tr>
<td><strong>EXPENSES TOTAL</strong></td>
<td><strong>$74,168,617.00</strong></td>
<td><strong>$75,316,038.00</strong></td>
<td><strong>$1,147,421.00</strong></td>
<td><strong>1.55%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$39,192,348.87</td>
<td>($183,077.81)</td>
<td>-0.46%</td>
</tr>
</tbody>
</table>

- Includes new ELL position for CHS
- Includes new .5 kindergarten position
- Includes .5 Art and .5 PE positions for BGS and MBS (due to new schedule)
- Reduce: -1 position at RMS; -.4 Speech and Language position
- Reduction in teaching assistants at CHS for Deerfield
- Originally proposed but now eliminated .3 Special Ed position; Program Assistant for online learning lab
- No reductions at CHS after course enrollments
- Added PT to FT Transportation clerk
- Increased amount for substitute teacher account
- Four of the seven collective bargaining groups are currently negotiating new collective bargaining agreements (CBA)
- The budget does not include funds specified for steps and raises for district employees in the groups currently negotiating new contracts.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$18,136,907.13</td>
<td>$1,371,042.96</td>
<td>8.18%</td>
</tr>
</tbody>
</table>

- Increase in Health Insurance Rates (+852,138)
- Increase in Employer Rates for New Hampshire Retirement (NHRS) for Teacher from 14.16% to 15.67% = increase $463,958

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,856,060.00</td>
<td>$29,621.00</td>
<td>1.62%</td>
</tr>
</tbody>
</table>

- Reclassified facility services to this account increases $169,840 reductions elsewhere.
- Reduction in cost for Supt. Search (-20,000)
- Reduced contracted services for Adult Ed and Technology (-11,200)
- Reduced contracted services in Special Education (-37,666)

<table>
<thead>
<tr>
<th>Purchased Property</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,455,477.00</td>
<td>($26,639.00)</td>
<td>-1.07%</td>
</tr>
</tbody>
</table>

- Added to Construction Services +250,0000
- Reclassified purchased services for facilities to professional services (-225,989)
- Bus lease +51,206
- Tech lease +103,237

<table>
<thead>
<tr>
<th>Purchased Services</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,558,963.00</td>
<td>($113,095.00)</td>
<td>-4.23%</td>
</tr>
</tbody>
</table>

- Out-of-District tuition decreasing by (-94,040)
- Property and liability insurance increasing by +$10,374
- Reduction in postage, advertising, and printing for Community Ed

<table>
<thead>
<tr>
<th>Supplies, Books and Utilities</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,627,307.00</td>
<td>$150,391.07</td>
<td>4.33%</td>
</tr>
</tbody>
</table>

- Major cost increase steam heat increase +$89,000
- Increase in electricity +$36,000
- Increase in oil +$7,900
- Increase in general supplies for Regular Ed +10,000 and Facilities +$50,000

<table>
<thead>
<tr>
<th>Furniture and Equipment</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$212,748.00</td>
<td>$12,045.54</td>
<td>6.00%</td>
</tr>
</tbody>
</table>

*page 83 of 202*
• Request for new and replacement furniture +76,100
• Other equipment - increase of close to $6,000 (asking for $120,000)
• New and replacement computers, technology (-35,000)

<table>
<thead>
<tr>
<th>Dues, Fees and Interest</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,255,616.00</td>
<td>($52,997.76)</td>
<td>-1.60%</td>
<td></td>
</tr>
</tbody>
</table>

• Dues and fees Adult Ed (-6,400)
• Contingencies (+111,000)
• Decrease in debt service interest (-160,000) bond on HS

<table>
<thead>
<tr>
<th>Principal and Transfers</th>
<th>Request</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,060,481</td>
<td>($39,870.00)</td>
<td>-0.98%</td>
<td></td>
</tr>
</tbody>
</table>

• Decrease in debt service principal (1,013,455) - HS retire in 2018
• This budget proposes transferring $1,150,000 into the Facilities and Renovation Trust Fund for major future capital project(s). The $1,150,000 is made up of $800,000 in remaining bond proceeds from the Elementary Consolidation and SAU Renovation. This $800,000 is one-time monies.
• Vocational Capital Fee proceeds are received from the state or sending LEAs and deposited into the Vocational Reserve to be used only for the Vocational Center.

**REVENUE**

<table>
<thead>
<tr>
<th>Local</th>
<th>Estimated</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,278,089.00</td>
<td>($289,600.00)</td>
<td>-6.34%</td>
<td></td>
</tr>
</tbody>
</table>

• Reduction in Deerfield Regular and Special Education Tuition (-450,000)
• Increase Due to new PILOT (payment in lieu of taxes) +95,000

<table>
<thead>
<tr>
<th>State</th>
<th>Estimated</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,480,531.00</td>
<td>$57,653.00</td>
<td>.37%</td>
<td></td>
</tr>
</tbody>
</table>

• Catastrophic Aid (-21,000)

<table>
<thead>
<tr>
<th>Federal</th>
<th>Estimated</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,937,498.00</td>
<td>($73,241.00)</td>
<td>-3.64%</td>
<td></td>
</tr>
</tbody>
</table>

• Medicaid (-62,000)
• E-Rate (-14,000)
• Interest Expense Rebate +2,759

<table>
<thead>
<tr>
<th>Transfers</th>
<th>Estimated</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,181,232.00</td>
<td>($780,931.00)</td>
<td>-39.80%</td>
<td></td>
</tr>
</tbody>
</table>

• Includes Indirect Costs (admin fee)
• Includes Expendable Trust Funds
• Transfer From Special Revenue Fund (Indirect Costs) +131,242
• Transfer From Elementary Consolidation Project +800,000*
• From Facilities and Purchase Renovation Trust +130,606
• From Tuition Stabilization Fund +119,384 (set up for decrease in Deerfield tuition)

<table>
<thead>
<tr>
<th>Unreserved Fund Balance</th>
<th>Estimated</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,900,000.00</td>
<td>($203,851.00)</td>
<td>-9.69%</td>
<td></td>
</tr>
</tbody>
</table>
Remaining funds from prior year budgets

**SUMMARY OF REVENUES (General Fund Only):**

<table>
<thead>
<tr>
<th></th>
<th>FY15</th>
<th>FY16 Posted Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$4,567,689</td>
<td>$4,278,089</td>
<td>($289,600)</td>
<td>-6.34%</td>
</tr>
<tr>
<td>State*</td>
<td>$15,422,878</td>
<td>$15,480,531</td>
<td>$57,653</td>
<td>0.37%</td>
</tr>
<tr>
<td>Federal</td>
<td>$2,010,739</td>
<td>$1,937,498</td>
<td>($73,241)</td>
<td>-3.64%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$1,962,163</td>
<td>$1,181,232</td>
<td>($780,931)</td>
<td>-39.80%</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$2,103,851</td>
<td>$1,900,000</td>
<td>($203,851)</td>
<td>-9.69%</td>
</tr>
<tr>
<td><strong>Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amount to be raised</strong> in Local and State</td>
<td>$48,101,297</td>
<td>$50,538,688</td>
<td>$2,437,391</td>
<td>5.07%</td>
</tr>
</tbody>
</table>

*Vocational Capital Fee. Offset increase by transfer to Vocational Capital Reserve

**EXPENDITURE AND REVENUE SUMMARY (General Fund Only):**

<table>
<thead>
<tr>
<th></th>
<th>FY15</th>
<th>FY16</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$74,168,617</td>
<td>$75,316,038</td>
<td>$1,147,421</td>
<td>1.55%</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>$4,567,689</td>
<td>$4,278,089</td>
<td>($289,600)</td>
<td>-6.34%</td>
</tr>
<tr>
<td>State</td>
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<td>$1,937,498</td>
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<td>Transfers</td>
<td>$1,962,163</td>
<td>$1,181,232</td>
<td>($780,931)</td>
<td>-39.80%</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$2,103,851</td>
<td>$1,900,000</td>
<td>($203,851)</td>
<td>-9.69%</td>
</tr>
<tr>
<td><strong>Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amount to be raised</strong> in Local Taxes</td>
<td>$48,101,297</td>
<td>$50,538,688</td>
<td>$2,437,391</td>
<td>5.07%</td>
</tr>
</tbody>
</table>

*Vocational Capital Fee. Offset increase by transfer to Vocational Capital Reserve

The following are the proposals the administration made to the School Board on March 18 to cut $1,000,000 from the FY16 budget:

**Salaries**

- Reduce Transportation Clerk to part-time $38,000.00
- Reduce Call-In Substitute Increase from $68,360 to $34,175 $34,175.00
- Eliminate five 3-hour Special Ed Secretaries $36,800.00
- Eliminate Special Ed Tutor(s) at CHS $34,482.00
- Level fund driver training (Transportation) $5,000.00
- Level fund Maintenance and Transportation overtime $8,000.00

**TOTAL SALARY REDUCTIONS** $154,457.00

**Benefits**

- Reduce cost of Life and Accidental Death and Dismemberment (AD&D) $15,000.00

**TOTAL BENEFITS REDUCTION** $15,000.00
Professional Services
Reduce Bill White Contracted Service $ 20,000.00
Reduce consulting to elementary schools for students with severe behavioral challenges from 100 to 80 days $ 11,700.00
Reduce hours of Resource Officer @ CHS (level fund) $ 2,363.00
Eliminate outside reconciliation of accounting firm $ 7,500.00
Reduce legal accounts $ 7,000.00
TOTAL PROFESSIONAL SERVICES REDUCTION $ 48,563.00

Purchased Services
Level fund physical therapy contract $ 9,600.00
Delay bus lease $ 52,000.00
Reduce technology lease (two phases) $ 51,618.50
No summer projects $250,000.00
TOTAL PURCHASED SERVICES REDUCTION $363,218.50

Supplies
Postpone Time Clock software $ 18,000.00
Reduce funds allocated for software purchases $ 12,000.00
Reduce paper budget district wide $ 5,000.00
Eliminate individual printers’ district wide and toner $ 3,000.00
TOTAL SUPPLIES REDUCTION $ 38,000.00

Equipment
Eliminate all new and replacement furniture $ 76,916.00
Reduce all of new or replacement equipment in Regular Ed. $ 35,541.00
TOTAL EQUIPMENT REDUCTION $112,457.00

Dues, Fees and Interest
Reduce technology contingency $ 20,000.00
End contract with Center for the Arts (Ticket subsidy, use of facility) $ 10,000.00
TOTAL DUES, FEES AND INTEREST REDUCTION $ 30,000.00

Various Objects
Eliminate Community Education $ 18,356.00
Change Board policy to 1.5 miles radius K-5 $220,000.00
(Board Policy #711)
TOTAL VARIOUS OBJECTS REDUCTIONS $238,356.00

Current walk zones are 1 mile for elementary students, 1.5 miles for middle school students and 2 miles for high school students. Below is the walk zone under the 1.5 mile analysis.

<table>
<thead>
<tr>
<th></th>
<th>Current Policy</th>
<th>Estimated</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS</td>
<td>132</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>BMS</td>
<td>204</td>
<td>97</td>
<td></td>
</tr>
</tbody>
</table>
Because of geography, hazard zones and operational minimums, savings is $220,000.

Summary of Reductions

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$154,457.00</td>
</tr>
<tr>
<td>Benefits</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$48,563.00</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$363,218.50</td>
</tr>
<tr>
<td>Supplies</td>
<td>$38,000.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$112,457.00</td>
</tr>
<tr>
<td>Dues, Fees and Interest</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Various Objects</td>
<td>$258,356.00</td>
</tr>
</tbody>
</table>

**TOTAL PROPOSED REDUCTIONS**

$1,000,051.00

Mr. Dunn completed his presentation by explaining that this and all work sessions are posted and public and informing the public of the upcoming Special Board meeting to finalize the budget on Monday, March 30 at 5:30 p.m. at the Central Office Board Room.

Mr. Cogswell noted that developing this budget has been a long process and that the Board has agonized over all additions and reductions. He opened the hearing for public comment.

Nick Skafidas is a Concord resident, Concord High junior and band student. He stated that he represents 300 band students and parents and was present to show the Board 150 signatures of students who want to keep the Capitol Center for the Arts (CCA) contract. In addition there are about 150 names online, including parents requesting the same. He stated that this contract means a lot to these students and parents, and asked the Board to reconsider cutting the CCA contract.

Barbara Willis is a Concord taxpayer and retired educator with 26 years in the district. She is involved in CCA as a collaborator and serves on its Educational Committee. She explained that CCA programs support core curriculum and the arts. She described how students are greatly influenced by live performances that open their world a bit wider, encouraging a lifelong interest in the arts. In participating in these programs, students become empowered by learning about themselves, history, cultures and social issues. She stated to the Board that it is essential to continue this contract.

Cynthia Rouvalis is a Concord resident who values the contract with CCA both for literacy and for the arts. She is a reading specialist and longtime member of the CCA Board of Trustees. CCA programs inspire creativity and imagination while encouraging detachment from mobile devices. She explained that there is no other
suitable venue for the holiday musical, band or chorus to perform due to seating capacity. She added that in the 14 years the contract has been in effect, CCA has not pushed for an increase even as ticket costs have increased. She stated that the program engages elementary children in an early theatrical experience and leaves lasting impressions. She asked the Board to sustain the synergy between CCA and CSD.

Pam Wicks is a mom to a Broken Ground student, Mill Brook School student and incoming kindergarten student. She is also president of the PTA at MBS. She described the severe impact caused by the proposed increase in the walk zone for elementary students. She mapped out 1 ½ miles stating that the proposed change would affect the students in the Royal Gardens apartments. In addition to asking these children to cross over I-393 on the bridge, the sidewalks are not plowed in the winter. Many of these families do not have cars; she feels they will not send their students to school if they have to walk. She stated that this change would not be good for this part of the city. She is also in favor of keeping the contract with CCA.

Jen Fennelly is a Concord resident, CSD employee and graduate of CSD who said she agrees with Pam Wicks. She is a member of the Wellness Committee, works with families and knows their struggles. She is concerned that five-year-old children will have to walk near the highway to school. She also feels that CCA is a gem for CSD and would also like to maintain the synergy between the arts and the school district.

Jen Prospere, a tutor in CSD, said she also shares in the concern for the increased walk zone. She explained that the school has done great work with families in getting the students to school. She further explained that some students are new to the city and not used to the climate, so appropriate dress is an issue as well. She also feels that it will be difficult for many parents to bring their students to school with their busy schedules.

Charles Willeke is a resident of Portsmouth Street and father of a second grade student. He said he can’t imagine his neighbors’ children walking to school and stated that he is here to speak against the increased walk zones.

Andrea Kelliher is a high school student and is opposed to the increase in the distance for the walk zone. She explained that some of the refugees have no cars so the students will be walking a long distance. She has seen past years when the plowing was not good crossing over I-393. She also feels that CCA is teaching students so much by exposing them to the arts, describing participation as a cool thing for students and parents.

Chris Kelliher has had two children in CSD. He is a coach and also attends athletic events. He compared athletes being showcase in front of the city to students who perform at CCA. It encourages a different outlet for students like his son, who is otherwise quiet. His daughter was involved in band, with a lasting impact that followed through to college.
Kim Payne is a CHS student involved in chorus since 8th grade. She explained that her greatest memories have been at CCA. She asked the Board not to take that away from students, as it provides opportunities for interested students to go in that direction.

With no further public comment, Mr. Cogswell asked for a motion to adjourn.

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

The meeting adjourned at 7:49 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Alana Kimball, Jennifer Patterson, Jim Richards, Oliver Spencer

Board members absent: Kass Ardinger, 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

Agenda Item I: Call to order

Board President Clint Cogswell called the meeting to order at 5:35 p.m. He explained that this was a Special Board meeting and the eleventh work session of the FY15/16 Superintendent’s proposed budget. The agenda was to consider approval of a new 3-year agreement with Concord Educational Office Personnel Association (CEOPA) and to review recommendations for changes to the proposed FY15-16 budget.

Agenda Item II: Consider approval of new 3-year agreement with CEOPA

Larry Prince announced that the Negotiations Committee had reached an agreement with the CEOPA and described its major features.

Highlights of Successor CEOPA Master Agreement

<table>
<thead>
<tr>
<th></th>
<th>July 2015 - June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary:</strong></td>
<td></td>
</tr>
<tr>
<td>Year 1:</td>
<td>1.50% (2015-2016)</td>
</tr>
<tr>
<td>Year 2:</td>
<td>1.75% (2016-2017)</td>
</tr>
<tr>
<td>Year 3:</td>
<td>2.00% (2017-2018)</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>5.25%</td>
</tr>
</tbody>
</table>

**Health Insurance:**

CDHP Plan (All 3 years - Current Enrollees only)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Plan:</td>
<td></td>
</tr>
<tr>
<td>Year 1:</td>
<td>District Contribution 100% Employee 0%</td>
</tr>
<tr>
<td>Year 2:</td>
<td>District Contribution 100% Employee 0%</td>
</tr>
<tr>
<td>Year 3:</td>
<td>District Contribution 95% Employee 5%</td>
</tr>
</tbody>
</table>

2-Person/Family Plan:
Year 1: District Contribution 95% Employee 5%
Year 2: District Contribution 95% Employee 5%
Year 3: District Contribution 90% Employee 10%

For newly hired on or before July 1, 2015, or currently eligible, but not enrolled:

Single Plan:
Year 1: District Contribution 95% Employee 5%
Years 2 and 3: District Contribution 90% Employee 10%

2-Person/Family Plan:
All 3 Years: District Contribution 85% Employee 15%

Current retirees may elect to remain on their existing plans (i.e., HMO, OAPIN). Point of Service (POS) no longer available.

*Vacancies will be posted for 10 “business” days (current language reads “10 days”).

*For Central Office front desk coverage, summer hours end at 4:00 p.m.
*Add 2 vacation days per year for those with 25 years of service or more.
*All contractual obligations will be paid by June 30th each year. May elect 26 payments, but last remaining checks will be paid in June.
*Eliminate “Wellness” language, as it no longer applies. (Only applied when District self-funded its insurance plans.)

*Reduce number of annual accrued vacation days for those hired after July 1, 2015 from 18 to 12 days for the first five years of employment.

Jennifer Patterson and Clint Cogswell thanked Larry Prince and everyone involved for their hard work, explaining that the CEOPA negotiations were very productive.

The Board voted 7-0 (motioned by Jennifer Patterson, seconded by Rusty Cofrin) to approve the new three-year contract, for the period of July 1, 2015 through June 30, 2018, between the Concord School District and the Concord Educational Office Professionals Association.

Agenda Item III: Review recommendations for changes to proposed FY15-16 budget
The administration provided a list of recommendations to the Board on the reductions. The administration categorized each item into one of four categories:

A. Cut and reduce the proposed budget line
B. Do not cut and maintain in the proposed budget
C. Hold; do not reduce budget line but do not expend funds until the Board approves
D. Refer to study committee; do not reduce budget line
The administration recommended that the Board not cut the funds for the Capitol Center for the Arts (CCA), and refer the walk zone issue to a study committee. The administration would like to see a committee with parent representation review the current policies and costs, and consider ways the Board might be able to save funds in the future. **GROUP (A): Reduce Budget Lines in FY16 Posted Budget**

**Recommendation for Group (A): Reduce budget lines in FY16 posted budget**

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>34,175.00</td>
<td>Reduce the increase for call-in substitute teachers</td>
</tr>
<tr>
<td>A</td>
<td>5,000.00</td>
<td>Level-fund driver training</td>
</tr>
<tr>
<td>A</td>
<td>8,000.00</td>
<td>Level-fund maintenance and transportation overtime</td>
</tr>
<tr>
<td>A</td>
<td>15,000.00</td>
<td>Reduce cost of Life and Accidental Death insurance</td>
</tr>
<tr>
<td>A</td>
<td>20,000.00</td>
<td>Reduce Bill White contract</td>
</tr>
<tr>
<td>A</td>
<td>11,700.00</td>
<td>Reduce consulting days from 100 to 80</td>
</tr>
<tr>
<td>A</td>
<td>7,000.00</td>
<td>Reduce legal accounts</td>
</tr>
<tr>
<td>A</td>
<td>9,600.00</td>
<td>Level-fund physical therapy contract</td>
</tr>
<tr>
<td>A</td>
<td>18,000.00</td>
<td>Postpone Time Clock software</td>
</tr>
<tr>
<td>A</td>
<td>12,000.00</td>
<td>Reduce funds allocated for software purchases</td>
</tr>
<tr>
<td>A</td>
<td>5,000.00</td>
<td>Reduce paper budget district-wide</td>
</tr>
<tr>
<td>A</td>
<td>3,000.00</td>
<td>Do not purchase toner for individual printers</td>
</tr>
<tr>
<td>A</td>
<td>18,356.00</td>
<td>Eliminate district subsidy for Community Education</td>
</tr>
</tbody>
</table>

Total Group (A) recommendation: 166,831.00

**Recommendation for Group (B): Maintain amount in FY16 posted budget**

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>38,000.00</td>
<td>Reduce transportation clerk from full-time to part-time</td>
</tr>
</tbody>
</table>
Recommendation for Group (B) recommendation: 129,145.00

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eliminate five 3-hour special education secretaries</td>
<td>36,800.00</td>
<td>Important to the operation of the elementary schools and provision of services to students with special needs</td>
</tr>
<tr>
<td>Eliminate one special education tutor at CHS</td>
<td>34,482.00</td>
<td>This position works with our most vulnerable students; keeps students in school; contributes to savings in out-of-district tuition account</td>
</tr>
<tr>
<td>Reduce hours of resource officer</td>
<td>2,363.00</td>
<td>Small amount of funds; would mean potentially double increase the following year</td>
</tr>
<tr>
<td>Eliminate reconciliation of outside accounting firm</td>
<td>7,500.00</td>
<td></td>
</tr>
<tr>
<td>End contract with Capitol Center for the Arts</td>
<td>10,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Group (B) recommendation: 129,145.00

Recommendation for Group (C): Maintain in FY16 posted budget but do not spend

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delay bus lease</td>
<td>52,000.00</td>
<td></td>
</tr>
<tr>
<td>Reduce technology lease</td>
<td>51,618.00</td>
<td></td>
</tr>
<tr>
<td>Reduce summer projects</td>
<td>250,000.00</td>
<td></td>
</tr>
<tr>
<td>Eliminate all and new replacement furniture</td>
<td>76,916.00</td>
<td>Area carpet, bookcases, band risers, Jr. executive desks, student chairs - navy, cafeteria tables, art tables (BGS and BMS); student chairs and activity tables (RMS), student chairs and desks (CHS). RMS &amp; CHS where to begin replacement plan</td>
</tr>
<tr>
<td>Reduce all new or replacement equipment for regular education</td>
<td>35,541.00</td>
<td>BMS: Bose Music System, ADS: digital camera, RMS:</td>
</tr>
</tbody>
</table>
Indoor/Outdoor Hoop Disc, tape player, pull-up fitness system, mid-size bats, pop-up goals, stop watches, 3D printer, Eastman 305 Cello, Band instruments, all-purpose Lab cart, Two-part heart, sensors, thermometers, Periodic Table of Elements. CHS: pens and Bluetooth adapters (ENO), music instruments, hot plates, microscopes, purchase probes, MP3 players

<table>
<thead>
<tr>
<th>Class</th>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Reduce technology contingency</td>
<td>20,000.00</td>
<td>Form committee to study both regular education and special education transportation policies and costs; provide Board options to reduce $150K in FY17 budget</td>
</tr>
</tbody>
</table>

Total Group (C) Recommendation: 486,075.00

**Recommendation for Group (D): Refer to study committee**

<table>
<thead>
<tr>
<th>Class</th>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Change Board policy to 1.5 miles (K-5)</td>
<td>220,000.00</td>
<td>Form committee to study both regular education and special education transportation policies and costs; provide Board options to reduce $150K in FY17 budget</td>
</tr>
</tbody>
</table>

Total Group (D) Recommendation: 220,000.00

Mr. Cogswell began the discussion by proposing that the Board consider all areas including athletics.

Jennifer Patterson thanked the administration and agreed on the need for be a study committee for the proposed change to the Board policy walk zone, to determine what is appropriate. She added that it is also important to maintain Community Education, referring to an email she received that the program is a good way for residents without students to connect with the School District.

Mr. Cogswell stated that students made a tremendous presentation to keep the contract with the Capitol Center for the Arts (CCA) at the public hearing. He suggested eliminating the possibility of cutting the contract. Rusty Cofrin added that his three children also want to keep the CCA contract. He noted that when his son was a freshman, he had a solo in *Phantom of the Opera* and his two other children were involved in Band. Ms. Patterson also added that, like Community Education, CCA
brings the community together. Tom Croteau stated that Jim Foley’s and the students’ presentations at the public hearings convinced him to keep the contract with CCA.

Tom Croteau asked about using the District autism teachers to reduce the Bill White contract as listed in Group A. Assistant Superintendent Donna Palley explained that the autism teachers have been with the District for a number of years and have been mentored by Bill White. She further explained that the cut won’t eliminate support from Bill White. That will be available when or if they have questions. Mr. Croteau asked about the reduction in consulting days from 100 to 80 also included in Group A. Ms. Palley replied that grant funds will provide the other 20 days. He referred to the letter received from a guidance counselor regarding the proposed elimination of five 3-hour special education secretaries, noting that this decrease would negatively impact students. He stated that there will be belt-tightening for teachers and staff and that many of these recommendations will need to be revisited.

The four categories of proposed reductions to be considered were reiterated for the public in attendance. Mr. Dunn distributed a list of the groups.

A. Cut and reduce the proposed budget line
B. Do not cut and maintain in the proposed budget
C. Hold; do not reduce budget line but do not expend funds until the Board approves
D. Refer to study committee; do not reduce budget line

Jennifer Patterson explained that the focus of this and the April 1 meeting would be to examine any items that should be put into or taken out of Category A. She asked the administration if there was an increase in the budget for the call-in sub account. Superintendent Rath explained that a $34,175 increase is proposed, but this was decreased from the original $68,360 that was proposed.

Jim Richards noted that he would like a committee formed to study the proposed change to the Board policy walk zone; on the subject of the CCA contract, he asked if band members pay an activity fee like athletes do. Superintendent Rath explained that music classes are credit-bearing classes; therefore no fees are assessed. Mr. Richards asked why the administration decided to keep the outside accounting firm. Mr. Dunn responded that after more research, it was determined that the District should keep the services. Mr. Cogswell noted that when considering bonding, bond counsel would look at the elimination of the accounting firm negatively.

Mr. Cogswell noted that the District will look into subcontracting courses for Community Education, to which Mr. Dunn added that costs associated with Community Education have been cut significantly; for example, $60,000 for the mailer. He explained that the subcontracting option will be examined after the budget is approved.

Mr. Cofrin suggested moving Community Education from Group A to Group C. Several Board members were in agreement.
Mr. Dunn noted that in addition to the meeting this evening, the Board will meet on Wednesday, April 1 to finalize and approve the FY15-16 budget.

Agenda Item IV: Public Comment – any subject, in accordance with Board Policy #132
There was no public comment.

Agenda Item V: Adjournment

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

The meeting adjourned at 6:02 p.m.
Respectfully submitted,

Kassandra Ardinger, Secretary
Board President Clint Cogswell called the meeting to order at 5:30 p.m., noting that the purpose of the meeting was to vote on the proposed 2015-2016 budget. The agenda was to review the posted budget funds (the General Fund; the Food Service Fund; and the Grant Fund); and to pass the preliminary budget, including making deposits into Expendable Trust Funds; withdrawals from Expendable Trust Funds; and approving the total appropriation. The Board would then hold a non-public session under RSA 91-A:3 (b) - the hiring of a public employee.

Jack Dunn distributed a handout of the prioritized proposed budget reductions that had been discussed at the March 30 2015 meeting (below), as the Board might continue that discussion.

**Recommendation for Group (A): Reduce budget lines in FY16 posted budget**

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A Reduce the increase for call-in substitute teachers</td>
<td>34,175.00</td>
<td>PT to FT Transportation Clerk may be able to mitigate the need for this increase</td>
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<td>A Level-fund driver training</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>A Level-fund maintenance and transportation overtime</td>
<td>8,000.00</td>
<td></td>
</tr>
<tr>
<td>A Reduce cost of Life and Accidental Death insurance</td>
<td>15,000.00</td>
<td>Savings w/new contract</td>
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<tr>
<td>A Reduce Bill White contract</td>
<td>20,000.00</td>
<td>Use our own Autism teachers for consultation in summer</td>
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<tr>
<td>A</td>
<td>Reduce consulting days from 100 to 80</td>
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</tr>
<tr>
<td>---</td>
<td>-------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>A</td>
<td>Reduce legal accounts</td>
<td>7,000.00</td>
</tr>
<tr>
<td>A</td>
<td>Level-fund physical therapy contract</td>
<td>9,600.00</td>
</tr>
<tr>
<td>A</td>
<td>Postpone <em>Time Clock</em> software</td>
<td>18,000.00</td>
</tr>
<tr>
<td>A</td>
<td>Reduce funds allocated for software purchases</td>
<td>12,000.00</td>
</tr>
<tr>
<td>A</td>
<td>Reduce paper budget district-wide</td>
<td>5,000.00</td>
</tr>
<tr>
<td>A</td>
<td>Do not purchase toner for individual printers</td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

**Total Group (A) recommendation: 148,475.00**

**Recommendation for Group (B): Maintain amount in FY16 posted budget**

<table>
<thead>
<tr>
<th>Reduction</th>
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<tbody>
<tr>
<td>B</td>
<td>Reduce transportation clerk from full-time to part-time</td>
<td>38,000.00</td>
</tr>
<tr>
<td>B</td>
<td>Eliminate five 3-hour special education secretaries</td>
<td>36,800.00</td>
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<tr>
<td>B</td>
<td>Eliminate one special education tutor at CHS</td>
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<td>B</td>
<td>Reduce hours of resource officer</td>
<td>2,363.00</td>
</tr>
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<td>Eliminate reconciliation of outside accounting firm</td>
<td>7,500.00</td>
</tr>
<tr>
<td>B</td>
<td>End contract with Capitol Center for the Arts</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

**Total Group (B) recommendation: 129,145.00**

**Recommendation for Group (C): Maintain in FY16 posted budget but do not spend**

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
</table>

*page 98 of 202*
<table>
<thead>
<tr>
<th>Reduction</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delay bus lease</td>
<td>52,000.00</td>
<td></td>
</tr>
<tr>
<td>Reduce technology lease</td>
<td>51,618.00</td>
<td></td>
</tr>
<tr>
<td>Reduce summer projects</td>
<td>250,000.00</td>
<td></td>
</tr>
<tr>
<td>Eliminate all and new replacement furniture</td>
<td>76,916.00</td>
<td>Area carpet, bookcases, band risers, Jr. executive desks, student chairs - navy, cafeteria tables, art tables (BGS and BMS); student chairs and activity tables (RMS), student chairs and desks (CHS). RMS &amp; CHS where to begin replacement plan</td>
</tr>
<tr>
<td>Reduce all new or replacement equipment for regular education</td>
<td>35,541.00</td>
<td>BMS: Bose Music System, ADS: digital camera, RMS: Indoor/Outdoor Hoop Disc, tape player, pull-up fitness system, mid-size bats, pop-up goals, stop watches, 3D printer, Eastman 305 Cello, Band instruments, all-purpose Lab cart, Two-part heart, sensors, thermometers, Periodic Table of Elements. CHS: pens and Bluetooth adapters (ENO), music instruments, hot plates, microscopes, purchase probes, MP3 players</td>
</tr>
<tr>
<td>Reduce technology contingency</td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>Eliminate district subsidy for Community Education</td>
<td>18,356.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Group (C) Recommendation:** 504,431.00

**Recommendation for Group (D): Refer to study committee**
Mr. Cogswell noted that during the budget process it became obvious that between now and October, the budget will need to be either reduced in some areas or taxes will need to be raised.

Jennifer Patterson explained that the Board must approve a budget in March because of the need to issue teacher contracts. In October, city valuations come in and potential legislative changes that could impact the budget become known, and the Board has the opportunity to adjust the school district budget, but seven votes are required to increase the budget. The Board may decide to pass the budget as posted, but with the expectation that items on the A list would be the first to be eliminated. She said the Board appeared to have consensus that most likely items on the A list will not get funded.

Jim Richards suggested that the budget could be revisited as early as May if the Board had more information arising from the settlement of outstanding collective bargaining agreements.

Mr. Cogswell noted that the Board could change the budget at any time, but would need seven votes to do so. He favored approving the posted budget with the understanding that the budget will need to be revisited before it is finalized in October.

Kass Ardinger suggested that if the Board is not in consensus there could be a significant problem going forward about whether cuts could be made, with the 7-vote requirement. She suggested that if the Board had consensus about the items in Group A they should be voted on now, thus avoiding a 7-vote requirement.

Mr. Richards clarified that if the Board approved the posted budget, it would be the one the district operates under if 7 votes cannot be made for changes.

Mr. Dunn suggested that the monies will be appropriated if this budget is passed, but that the Board could freeze funds at any time.

Ms. Ardinger noted that the Board needs to make fiscal decisions and should not leave these up to the administration. She said that it is already known that the budget will be raised by more than 1.5% over last year, and suggested that if the Board has the political will to make the reductions by a majority vote it should, to avoid protracted argument later.
Ms. Patterson suggested voting to adopt the posted budget and also voting on the prioritized list of potential reductions to express the intentions of the Board.

Mr. Cogswell noted that the Board requested the administration propose $1 million in potential cuts and that this process was difficult. He predicted that the Board would have to make $1 million or more in cuts if the contract issues are not solved; including items in the “A” group, as well as adjustments in the “C” group.

Ms. Patterson noted that per the School District Charter, section 11 budget procedure: The Board only needs to have a public hearing and seven votes if increasing the appropriations. She noted that the Board can pass the proposed budget and make cuts later without a public hearing and the required 7 votes. She further noted that if the Board cuts items from the A category today and later appropriates additional money, it would be required to hold a public hearing and approve with 7 votes.

Mr. Richards clarified that the Board could cut the budget now but would need to have a public hearing and approve with 7 votes to increase appropriations in the fall (if contracts are settled by then). He also thanked the administration for its efforts to prioritize and categorize the proposed reductions.

Ms. Ardinger stated that it is challenging to talk about particular decisions on the budget in public when there are ongoing negotiations. She also noted that it is very helpful to have the potential cuts categorized and prioritized.

Mr. Richards asked if the Board revisits the budget whether items could be voted on individually. Mr. Cogswell responded that this action can be performed in the motion process.

Ms. Patterson noted that it is the Board’s intent to keep the items in Group B in the budget. She also commented that the Board would need to study the proposed change to the walk zone at length.

Mr. Richards stated that he would particularly want to have the City involved in that study committee, especially regarding the clearing of sidewalks.

Superintendent Rath reminded the Board that any recommendations made by the study committee could be included for the FY budget 2016-17.

Mr. Dunn reviewed the major features of the proposed budget.

**Total Proposed Appropriation for 2015-2016**

<table>
<thead>
<tr>
<th>FUND</th>
<th>March 9th</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
</tr>
<tr>
<td>- Operations Excluding Debt Service</td>
<td>$ 68,449,139</td>
</tr>
<tr>
<td>- Operations Debt Service</td>
<td>$ 5,589,738</td>
</tr>
<tr>
<td>- Transfer Facilities and Renovation Trust Fund</td>
<td>$ 1,150,000</td>
</tr>
</tbody>
</table>
Mr. Dunn noted other considerations that affect the budget, including the Unreserved Fund Balance; the cost of utilities; costs related to out-of-district transportation and out-of-district placements; costs for snow removal and salt; overtime costs; and city valuations. He noted the opportunity for the Board to review the budget in October, and showed the dates on which the district will issue contracts.

<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 30</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 29</td>
</tr>
<tr>
<td>Custodians</td>
<td>UAW – Custodians</td>
<td>May 29</td>
</tr>
<tr>
<td>Permanent Substitutes</td>
<td>n/a</td>
<td>June 5</td>
</tr>
<tr>
<td>Miscellaneous Unaffiliated</td>
<td>n/a</td>
<td>TBD</td>
</tr>
<tr>
<td>Food Service*</td>
<td>UAW – Food Service</td>
<td>May 29</td>
</tr>
<tr>
<td>Tutors</td>
<td>n/a</td>
<td>TBD</td>
</tr>
<tr>
<td>Bus Drivers / Bus Monitors</td>
<td>UAW – Transportation</td>
<td>June 5</td>
</tr>
<tr>
<td>*Maintenance/Transportation</td>
<td>Maintenance/Transportation</td>
<td>June 5</td>
</tr>
</tbody>
</table>

* - Currently negotiating

Mr. Cogswell asked for a motion to approve the FY2025-2026 budget.

The Board voted 8-0 (motioned by Barb Higgins, seconded by Ms. Patterson) to raise and appropriate the sum of $81,275,577 and to adopt the budget for fiscal year 2015–2016 as posted on March 9, 2015 inclusive of the following deposits to existing expendable trust funds:

- Vocational Capital Reserve fund for an amount up to $127,161
- Facilities and Renovation Trust Fund for an amount up to $1,150,000
and also inclusive of the following withdrawals from expendable trust funds to fund appropriations:

- Tuition Stabilization Fund for an amount up to $119,384;
- Facilities and Renovation Trust Fund for an amount up to $130,606.

Mr. Cogswell asked for a motion to adjourn.

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

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
## Recommendation for Group (A): Reduce budget lines in FY16 posted budget

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<tr>
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<td>PT to FT Transportation Clerk - may be able to mitigate the need for this increase</td>
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<td>12,000.00</td>
<td>District website (new site), Shoretel software support</td>
</tr>
<tr>
<td>A Reduce paper budget district-wide</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>A Do not purchase toner for individual printers</td>
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</tr>
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<td><strong>Total Group (A) recommendation: 148,475.00</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

## Recommendation for Group (B): Maintain amount in FY16 posted budget

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<tr>
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</thead>
<tbody>
<tr>
<td>B Reduce transportation clerk from full-time to part-time</td>
<td>38,000.00</td>
<td>Important to the operation of the elementary schools and provision of services to students with special needs</td>
</tr>
<tr>
<td>B Eliminate five 3-hour special education secretaries</td>
<td>36,800.00</td>
<td></td>
</tr>
<tr>
<td>B Eliminate one special education tutor at CHS</td>
<td>34,482.00</td>
<td>This position works with our most vulnerable students; keeps students in school; contributes to savings in out-of-district tuition account</td>
</tr>
<tr>
<td>B Reduce hours of resource officer</td>
<td>2,363.00</td>
<td>Small amount of funds; would mean potentially double increase the following year</td>
</tr>
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<td>B Eliminate reconciliation of outside accounting firm</td>
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## Recommendation for Group (C): Maintain in FY16 posted budget but do not spend

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<tr>
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<tr>
<td>C Delay bus lease</td>
<td>52,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reduction</td>
<td>Amount</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------</td>
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<td>C</td>
<td>Reduce technology lease</td>
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<td></td>
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**Recommendation for Group (D): Refer to study committee**

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**Total Group (D) Recommendation: 220,000.00**
Board of Education, Concord School District
Regular meeting
April 6, 2015

Board members  Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barbara Higgins, Alana Kimball, Oliver Spencer, Jennifer Patterson, Jim Richards, Winnie Wang and Will Scharlotte (student representatives)

Absent: Oliver Spencer

Administrators: Superintendent Chris Rath, 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
The Board voted 8-0 to approve the agenda (motioned by Kass Ardinger, seconded by Jennifer Patterson).

Agenda Item 3. Public Comment– agenda items only
Concord resident David Ruedig spoke to the Board to thank Superintendent Chris Rath for her years of service to the Concord community and Concord school children. He said he has known and worked with Superintendent Rath for many years. He said he had served on the Board in the early 90s, in fact when she was hired. He said that she has done a fantastic job and hiring her was the best thing he had done in his whole Board career. He said Superintendent Rath had guided the Board through major and minor crises, from the elementary building project to the High School renovation.

Agenda Item 4. Recognitions
Champions for Children

Abbot-Downing School – Betty Page and Marilyn Greene
Principal Kathleen Riordan introduced Betty Page and Marilyn Greene as the 2015 Abbot-Downing School Champions for Children. They have spent one morning a week in the Multi-copy Library, which is used by every single child in the building. It has been a huge need of the school to organize these books so that teachers can locate...
appropriate text for their reading groups. Betty and Marilyn have worked tirelessly to manage these books by categorizing them into reading levels, labeling every book in the library, and grouping like books together. They also work weekly to maintain the library, going through all the books and making sure they have been put back into the correct levels. All the teachers at Abbot-Downing are grateful for the time and energy Betty and Marilyn have given to the school to complete this project and allow teachers and students effective access to organized materials.

**Beaver Meadow School – Patrick Lindley**

Principal John Forrest introduced Mr. Patrick Lindley as the 2015 Beaver Meadow School Champion for Children. Patrick joined the staff last spring as new Head Custodian, just as efforts to implement Positive Behavior Interventions and Supports, or PBIS, were beginning to pay off. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Mr. Lindley plays an important role in the Fifth Grade Student Ambassador Program: Student Ambassadors are role models who give younger students something to aspire to. Mr. Lindley supervises his own Ground Crew of Ambassadors: they can be seen first thing in the morning cleaning the cafeteria, picking up trash, tending to landscaping, raking the kid cushion beneath the swings, and shoveling—a lot of shoveling this year! While working, Patrick talks to the kids about the weather, the environment, the school, safety, and anything the boys and girls feel like discussing—he does this work on his own, outside of his Head Custodian responsibilities, with a smile on his face and a hop in his step that the school community has grown to love. Kids aspire to become an Ambassador at BMS, and many want to work on Mr. Lindley’s Grounds Crew. Patrick also does little things to make the kids feel at home: this winter he painted messages in the snow for the children and built a snowman on the roof! The kids were amazed and thrilled as tried to figure out how Frosty got up there. Patrick also tends to a local mother turtle as she lays her eggs on the playground in the spring, and helps the hatchlings take their first steps in the fall. He is responsible, respectful, and keeps BMS children safe. Patrick performs his custodial duties with his infectious smile and positive attitude, but the interactions he has with the students and the small things he does to bring smiles to faces—that is his passion.

**Broken Ground School – Kathryn Miles**

Broken Ground Principal Susan Lauze introduced Katy Miles as the 2015 Broken Ground School Champion for Children. In the years that Katy Miles’ three children have attended BGS, she has logged thousands of miles in supporting the school community. She has served as PTA Volunteer Coordinator and in the last two years has been President. Whether she is recruiting volunteers for the Harvest Fest to cut hundreds of tiny Box Tops or even to take a turn in the dunk booth, Katy makes you believe that you will have a great time! When adults were needed to read with students 1:1, Katy stepped up to the challenge. She supports teachers by making materials,
hanging student art work, and has made sure the PTA gathered e-mail addresses and cell numbers from parents so the PTA could more easily communicate with families. She has helped the PTA focus at BGS not to be solely on raising funds but also on providing enriching events that all can enjoy. In 2014, it was Katy’s idea to offer a winter dance for children and their parents. This was not a fundraiser but rather a chance for families to have some fun together. These events strengthen the school community, as parents and children spend positive time with one another. Katy makes sure that popcorn snacks are offered to the school regularly even if it means she is popping corn for hours on end. She’s a worker, a catalyst, and an energy that creates support for others, helping with the theater group Kids in Action (KIA), Book Fairs and Lip Sync, fundraising events, the daylong Walk-A-Thon, and staff luncheons. Beaver Meadow staff admire Katy’s generous spirit, her warmth in welcoming everyone she meets, and her zest for life!

Christa McAuliffe School – Lisa Sands

Principal Kris Gallo introduced Lisa Sands as the 2015 Christa McAuliffe School Champion for Children. Lisa has volunteered her time in Jan Smith’s second grade classroom on a weekly basis for the last several school years, consistently supporting students’ reading in an online interactive reading program and providing small groups with encouragement, which nurtures students’ individual growth in reading comprehension skills. She recognizes the value of regularly highlighting students’ accomplishments and of providing detailed reflections on students’ work, an opportunity for engaging in highly personalized conversations with students. Christa McAuliffe School staff are aware that Lisa is a very active member of the Concord community, and are extremely grateful that she generously chose to spend a significant amount of her personal time in our classrooms supporting the teaching and learning of some of the school’s youngest students.

Mill Brook School – Nan Welch

Principal Cheryl Lynch introduced Nan Welch as the 2015 Mill Brook School Champion for Children. Nan retired from her second grade teaching position at Eastman School in 2009. She goes out of her way to help students, volunteering in both the second and kindergarten grades. During the holiday season, Nan and her “lady friends” sponsor a number of large families from Mill Brook community, donating gifts and clothing to not only to the students, but to their parents as well. During the school year, she reaches out to students and families when there is a need or an emergency and offers her support and time without hesitation. Nan donates underwear, socks and pants throughout the school year to the school nurse for MBS students, and takes the initiative to provide the little things that make a positive difference for staff and students. Sue Moltisanti, kindergarten teacher, says: “Nan works in my classroom on Wednesdays. She does all of the fun things with the kids that I could not get to, like finger painting, cleaning out pumpkins, preparing food, and working with groups of children on art projects.” Shirley Blanchard, second grade
teacher, adds: “Nan is conscientious, dedicated and eager to help with students. She loves working with the children whether it is listening to them read, working on writing or helping with a special class project.” Thank you Nan Welch for making a difference in the lives of Mill Brook School’s students.

**Rundlett Middle School – Rebecca Bliss, Nicholeen McDonough and Robin Wirbal**

Rundlett Principal Tom Sica introduced Rebecca Bliss, Nicholeen McDonough and Robin Wirbal as the 2015 Rundlett Middle School Champions for Children. Rebecca, Nicholeen and Robin are three volunteers who have given generously of their time and talent to students, teachers and families in the Concord School District, and who have brought great enthusiasm, imagination and a genuine desire to build a vibrant school community that promotes and celebrates the talents of our students. They worked on the Box Top collection campaign for example, that, along with other fundraising efforts, resulted in the purchase of a new sound system for both the cafeteria and multi-purpose room and in the purchase of three new drinking fountains, with bottle filler stations. As part of the Parent Engagement Committee, Nicholeen and Rebecca have worked tirelessly to help revise and update the RMS Student / Parent Handbook, and have taken on active roles in helping to organize the Parent Academies. Robin Wirbal spent many hours faithfully reviewing the PTO’s budget and providing a careful account of the PTO’s revenue and expenditures. The contributions of these three women amount to something far greater than the thousands of dollars that they have helped to raise. While RMS is indebted to Rebecca, Nicholeen and Robin – and the entire PTO – for their generous support of field trips, special events, guest speakers, and countless “I need your help in a hurry” situations – RMS staff are most grateful to them for providing a consistent example of joy-filled service. In quiet, humble acts of kindness, each of these women has worked to build a vibrant community among parents, teachers and students.

**Concord High School – Cyndi Christie**

Concord High Principal Gene Connolly introduced Cyndi Christie as the 2015 Concord High School Champion for Children. A Concord parent, Cyndi currently has a son who will be graduating from Concord High School in June. She has been involved with the CHS Parent-Teacher-Student Organization for a number of years as treasurer. Cyndi is a positive, unselfish person, known for getting things done, extremely generous with her time and the driving force behind the pictorial history project at CHS. She works tirelessly on this project, donating materials and printing the pictures at her business. She has worked tirelessly on various PTSO endeavors including graduation assistance, State Scholars, the Lynn Lyons presentation, The Hungry Heart presentation for the community, Ice Cream Socials, and Be the Change Club events. In addition, Cyndi has also been active with the CHS Wrestling Team Booster Club, generously volunteering her time and money. According to Ham Munnell, CHS Wrestling Coach, she has made countless signs and banners for the program; the
sportsmanship banner hanging in the gym was donated by her. She has been a great source of energy and support for Concord wrestling.

Other recognitions

Student representative Winnie Wang noted that the Be The Change Club will host a movie night next week. She congratulated fellow student representative Will Scharlotte on his acceptance to Bentley College.

Student representative Will Scharlotte noted that the CHS Graduation Committee has selected Dr. Rath to be the Class of 2015 graduation speaker. He congratulated fellow student representative Winnie Wang on her acceptance to the Pratt Institute, the no. 6 art school in the world. He noted that the All State Music Festival would take place April 16, 17 and 18.

Superintendent Rath described an article in The Concord Monitor about the Be The Change Club and its leadership summit on March 21.

She congratulated Will Scharlotte on his selection for the 2015 Shrine Maple Sugar Bowl Game. She recognized several CHS students in the NH High School Students’ Exhibition sponsored by the New Hampshire Institute of Art at the Sharon Arts Center in Peterborough: Angelica Bellow, Flannery Black-Ingersoll, and Hope Morrison. She noted that Courtney DiFilippo as Class of 2015 Valedictorian for the Class of 2015; Flannery Black-Ingersoll as Class of 2015 Salutatorian; and Lucy Eills and Austin Maheu as National Merit Semi-Finalists for the Class of 2015. Superintendent Rath recognized Andrew Grondin as the NH State winner in the SIFMA Foundation’s InvestWrite Essay Competition. She noted to the Board a significant number of CHS juniors were inducted in the Charles Cook Chapter of the National Honor Society on March 9. She also noted the CRTC students who were recognized at the Skills USA Competition. Automotive: Oliver Noble; Culinary Arts: Alyssa Pepin, Rachel Hutchinson and Andy Saffian; HOSA – Future Health Professionals Kaylee Lane, Meaghan Bannister, Hannah Cunningham, Katie Lafond, Meghan Boddiford, Kaitlyn Roukey, Chelsea Bard, Katie Moulton, Kaylee Lane, Shea Mathews, Drew Wonderli, Maegan Cudworth; Cosmetology: Lexi Kelley, Amy Wittel & Erica Martin: Promotional Bulletin Board, Coleby LaFleur: Customer Service, Jewl Davis, Megan Liberty, Kelli Phillips, Kate LaCombe, Madison Frederick, Meaghan Tinsley. The Graphic Arts students took 1st, 2nd and 3rd place in the Statewide Advertising Design Competition. The February 2015 CRTC Students of the Month: Morgan Dallaire, Austin Chiang, Crystal Caporale and Victoria Nicholas. Lastly, Superintendent Rath noted that Todd Cheewing of the NH Republican State Committee sent an email thanking Matt Cashman for his assistance with a large event last week. Chris Boezeman of CHS sent an email thanking Jack Dunn for his help with the SATs, held on the same day as the NHRSC event.

Agenda Item 5. Approval of Board Minutes
Mr. Cogswell briefly reviewed the minutes of the regular Board meeting on March 2.

The Board voted 8–0 to approve the minutes of the regular monthly meeting on March 2, 2015 (moved by Ms. Patterson, seconded by Jim Richards).

Agenda Item 6. Personnel

Larry Prince presented CEA nominations.

The Board voted 8–0 to approve the CEA nominations as presented (moved by Ms. Patterson, seconded by Rusty Cofrin).

Mr. Prince presented the CAA nominations.

  Steven Mello, Director of Physical Education and Sport
  Eugene Connolly, Concord High School Principal
  Ronna Cadarette, Concord High School Assistant Principal
  Thomas Crumrine, Concord High School Assistant Principal
  Benjamin Greene, Concord High School Assistant Principal
  Steven Rothenberg, Concord High School Assistant Principal
  Thomas Sica, Rundlett Middle School Principal
  Heather Barker, Rundlett Middle School Assistant Principal
  Ann Rines, Rundlett Middle School Assistant Principal
  Jeanette Souther, Rundlett Middle School Special Education Director
  Kathleen Riordan, Abbot-Downing School Principal
  John Forrest, Beaver Meadow School Principal
  Susan Lauze, Broken Ground School Principal
  Kristen Gallo, Christa McAuliffe School Principal

It was noted that there is a Principal vacancy at Mill Brook School, which is anticipated to be filled for a July 1 start.

The Board voted 8–0 to approve the CAA nominations as presented (moved by Tom Croteau, seconded by Mr. Cofrin).

Mr. Prince presented Central Office administrator nominations: Donna Palley, Jack Dunn, Larry Prince, Matt Cashman, Robert Belmont, Pam McLeod.

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

Larry Prince presented a child-rearing leave and one professional leave.

The Board voted 8–0 to approve the leaves as presented (moved by Mr. Richards, seconded by Ms. Patterson).

Mr. Prince presented several staff nominations for the remainder of the 2014-2015 school year.
Karry Arsenault, ELL Teacher, Rundlett Middle School, $30,521, rate of M-9, 2nd semester only, prorated 90 days, Karry replaces Anne Mills (90 days at M-3 = $23,567) – LOA. Budgeted at $23,567

Kerri Brown, Classroom Teacher, Christa McAuliffe School, $45,674, rate of M-8, one year only, prorated 140 days. Kerri replaces Sharon Richert (140 days at rate of B-10 = $46,274) – LOA. Kerri has been in this position as a long-term substitute since October 28, 2014. Budgeted at $46,274

Kayleigh Flynn, Classroom Teacher, Mill Brook School, $39,278, rate of B-1, one year only. Kayleigh replaces Linda McMenimen Trudel (rate of M-14 = $76,199) – LOA. Kayleigh has been in this position as a long-term substitute since the beginning of the 2014-2015 school year. Budgeted at $76,199

The Board voted 8-0 to approve the staff nominations as presented (moved by Ms. Ardinger, seconded by Mr. Croteau).

Mr. Prince presented several staff nominations for the 2015-2016 school year.

Frank Harrison, Jr., ROPE Teacher, Concord High School, $7,620, rate of 10% of M-14*, one year only. Frank has requested a leave of absence from his full-time Science teacher position to continue in this assignment. Budgeted at $7,620

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

Maura Sampson, Literacy Lab Teacher, Rundlett Middle School, $69,130, rate of M+30-11*, one year only. Maura’s CHS English teacher position was cut for 2014-2015. Maura replaces Tracy Renaud (rate of M-14 = $76,199) – LOA. Budgeted at $76,199

Patrick Casey, Physical Education Teacher, Elementary, $26,317, rate of 50% of M-5*. Patrick’s 50% CHS Health/PE/Life Studies/Peer-to-Peer position was cut. This is in addition to his existing 50% Elementary Physical Education. New position. Budgeted at $27,495

Jessica Hatchett, Art Teacher, Elementary, $19,639, rate of 50% of B-1*. 10% of Jessica’s CHS Art position was cut. She will be assigned to this new position in addition to her existing 50% Elementary Art. New position. Budgeted at $26,317


The Board voted 8-0 to approve the staff nominations as presented (moved by Barb Higgins, seconded by Ms. Ardinger).

Mr. Prince presented several coach nominations.

Tristan Black-Ingersoll, Spring Track Assistant Coach, Concord High School, $2,749, Step 3, Group 9, 7.0%
Colin Brown, Spring Track Assistant Coach, Concord High School, $2,553, Step 2, Group 9, 6.5%.

Kevin Steed, Boys Freshman Baseball Coach, Concord High School, $2,160, Step 2, Group 11, 5.5%. Kevin replaces James Corkum

The Board voted 8–0 to approve the coach nominations as presented (moved by Ms. Ardinger, seconded by Mr. Croteau).

Mr. Prince presented the following CEA members who are recommended for the Veterans Salary Schedule for the 2015-2016 and 2016-2017 school years. Applicants are listed in order of eligibility. Twenty-seven CEA members applied for the Veterans Salary Schedule, out of 43 members who were eligible to apply.

<table>
<thead>
<tr>
<th>CEA member</th>
<th>Position, Location</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Macri, Special Education Teacher, Broken Ground School</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Laurie Haney-Rosen, Mathematics Teacher, Rundlett Middle School</td>
<td>28.00</td>
<td></td>
</tr>
<tr>
<td>Jane Dodson, Reading/Literacy Teacher, Broken Ground School</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td>Heidi Fyfe, Reading/Literacy Teacher, Christa McAuliffe School</td>
<td>26.00</td>
<td></td>
</tr>
<tr>
<td>Lynn Warner, Classroom Teacher, Broken Ground School</td>
<td>26.00</td>
<td></td>
</tr>
<tr>
<td>Nancy Pender, Special Education Coordinator, Elementary</td>
<td>26.00</td>
<td></td>
</tr>
<tr>
<td>Denise Fournier, English Teacher, Concord High School</td>
<td>26.00</td>
<td></td>
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<tr>
<td>Sophia Ellis, Classroom Teacher, Abbot-Downing School</td>
<td>25.00</td>
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<tr>
<td>James Harvey, Technology Education Teacher, Rundlett Middle School</td>
<td>25.00</td>
<td></td>
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<tr>
<td>Stephanie LaRochelle, Kindergarten Teacher, Christa McAuliffe School</td>
<td>24.15</td>
<td></td>
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</tbody>
</table>

The Board voted 8–0 to approve the candidates for the Veterans Salary Scale as presented above (moved by Mr. Cofrin, seconded by Ms. Patterson).

Agenda Item 7. Finance Committee

Mr. Cogswell briefly reviewed the minutes of numerous Board work sessions on the budget, noting that the information in the board packets is on the district’s website.

Mr. Cogswell reviewed the minutes of the Board Work Sessions on March 4, at which the Board heard a detailed presentation of lease-purchases and utilities costs.

He then reviewed the minutes of the Board Work Session on March 9, at which the Board heard a presentation of enrollments and staffing at Concord High School and at the elementary schools.

Mr. Cogswell reviewed the minutes of the Board Work Session on March 16, at which the Board heard an overview of the food service program, enrollments, meal prices, participation, a la carte prices and the food service FY 2015-2016 budget.

He reviewed the minutes of the Board Work Session on March 18, at which the Board discussed potential reduction options to the posted budget.
He reviewed the minutes of the Public Hearings on March 23 and March 25, at which
the proposed budget was outlined and public input was received. The community
showed strong support for the Capitol Center for the Arts annual contract. Community
members who spoke were opposed to the proposal to extend the walk zone to reduce
transportation costs, and that topic is referred to a study committee involving parents
and will not impact next year’s budget. The administration drew up categories of
possible budget cuts and the Board has prioritized them: items in Category A will
probably be cut when the Board next reviews the budget; Category B will likely stay in
the budget; Categories C and D will be considered if necessary.

Mr. Cogswell reviewed the minutes of the Special Board meeting on March 30, at
which the administration presented a 1.55% increase in the budget from this year to
next year. The tax rate increase will depend on assessments, valuations and other
factors unknown at this time. Mr. Cogswell noted that the Board is available for input
at any time. Finally, he reviewed the minutes of the Special Board meeting on April 1,
at which the posted budget was unanimously approved.

The Board voted 8–0 to approve the minutes of the Board Work Sessions on
March 4, March 9, March 16, March 18; Public Hearings on March 23 and
March 25; and Special Board meetings on March 30 and April 1, 2015 (moved
by Mr. Croteau, seconded by Alana Kimball).

Agenda Item 8. Negotiations Update

Ms. Ardinger reported that the Board has ratified the CEOPA contract. The Board and
administrative team continue to have active meetings with other bargaining units.

Agenda Item 9. Superintendent Search Update

Mr. Cogswell noted that Terri Forsten, the Superintendent finalist, will be visiting the
school district on Wednesday, April 8. The Committee that worked on the
Superintendent Search did its due diligence and considerable research on the three
semifinalists. He noted that Ms. Forsten is currently Superintendent in Laconia. She
will be visiting the District on Wednesday, April 8, with a community forum at 6 p.m.
followed by an interview with Board and a vote on her candidacy.

Agenda Item 10. Proposed calendar of meetings

Superintendent Rath discussed the proposed Board committee meetings for April 2015,
noting the Superintendent candidate visit on April 8. The Communications Committee
on April 15 is just for committee members. The Finance Committee will talk about
Food Service and long-term debt. The last week of April is spring break.
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 Ms. Ardinger).

The Board adjourned at 8:15 p.m.

Respectfully submitted,
Kass Ardinger

Secretary
Board of Education, Concord School District  
Special Board meeting  
April 8, 2015

Board members  
Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barbara Higgins, Alana Kimball, Oliver Spencer, Jennifer Patterson, Jim Richards  
Absent:  
Oliver Spencer  
Guest:  
Terri Forsten

Agenda Item 1. Call to Order  
Jennifer Patterson called the meeting to order at 7:00 p.m. and explained that the Board meeting agenda was to interview Superintendent finalist Terri Forsten.

Mr. Cogswell thanked the members of the Superintendent Search Committee, comprised of 14 members of the community – teachers, community members, parents, and one student: Tom Sica, Kass Ardinger, Tom Croteau, Clint Cogswell, Susan Lauze, Lise Bofinger, Tim Sink, Jerry Madden, Brinkley Brown, Maureen Redmond-Scura, Donna Palley, Jack Dunn, Carol McCarthy, and Kevin Nyhan.

Mr. Cogswell described the search process, which was facilitated by NHSBA including Barrett Christina and Robert Lister. He noted that each candidate had two interviews, and the committee made a site visit to the Laconia School District. The committee spent a significant amount of time on its due diligence, and called people all over the state who knew Terri.

Tom Croteau noted that the committee looked at two other candidates, and at its last meeting decided among those semi-finalists.

Kass Ardinger noted that many hours were spent vetting the candidates. The committee felt that they were looking for “the best fit” for Concord School District; those qualities you would want in an administrator or teacher. She noted that the purpose of today’s visit to the District was to determine whether finalist Terri Forsten would feel comfortable in this district. She said that Laconia is similar in many ways to our district; the committee had certainty that Terri would be a good fit for our district.

Jennifer Patterson noted that at the community forum immediately preceding this meeting, some very good questions were asked and Terri provided thoughtful responses to questions, including inclusion in classroom and fostering communication among the community, parents and students.
Ms. Forsten spoke briefly and described her background, noting that she had lived in New Hampshire since she was a sophomore in high school. She trained to become a special education teacher and came to RMS in the mid-80s. She later worked at a psychiatric hospital, as a special education teacher, as a special education coordinator, an assistant principal, a school principal, and later the assistant Superintendent and then Superintendent in Laconia. She attended Keene State College as an undergraduate and did her graduate work at Plymouth State University and University of New Hampshire. She noted that she has lived in Concord for 15 years because it is a strong community, well connected to its citizenry. She noted that her son is an 8th grader at RMS, and she’s experienced being a parent in this district. Ms. Forsten noted that she is impressed by the opportunities her son has been offered: with the programming throughout the schools; with technology; with opportunities for learning.

Mr. Cogswell noted that Ms. Forsten was impressed by what we’re doing for ELL students at RMS. Ms. Higgins asked if there is a significant refugee population in Laconia, and if it presents some of the same challenges as Concord experiences.

Ms. Forsten noted that Laconia has had refugee populations over time, but currently does not. Concord was becoming one of the prime resettlement cities, Laconia was also and many families arrived in the mid-90s. There are fewer now because of employment issues.

Ms. Ardinger noted, regarding test scores of children with developmental disabilities, that the school district still has to account for their learning and would need to be creative and improve scores. She asked Ms. Forsten, with her background in special education, what her ideas are about what to focus on to advance the learning of our children with IEPs.

Ms. Forsten noted that she has looked specifically at this question, and from her own experience would start by noting first that the current strategy isn’t working, then move into asking the question why that is, who are the players, examining the data, examining the instruction goals and strategies, and examining the district’s fidelity to those instruction and strategies. She noted that co-teaching can be effective, and that sometimes districts fall short on the first round of instruction. Children need instruction from their classroom teachers, and everything else is in addition to that – the regular classroom teacher is still that child’s primary instructor. Special education services then comes in and provides support. There may need to be re-teaching and post-teaching, and the full communication process needs to happen clearly.

Ms. Higgins noted that the Board had to make cuts for substitutes for special education support staff, but that goals can’t be met without enough people. She asked Ms. Forsten what she would say to those parents.

Ms. Forsten noted that the district must be thoughtful about where staff are being allocated. She noted that she had heard today that there are challenges about substitutes. She said that some of her initial questions would include what the district
can do to support its substitutes, how are staff reassigned, and what makes sense. She said she’d examine attendance records of student, teachers, special education teachers and para educators and be thoughtful about causes and implications.

Ms. Ardinger noted that the proposed budget cut regarding substitute special education teachers was actually a cut in the proposed increase in the budget.

Jim Richards noted that the community appears to have deep feelings on both sides about full-day kindergarten, and asked Ms. Forsten how she would approach this issue as Superintendent.

Ms. Forsten replied that when her son needed kindergarten, she had to seek a private full-day program for him, and while that was fine, she felt better when he came into first grade at Eastman, with a more whole educational program and where he was more connected to his community. She noted that as superintendent she has heard this desire expressed over time, noting that Laconia moved toward full-day kindergarten by initially using ARRA funds to create new programs. They were able to fund full-day kindergarten in this way for a couple of years, while exploring what the community could do to support full-day kindergarten. The cost of full-day kindergarten in Laconia was $225,000, while in Concord it is much closer to $1 million. She said that while more research needs to be done, the community may need to “make the leap” at some point. Full-day kindergarten makes a huge difference in the school community, including implementing Responsive Classroom in all the grades.

Ms. Ardinger asked whether she would include the Concord community in the process toward full-day kindergarten and if so, how. Ms. Forsten said she would include the private kindergartens for the development of a community-wide process.

Mr. Croteau asked how Ms. Forsten would see herself become acquainted to the Concord School District before she becomes Superintendent. Ms. Forsten indicated that she would like to just carve out the time to be in the building, and visit classrooms and programs like Culinary Arts, Band, etc. She said she would need this time to understand the structure and culture of each school in order to be as responsive and understanding as she needs to be. She indicated that she would attend each school’s PTO meetings at least annually, and connect with the business community through the Chamber of Commerce, the Rotary, Kiwanis and other clubs.

Ms. Higgins asked if the Laconia City Council was supportive of the school system. Ms. Forsten replied that the City Council hosts the school board for different meetings, which fosters good conversations and relationships.

Jennifer Patterson made a motion to go into non-public session at 7:40 p.m. under RSA 91-A:3 II (b) “The hiring of any person as a public employee.”

The Board voted 8-0 on a roll call vote to go into non-public session at 7:40 p.m. under RSA 91-A:3 II (b) (motioned by Ms. Patterson, seconded by Tom Croteau) to discuss “the hiring of any person as a public employee.”
Ms. Patterson moved to go out of non-public session at 7:55 p.m.

   By roll call the Board voted 8-0 to come out of non-public session (motioned by Ms. Patterson, seconded by Mr. Richards).

The Board came out of non-public session. Ms. Patterson noted that the Board had some discussion about the finalist and the search process.

   The Board voted 8-0 to with great enthusiasm to offer the position of superintendent to Terri Forsten (motioned by Mr. Cogswell, seconded by Alana Kimball).

Ms. Ardinger noted that the Board was very pleased with the public session with Terri that was held tonight. She noted that Board members were more than satisfied with her answers, and with some added information from Committee members about the search process, was enthusiastic and unanimous in their support of Ms. Forsten as Concord’s new superintendent.

Mr. Cogswell again thanked the search committee and all the hard work they undertook, noting that he really enjoyed being part of that group.

Ms. Ardinger echoed that observation, noting that she knew going into it how much work it would be, but by the end, she was truly delighted to work with members of the community, and will remember this experience.

   The Board voted 8–0 to adjourn (moved by Ms. Patterson, seconded by Mr. Richards).

The Board adjourned at 8:40 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board of Education, Concord School District
Special Board meeting – Non-public session
April 8, 2015

**Board members**  Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barbara Higgins, Alana Kimball, Oliver Spencer, Jennifer Patterson, Jim Richards

**Absent:**  Oliver Spencer

The Board voted 8-0 by roll call to recess into non-public session at 7:40 p.m. under RSA 91-A:3 II (b) (motioned by Ms. Patterson, seconded by Tom Croteau) to discuss “the hiring of any person as a public employee.”

Ms. Patterson noted that as much as possible should be discussed in public session, and that the non-public session is for any concerns a Board member wouldn’t feel comfortable voicing in public.

Ms. Higgins asked how the staff and teachers in Laconia felt about Ms. Forsten’s approachability, for example, if the superintendent were to come into classrooms.

Ms. Ardinger noted that a high school teacher was present at one of the interviews. She noted that Ms. Forsten put her hand on his shoulder and had a few quiet words with him. Another staff member told them that this teacher had had some personal difficulties and that she had taken him aside earlier and was following up on his concerns.

Mr. Cogswell noted that all the teachers the committee spoke with indicated that Ms. Forsten is very available to them.

Mr. Cofrin said that when she visited RMS she gave them some input about its infrastructure. He asked if she is aware of the discussions about the future of RMS.

Ms. Ardinger noted that Laconia’s middle school is beautiful, and that Matt Cashman, as a parent, had been involved in that project. She commented that Ms. Forsten had experience in the community, state and building process for a new or renovated school.

Mr. Richards noted that Laconia has gone to block classes, where students spend 1.5 hours in a class. He had asked if Laconia parents were concerned about this, and whether Ms. Forsten was involved with parents enough to facilitate that change. He said he felt she had a great response to that question, focusing on communications with parents and students.

Both Mr. Cofrin and Ms. Higgins expressed confidence that Ms. Forsten was a great fit for the Concord School District.
Mr. Croteau noted that he has known Ms. Forsten for a very long time, and that she is very upfront and transparent in her role as Superintendent.

Ms. Ardinger noted that the committee heard extraordinary things about Ms. Forsten; for example, a staff member who had worked at DOE went to Laconia specifically to work for her. Additionally, the high school principal has the greatest respect for her; they were on the same career path together, and while she was promoted above him; he’s still one of her biggest fans.

Mr. Croteau noted that the Laconia teachers and staff were happy for Ms. Forsten to have the opportunity for this position in Concord.

Ms. Ardinger noted that, importantly, Terri Forsten is an educational leader. She has experience with many educational initiatives; she knows all aspects of her programs and will push the committees to reach farther in their thinking.

By roll call the Board voted 8-0 to come out of non-public session (motioned by Ms. Patterson, seconded by Ms. Ardinger).

The Board came out of nonpublic session.

Respectfully submitted,

Kass Ardinger
Secretary

[NOTE: THESE MINUTES WERE NOT SEALED]
Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Barb Higgins, Alana Kimball, Jim Richards, and Will Scharlotte and Winnie Wang (student representatives)

Absent: Jennifer Patterson, Oliver Spencer

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

Agenda Item 1. Call to Order

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 7-0 to approve the agenda (motioned by Barb Higgins, seconded by Tom Croteau).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

Student representative Winnie Wang noted that the drama club will present the musical Miss Saigon on Wednesday May 13, Thursday May 14 and Friday May 9 at 15 p.m. in the Christa McAuliffe auditorium at Concord High School. Also, Be the Change Club will host its International Night on May 20, and everyone is invited.

Student representative Will Scharlotte noted that on May 9 at the NH National Guard headquarters, Military Service Academy Day will feature representatives from the US Military Academy, the US Merchant Marine Academy, the US Air Force Academy, the US Naval Academy, and the US Coast Guard Academy for students who are interested in obtaining service academy nominations from the NH Congressional delegation and for those interested in attending any of the service academies.

Will also told the School Board that Concord High School will be honoring veterans at...
the baseball game on May 11 and at the softball game on May 13 as part of Operation Hat Trick. CHS’s own Bill Marston and family will be special guests for the May 11 baseball game, where the CHS community will honor their son Blake. Veterans who participate in the ceremony will receive a complimentary Crimson Tide Operation Hat Trick hat and ball autographed by the team. He noted that students will be taking AP exams over the next few weeks. The high school will host a Blood Drive on May 20.

Winnie and Will wished their mothers – and all mothers – Happy Mother’s Day.

Superintendent Rath and Assistant Superintendent Donna Palley introduced the Distinguished Educators for 2015.

Rundlett Middle School – Linda O’Rourke

It is with great pride and gratitude Linda O’Rourke is recognized as a 2015 Distinguished Educator. Ms. O’Rourke, an eighth grade Language Arts teacher at Rundlett Middle School, has been a member of Rundlett’s faculty for 16 years. Since 1999, she has proven herself as an exceptional educator committed to the needs of all students. Her classroom is not only a place where students discover how to grow as writers and to look critically at literature, but also a place where students learn to articulate and exchange ideas and insights. Her proactive approach and open communication reassure parents that she will do everything possible to ensure a positive learning experience for their child. Ms. O’Rourke’s knowledge of how students learn promotes a positive classroom environment, and her 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 Language Arts Department, over the past two years, Ms. O’Rourke has energized the eighth grade Language Arts team in developing curriculum, and collaborative planning and instruction. She has served on the school’s PRIDE Team and has helped to infuse an understanding of PBIS among the faculty and students at RMS. Most importantly, by power of example, Ms. O’Rourke models the core values that constitute Rundlett PRIDE – Perseverance, Respect, Integrity, Discipline and Excellence.

Concord High School – Kaileen Chilauskas

The ability to wear many different hats requires constant transition and a true sense of style. Kaileen Chilauskas wears many hats as a member of the Concord School District since 1998, and she is an integral part of the English department at the high school. In the past two years, Ms. Chilauskas has been instrumental in developing common writing assessments for grades nine and ten. Under her leadership, the high school has been so successful assessing student work and analyzing performance trends, that the middle school asked Kaileen to help replicate the CHS process. Between participating on the Language Arts and Reading Committee and leading the review of data with freshman teams, and the CHS Literacy Committee, all the while developing action plans to support struggling performers, she works closely with colleagues and is very thoughtful and introspective on best practices for optimum student growth. Ms.
Chilauskas ensures every student has full access to our District’s curriculum. In the classroom, she works to establish a strong foundation for ninth graders, often staying after school with students to help them meet competencies through reassessments and alternative assignments. Kaileen is not satisfied with containing her knowledge to her own classroom walls – a few years ago she took on the title of Literacy Coach and has spearheaded much of our literacy curriculum work. Kaileen embraces the District goal of reviewing data as a strong component of the decision making process. She is able to draw on her wealth of knowledge and experience to develop model lessons and unit topics for curriculum integration that she readily shares with colleagues. Kaileen expertly coordinates instructional programs when more than one teacher is working with a student. No matter the hat Kaileen dons during the school day, whether she’s teaching, holding extra help sessions, collaborating with teams, presenting to faculty, or participating in committee work, she is an inspiration and a role model to students and adults. Metaphorically, these colorful hats exemplify why Kaileen Chilauskas is our Distinguished Educator, with classic style and a dauntless commitment to excellence.

Rundlett Middle School – **Brian Huckins**

We are privileged and fortunate to have Brian Huckins as a member of the RMS faculty and it is an honor to recognize him as a 2015 Distinguished Educator. Mr. Huckins has worked as a teacher at Rundlett Middle School for 14 years, teaching seventh and eighth grade social studies, and more recently, teaching both Language Arts and Social Studies to sixth grade students. His students and colleagues would speak of a teacher who gives tirelessly of himself and takes sheer delight in seeing his students learn. Brian is a highly regarded teacher who gives generously of his time and talent to all members of the school community. He has the highest of expectations for all students, and his students embrace those expectations with the confidence that their teacher will be there to lead and to guide them on the journey. Brian is passionate about history and equally passionate about inspiring his students to think, to read, and to write critically. Brian asks the question that places the greatest demand upon a teacher: **What can I do to help my students learn?** Brian’s response to this question has transformed the classroom experiences of our students. His leadership, intellectual curiosity, and desire to improve instruction promote genuine professional discussion. His classroom doors are open to his colleagues, and his willingness to share his curriculum materials and his instructional expertise is well-known and appreciated by teachers. Brian’s fundamental belief that all his students will learn in his classroom inspires confidence and a willingness to attempt a task that might seem insurmountable. Outside of the classroom, he provides opportunities for students to explore and develop their talents, whether in the capacity of coach or club advisor. In addition to having served as a member of the school’s Leadership Team, Mr. Huckins is unfailingly generous in assisting colleagues with lesson and unit design, assessments, and with classroom management strategies. Brian holds himself to the highest level of professionalism and inspires his colleagues to the same standard.
Rundlett Middle School – Scott Owen

It’s the first day of a new academic quarter at a Rundlett Middle School. At 11:10 in the morning, students in the sixth grade are headed to their first exploratory class. A group of students is moving down the hallway. They have a hustle in their step and a smile on their faces. A teacher walking in the opposite direction notices the energy of the group, and greets them with a question, “Good morning, where is everyone going?” In near unison, and with great excitement, the group responds, “We’ve got PE this quarter!” Spontaneously, the group exchanges some high fives and off they go. At the far end of the hallway, patiently waiting in the gymnasium is one of Rundlett Middle School’s PE teachers, Mr. Scott Owen. Scott has been a PE teacher at RMS for 19 years. As he waits for his class to arrive, Scott recognizes that there will be students who have energy and enthusiasm to spare, and for others, PE class might be the cause of some trepidation. No matter the disposition, he will be their guide and coach as they discover their own emerging talents and abilities. During the past three years, Scott has worked to develop the Unified Sports program at Rundlett Middle School, which joins people with and without disabilities on the same team. It was inspired by a simple principle: playing together is a quick path to friendship and understanding. Scott’s unflagging commitment to students, coupled with a strong belief that every person has a unique set of talents that can be used to build community, has fueled the implementation of this program at RMS. Have you ever driven by Rundlett Middle School after dismissal and wondered why the parking lot always seems to be packed? If you are a parent of a middle school student who is involved in any of our athletic programs, the answer to this question will come as no surprise. Nearly 32 percent of all 1,011 RMS students have participated in our athletic programs. As the Facilitator of Athletics at the middle school, Scott plays a significant role in the success of our programs. Over the past few years, Scott, along with his colleagues in the PE Department, and coaching staff at RMS, have worked to incorporate instruction and recognition of our school’s core values of Perseverance, Respect, Integrity, Discipline, and Excellence into our athletic programs. We are grateful for the many contributions Scott has made to the RMS community, and for the gift of his humble and generous service. It is an honor to recognize Scott Owen as a 2015 Distinguished Educator.

Concord Regional Technical Center – Scott Mayotte

It is with great pride and celebration that we recognize CRTC’s Automotive Technology teacher Scott Mayotte as one of the 2015 Concord School District Distinguished Educators. Scott has been at CRTC for just four years, but in that short period of time has demonstrated an extremely high level of commitment, professionalism and innovation. Of note, it may be early in his teaching career, but not early in his professional career: Scott had almost 20 years as a successful automotive master technician before coming to us. He leveraged his professional approach to quickly become an impactful teacher. Scott exudes to his students the pride he feels in his career: he wants students to know the satisfaction he and his fellow professionals attain in this industry, which make it a terrific long-term career choice. He emphasizes
the intellectual and social skills demands of the job: a good technician must leverage advanced skills in math, science, writing, listening, fitness, speaking and critical thinking skills to be successful. Scott’s pride is so obvious that students want to develop their own compasses to “go for it.” Like most career changers, content knowledge was not a concern for Scott, but how to instruct and assess became his focus and he systematically researched best practices, talking with his colleagues at the CRTC and statewide. His approach became a commitment to successfully reach (and teach) every student, regardless of their overall abilities. He quickly adopted the use of technology to help with assessment and instruction. Students know exactly what is expected and quickly adapt to the atmosphere of professionalism he has established. His level of preparedness is noteworthy: students find lessons are ready upon arrival and they get right to it. Daily lessons intentionally involve a mix of theory, practice and technology. Scott is committed to ensuring access and success for women: he works hard to recruit females and to provide community connections, including getting female industry leaders to mentor female students. Together with his colleagues - teacher Craig Emerson and shop manager Phil Bill - Scott maintains a healthy relationship with a large number of area dealerships and repair shops. These partners see the effort our Auto Program staff puts into our students and likewise do the same. Our internship program has relationships with over a dozen different businesses, which are energized by the CRTC team. His colleagues in the CRTC regularly look to Scott to develop new ideas - he is not just a leader in Concord; he also presents his teaching techniques to auto tech teachers on a statewide basis. In a relatively short stretch of time, he has firmly established himself. We honor him as a distinguished educator and wish him many more years of success.

Concord High School – Chris Herr

CHS and the Concord school district are fortunate to celebrate Chris Herr as a distinguished educator from Concord High School. In his facilitation of the work of other teachers, Chris provides a gentle but commanding presence that resonates leadership. People might disagree with Chris but there is never a chance of losing respect for him. In his work with World Languages he has started the group on a wonderful path of continuous learning. In his two years with this group, he has helped them to greatly increase their knowledge and use of Understanding by Design. He has helped them define how they will use technology to increase their impact on students and has helped them choose the most effective technological devices for World Language. To facilitate their work without yet having a clear understanding of what they were teaching, Chris listened to the World Language teachers by attending weekly lunches with the department, by answering emails and questions with lightning speed, and by sometimes staying more than an hour after department meetings to hear questions and concerns. With Social Studies, Chris has shepherded the department through a full review and revision of existing competencies. This was no easy task, with four high-enrollment classes and more than 10 elective classes. In this process, Chris exhibited his ability to take a broad district goal such as “ensure the
curriculum” and see that goal all the way from district down to individual teachers and their day-to-day lessons. Finally, Chris is a building leader and a voice of inspiration wherever he goes. Chris Herr is being recognized tonight as a distinguished educator but the fact is that he has been a distinguished educator at Concord High School since the moment he walked in the door.

Broken Ground School – **Mary Wilke**

Mary Wilke is an outstanding educator who inspires students to challenge themselves as learners each and every day. Mary has taken on leadership roles at Broken Ground School by serving on our data and leadership teams and in addition is an active participant on district curriculum committees. Mary gets to know her students as individuals and encourages their families’ active involvement and partnership. She is always the first one to offer an innovative afterschool activity for our students and is always willing to tackle new challenges with a positive attitude and collaborative spirit. Her command of the academic curriculum and ability to engage students in active real-world learning inspires students’ natural curiosity are outstanding. The fifth grade team relies on Mary for her knowledge of standards, and resources that support students’ learning, and other teachers seek her wisdom as they are planning and reflecting on their own lessons and units. For years, Mary has offered a number of after school enrichment activities such as science club, invention club or chess club. She has helped many students enter academic competitions that have engaged their critical thinking as well as captured their curiosity about the larger world. Mary has served on the Broken Ground School Data Team for several years and is also a member of the Leadership Team. She has attended the Summer Curriculum Institute for many years in areas such as math and writing, has served as a fifth grade teacher representative on the Social Studies Curriculum Committee, and is conscientious about sharing information with her team and the school about District initiatives. Mary has served as a mentor both formally and informally, collaborating daily with her colleagues, sharing success stories, materials and lesson ideas as well as promoting grade-level organization of materials and resources. Mary attends PTA functions and supports school-wide activities like Lip Sync and the Walk-A-Thon.

Mill Brook School – **Sarah Williams**

For 13 years, Sarah Williams has been one of Concord’s most respected and admired Kindergarten teachers. Her work with children and families is exemplary, as is her conscientious, positive attitude. She is a strong academic leader, has attended all “Curriculum Institutes,” usually leading the group. Sarah has contributed to implementing technology to include iPad use with her students. She led district kindergarten teachers in the revision of the kindergarten progress report and scoring rubric and was responsible for the literacy curriculum that has now gone district-wide. Sarah is in attendance at every school-sponsored event, and often attends events with her own children, letting other families get to know more about her. She helps to screen incoming kindergarten students and developed a parent questionnaire. Sarah
genuinely cares about her students’ development as responsible, kind members of the Mill Brook School community and is always available to her students’ parents to discuss homework and strategies to help each and every child succeed. Sarah has served on search committees, is a member of the Math committee, and participated in professional development around best practices at the NHASCD conference. In all these roles, her contributions are significant, thoughtful, respected, and appreciated. This year, she has been a mentor to a new kindergarten teacher who started after the start of the school year. Sarah was quick to agree to help this new staff member of our staff. Sarah has hosted teachers, reading specialists and administrators from other elementary schools to model the literacy intervention instruction.

Other Recognitions
Superintendent Chris Rath noted the following good news:
Travis Campbell, RMS Head Custodian, was recognized by “Souperfest” organizer and community member David Canfield for his work on this very large event in March. Travis was also featured in the Principal’s Letter for his particular work this last long cold winter.

RMS student Alex Giammarino won the Rundlett Middle School’s competition of the National Geographic Bee. He then represented RMS at the state level on March 27.

The Safe Schools/Healthy Students grant work in Concord Schools was featured in a recent issue of “Riverbend Currents,” the newsletter from Riverbend. Project Manager Stacey Lazzar was interviewed about the integrated care model that will be used.

Clint Cogswell added that Assistant Superintendent Donna Palley was instrumental in writing this grant.

Agenda Item 5. Approval of Board Minutes
Mr. Cogswell briefly reviewed the minutes of the regular monthly meeting on April 7.

The Board voted 7-0 to approve the minutes of the regular monthly meeting on April 6, 2015 (moved by Alana Kimball, seconded by Rusty Cofrin).

Mr. Cogswell briefly reviewed the minutes of the special Board meeting on April 8.

The Board voted 7-0 to approve the minutes of the Special Board meeting on and the minutes of the non-public session on April 8, 2015 (moved by Mr. Croteau, seconded by Mr. Cofrin).

Ms. Higgins noted that this non-public session was a great opportunity to thank the search committee for its good work in finding an excellent candidate.

Agenda Item 6. Personnel
Leaves of Absence

Larry Prince presented two leaves of absence.

The Board voted 7–0 to approve the leaves as presented (moved by Kass Ardinger, seconded by Ms. Higgins).

Staff nomination

Larry Prince presented several teacher nominations.

Mikel LaChapelle, Special Education Coordinator, Concord High School, $76,199, rate of M-14. Mikel replaces Meeta Brown (M+30-14 = $78,557) – retirement. Budgeted at $78,557

Marissa Bassett, Special Education Teacher, Christa McAuliffe School, $3,928, rate of 10% of B-1. This is in addition to Marissa’s 70% Special Education teacher contract. Marissa replaces Laurie Owen (10% of M-14 = $7,620) – retirement. Budgeted at $7,620

Salary is based on 2014-2015 salary schedule

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

Spring Coach Nomination

Larry Prince presented one spring coach nomination.

Charles Swift, Boys Freshman Lacrosse Coach, Concord High School, $2,357, Step 3, Group 11, 6.0%. Charlie replaces Joshua Kukla.

The Board voted 7–0 to approve the coach nomination as presented (moved by Ms. Higgins, seconded by Mr. Cofrin).

Fall Coach Nominations

Larry Prince presented the fall coach nominations.

Robert Bolton, Boys Assistant Freshman Football Coach, Concord High School, $3,339*, Step 2, Group 6, 8.5%. Robert replaces Colin Brown

Andrew Briers, Girls JV Field Hockey Coach, Concord High School, $2,357*, Step 3, Group 11, 6.0%. Andrew replaces Bonnie Proulx

Colin Brown, Boys Freshman Football Coach, Concord High School, $4,713*, Step 2, Group 4, 12.0%

Young McWhinnie, Girls Freshman Soccer Coach, Concord High School, $2,357*, Step 3, Group 11, 6.0%. Young replaces Jason Dennis.

Bonnie Proulx, Girls Varsity Field Hockey, Concord High School, $2,357*, Step 3, Group 6, 9.5%. Bonnie replaces Stephanie Johnson.

Devon Rabun, Girls JV Soccer Coach, Concord High School, $2,749*, Step 3, Group 9, 7.0%. Devon replaces Young McWhinnie.
Paige Kingsley, Girls Field Hockey Coach, Rundlett Middle School, $2,357*, Step 3, Group 11, 6.0%. Paige replaces Andrew Briers.

Salary is based on the 2014-2015 salary schedule.

The Board voted 7–0 to approve the coach nominations as presented (moved by Ms. Higgins, seconded by Ms. Ardinger).

Agenda Item 7.

Ms. Ardinger presented the highlights of the 2015–2018 collective bargaining agreement with the Concord Educational Assistants Association (CEAA).

Educational Assistants will see raises of 1.75% in Year 1 (2015-2016), 2% in Year 2 (2016-2017) and 2% in Year 3 (2017-2018) for a total of 5.75% over the life of the contract. For active employees currently enrolled, the District will pay 95% and the employee will pay 5% of the premium for the Consumer-Driven Health Plan (CDHP) insurance for all three years of the contract. For current employees who are eligible, but not enrolled and those hired on or after July 1, 2015, the District will pay 85% and the employee will pay 15%. Existing retirees are “grandfathered” on their current insurance plans and can remain on their existing plan or transition to CDHP. Point of Service (POS) is no longer offered. Personal days are reduced from two to one per year, which cannot be used to extend a vacation or school recess. The District will pay out any unused personal days at year end. Educational Assistants will also have one paid holiday, on Labor Day. Rates of separation pay, longevity pay and personal property insurance have been revised.

The Board voted 6–1 (Mr. Croteau abstained) to approve the 2015–2018 collective bargaining agreement with the Concord Educational Assistants Association (CEAA) (moved by Ms. Ardinger, seconded by Mr. Cofrin).

Agenda Item 8. Joint Finance/Capital Facilities Committee

Mr. Cofrin reviewed the minutes of the committee meeting on April 20, at which the joint committees reviewed the Contribution Assurance Program (CAP) and approved to continue the Primex3 agreement.

Mr. Cofrin made the following motion:

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex3) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex3 risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex3 in each year of membership shall be as then set forth in the Coverage Documents of Primex3.
The Board voted 7-0 to continue with Primex for fiscal years stated above (motioned by Mr. Cofrin, seconded by Jim Richards).

Mr. Cofrin described the scope of work for summer projects.

The Board voted 7–0 to approve the summer projects as described (moved by Mr. Richards, seconded by Ms. Higgins).

Agenda Item 9. Proposed calendars of meetings

Superintendent Rath reviewed the calendar of meetings in May, noting Capital Facilities meetings on May 6 and May 27 to tour BMS and RMS, and an Instructional Committee meeting on May 11 to discuss the math curriculum. The agenda for the Special Board meeting on May 18 is to ratify the collective bargaining agreement with the CEA, if approved. Mr. Cogswell noted that with the new contracts, the Board will need to adjust the budget, and seven votes will be needed to make any change to the budget.

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. Richards).

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board of Education  
Concord School District  
Regular meeting  
June 1, 2015

**Board members:** Rusty Cofrin, Clint Cogswell, Tom Croteau, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards, Nathan Fennessy (seated after vote, Agenda Item 5) and Will Scharlotte and Winnie Wang (student representatives)

**Absent:** Kass Ardinger

**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.

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 Alana Kimball).

Agenda Item 3. Public Comment– agenda items only

Clint Cogswell made comments about Chris Rath’s tenure with the district as an educational leader, noting that she began as superintendent when the elementary schools were run independently, with different curricula and different cultures. He noted that she established a standard curriculum through the elementary and middle schools, displaying a great deal of patience with people like himself. Mr. Cogswell expressed confidence that the administration will able to get Superintendent Rath back into the district to consult, as we will have need of her institutional memory.

Mr. Cogswell left the meeting.

Agenda Item 4. Recognitions

Superintendent Rath and Assistant Superintendent Donna Palley introduced and recognized those retiring employees with 10 or more years of service to the District.

**Cynthia “Tootie” Arnold** joined the staff of Concord School District at Walker School in 1987 as an Educational Assistant. After her tenure at Walker School, Tootie worked
Bonnie Beyer began working at Conant School as an Instructional Assistant in December of 1999. She served at Conant for 12 years and then finished her last three years at Abbot-Downing School. Bonnie is retiring with over 15 years of service. Prior to joining the District, Bonnie worked in the health care field.

Shirley Blanchard began teaching Kindergarten through second grade at Dame School in 1987. She then began working at Eastman School where she taught first grade for 14 years. Shirley finished her 28-year career with the Concord School District teaching second grade at Mill Brook School. She received her Bachelor’s degree in Communications and her Master’s degree in Early Childhood Education from the University of New Hampshire.

Lisa Burton joined the District in 1985 as a fourth and fifth grade teacher at Garrison School. She has taught grades four through six at Beaver Meadow School for the last 28 years. Lisa has been a leader in science education at the elementary level for the school district. She was recognized as a Distinguished Educator in 2008. Lisa received her Bachelor’s degree in Elementary Education from New England College in 1977.

Mark Denoncour began his service for the Concord School District in 1989 teaching grades five and six at Beaver Meadow School. In 1995, Mart was recognized as a Distinguished Educator. In 1996, Mark was selected to be the first District Technology Coordinator and served for four years. In 2000, Mark returned to Beaver Meadow School where he taught fifth grade. Mark was selected to be one of the elementary Assistant Principals during the consolidation process. He spent the 2007-2008 school year at Rumford/Conant School and then at two years at Conant School during the construction of Abbot-Downing School. Mark finished his 26 years with the District teaching fourth and fifth grade at Abbot-Downing. Mark received a Bachelor’s degree from Plymouth State University in 1975 and a Master’s degree from the University of Hawaii in 1981.

Susan DiCroce started working in the District in September 1996 teaching sixth grade at Beaver Meadow School. In 1998, Susan transferred to Rundlett Middle School where she has taught sixth grade for 16 years. Susan served on the district math committee for and last year served on the Focused Monitoring Team for the district. This past year, Susan worked in the Math lab at Rundlett, where she completed her 19th year of service. Susan earned a Bachelor’s degree from the University of New Hampshire in 1976. She also holds a Master’s degree in Business Management from New Hampshire College and in Elementary Education from the University of New Hampshire.

Cathleen Furlong was hired in 1988 as a first grade teacher at Rumford School. In 1991, Cathy taught grades Kindergarten through second grade at Beaver Meadow School, where she finished her 27 years of service with the District. In 2009, Cathy was
recognized as a Distinguished Educator. Cathy received her Bachelor’s degree in Early Childhood Education from New England College in 1977 and her Master’s degree in Elementary Education from the University of New Hampshire in 1985.

**Linda Jewett** was hired in April of 2004 as an Instructional Assistant at Concord High School. She has done a fabulous job supporting the most challenging of students. Linda is highly respected by colleagues and students alike. She is retiring with over 11 years of service to the District.

**Elizabeth Langille** began working as an Instructional Assistant in the Advance Program at White Farm in 2002. The next year, she transferred to Concord High where she continued to work in the same role. She earned her Bachelor’s Degree from Clark University in 1961. Elizabeth retires with 13 years with the District.

**Linda Mai** began teaching music in Concord in 1996 at Dame School. For the past __ years, Linda has been the choral teacher at Concord High School as well as the music teacher for students at Walker, then Christa McAuliffe. Linda has developed an outstanding choral program, renowned throughout the state. In 2012, Linda was recognized as a Distinguished Educator. Linda is completing 19 years of service to the school district. Linda earned a Bachelor’s degree from Westminster Choir College in Princeton, New Jersey in 1979.

**Mary McDonnell** retires after being with the District for over 34 years. She worked as the Administrative Assistant in Maintenance and Transportation. Mary has worked at several locations during her time with the District, including Industrial Park, Pembroke Road and Central Office.

**Marybeth Morrill** began working as a tutor in Concord of 1985 at Rumford School where she worked for seven years. She left the District for a couple of years and returned in September of 1994 as a grade three teacher at Walker School. Most recently Marybeth has been a primary level teacher at Christa McAuliffe School. Marybeth earned a Bachelor’s degree from the University of Maine in 1973. She retires with a total of 23 years with the District.

**Laurie Owen** was hired in 2003 as a Reading Tutor at Kimball School. She worked as a tutor for four years and was then selected to be a Special Education Teacher in 2007. Laurie worked at Kimball/Walker School and Christa McAuliffe School as a Special Education Teacher for eight years. Laurie earned a Bachelor’s degree from Johnson State College in Elementary Education in 1977. She earned a Master’s degree in Elementary Education from Long Island University in 1986.

**Judy Roby** began working for the Concord School District as a bus driver in 1996. She is well known for her years driving Big Bus #4 serving Beaver Meadow, Dame Kindergarten, Rundlett and Concord High students. In addition she served numerous sports teams and field trip classes by tirelessly driving trips whenever they were available. Judy retired in October 2014 with 18 years of service.
Jan Smith joined the District in 1988 as a Kindergarten teacher at Dewey School. She continued working at Kimball, then Walker School and finally at Christa McAuliffe School. Jan was a pioneer in the implementation of multi-age primary programs and she was one of the district teachers to attend the Summer Writing Institute at Columbia University and introduce the district to the work of Lucy Calkins. Jan retires after 27 years with the District. In 2002, Jan was recognized as a Distinguished Educator. She received a Bachelor’s degree from Connecticut College in 1969.

Paul Trombly began working for the District in 1996 as a crossing guard. He was regularly stationed near the Beaver Meadow School. Paul safely crossed thousands of elementary students as they traveled to and from school. He retired this past July with 18 years of service.

Dorothy “Dottie” Webb was hired as an Instructional Aide in 1989 for Kimball and Rumford Schools. In 2010, she transferred to Conant School and finished her career at Abbot-Downing School. Dottie retires with 26 years of service to the District.

Mary Wilke joined the District in 1996 teaching third grade at Beaver Meadow School. The next year Mary transferred to Rundlett Middle School to teach sixth grade. In 2007, she began teaching fifth grade at Broken Ground School, where she ended her 19 years with the District. Mary was one of this year’s Distinguished Educators. Mary earned a Bachelor’s degree in Psychology from Yale University in 1972. She earned a Juris Doctor’s degree from Harvard Law School in 1981. Mary practiced law in Concord before changing careers.

Laurie Mackenzie-Gordon was hired to teach Social Studies at Rundlett Middle School in 1987. In 2003, she transferred to Concord High, where she continued teaching Social Studies. Laurie earned her Bachelor’s degree in History from Smith College in Northampton, MA in 1982. In 1985, she earned her Master’s Degree from the University of New Hampshire. Laurie retires with 28 years with the District.

Nancy Roy was hired in 1998 as an Instructional Assistant at Concord High where she worked her entire career with the District. Nancy retired in October 2014 with 17 years of service.

Christine Rath began working for the Concord School District in 1985 as the Principal of Rundlett Middle School. In 1991, she transferred to Concord High School, where she served as Principal for six years. Chris was promoted to Assistant Superintendent in 1997, a position she held for three years. In 2000, she stepped into the role of Interim Superintendent and the following year was named Superintendent. Chris retires with 30 years of service to the District. Chris received her Bachelor’s degree in Psychology from Trinity College in Washington, D.C. in 1968. In 1971, she earned her Master of Education degree from the University of Maryland. She received her Doctorate in Education Leadership from Boston University in 1989.

Other retirees with ten or more years of service, but who were not able to attend the recognition portion of the meeting, include Sharon Durkis, Kathryn Howes, Linda
McMenimen Trudel, Christopher Makris, Suzan Pavlik, Henry Tatro, Peter Trott and Paula Vachon.

**Recognition of Will Scharlotte**

Will Scharlotte has been a member of student government, active member of the Varsity Club for the past 4 years, Varsity Club President this year, and is graduating in the top 25 students in the class of 2015. Will has been a member of the National Honor Society for the past two years, and this year was named a National Football Foundation Scholar Athlete. Outside of his classes, Will is well known for his athletic ability, leadership, and strong school spirit. He takes his role of captain of the football team seriously; he meets with kids about earning solid grades and making wise choices on weekends. Last year one of his coaches asked him to work with an elementary-aged boy who was struggling in and out of school. Will rounded up several teammates and traveled to Concord’s elementary schools to meet with young students – he is now in year two with his little buddy. As president of CHS’s Varsity Club, he takes pride in bringing students and the school together, whether it’s for a pep rally or CHS’s principal, Gene Connolly, who is battling ALS. Football will continue to be an important part of Will’s life next year at Bentley University, where he hopes to major in corporate finance and accounting.

**Recognition of Winnie Wang**

Since arriving in the United States four years ago speaking no English, Winnie Wang has become an active, reliable member of the CHS community. Winnie is ambitious – she sets lofty goals for herself and achieves them, one by one. Her guidance counselor Mike Curtin noted that when she first arrived, she converted her textbooks to Chinese so she could read them and learn, and then learned to read them in English. As a sophomore, just one year after her arrival, Winnie ran for and was elected Sophomore Class President. She has since served as Senior Class representative to Student Senate, and is one of two School Board student representatives this year. Winnie is a New Hampshire State Scholar – a designation that calls for a considerably more rigorous schedule all four years of high school and involves taking extra classes and maintaining a very high GPA. A member of the Varsity Club all four years, Winnie has become the “go-to” person for the Club and also in her art classes and curriculum. Passionate about art, Winnie hadn’t taken formal art classes for very long, but set her mind to putting together an art portfolio and in a little over 3 weeks she created a broad portfolio that led to her acceptance by the Pratt Institute. Winnie hopes to be an architect in the future, and will study architecture.

**Recognition of Ryan Sweatt**

Ryan has been involved in district theatre programs for 10 years and has been in every Concord High School theatre production since his freshman year. Additionally, Ryan has been THE student in charge of running lights and sound at Concord High School for the past 3 years. Chris Boezeman, advisor to the Varsity Club, reports that Ryan sets
up and runs the sounds and lights for every pep rally and has always been extremely helpful and accommodating. As well as being a fine young actor, Ryan has been a member of the CHS Chamber Singers for the past three years, and a member of the Concert Choir his first two years of high school – which have helped him develop his voice for recent musical productions including *The Drowsy Chaperone* and this spring’s *Miss Saigon*. Ryan is also a New Hampshire State Scholar – a designation that calls for a considerably more rigorous schedule all four years of high school and involves taking extra classes and maintaining a very high GPA. Ryan plans to attend Lyndon State College in Lyndon, Vermont, with a focus on Television, Film and possibly Theatre.

**Commendation for retiring Board member Oliver Spencer**

Ms. Patterson read a commendation for Oliver Spencer, who served on the Board with honor and distinction for three years, a term from 2013–2015. Mr. Spencer was a member of the Capital Facilities Committee (and chairperson in 2014), where he represented and served the Concord School District, its students and the community, in ensuring its schools are safe and efficient. He was also a member of the Communications Committee, the Finance Committee, the Joint City Council/Board of Education Committee, and the Negotiations Committee. The Board thanked Mr. Spencer for his service and wished him well in his future endeavors.

**Other Recognitions**

Student representative Winnie Wang noted that June 1 was Underclassman and Junior Award Nights, and June 2 will be Senior Awards Night. On June 6, members of the Track & Field teams will participate in the Division I, Meet of Champions at Londonderry High School. She said the CHS POPS concert at will be held next week at the CAP Center.

Student representative Will Scharlotte noted that the CHS end-of-the-year rally occurred last week, at which retiring teachers and staff, including Superintendent Rath, were recognized. He noted that the Boys and Girls Tennis team and softball are in their respective playoffs. He said that the Chamber Chorus will perform on June 4 at the CHS auditorium. Finally, he noted that Senior Week is June 15, which includes the class trip on the Mount Washington, the Prom at the Grappone Center, then graduation on June 20.

Superintendent Chris Rath noted the following good news:

Beaver Meadow teachers Dianne Smaha and Toni Crosby attended a recent Northeast PBIS Leadership Forum and presented their work on PBIS in the school.

Two CRTC Automotive student teams came in first and third place at the Ford AAA Competition (the premier high school auto tech competition): the first place team of Spencer Carney and Ian Zaczyk came from Mr. Mayotte’s room and the third place team of Andre Levasseur and William Thibeault came from Mr. Emerson’s room.
Anne-Marie DiPasquale was recognized by the Partnership for a Drug Free NH at the PDFNH Spring Rally on May 12 for her role in helping to raise awareness and disseminate information to parents on ways to talk to their children about drug and alcohol abuse.

Congratulations to Ryan Sweatt and the rest of cast of this spring’s musical Miss Saigon, and Director Clint Klose and his team, for a wonderful year of theater in our schools.

Ben Greene received a letter from the President of the NH Music Educators’ Association, Sandra Howard, for hosting the NH All-State Music Festival in April and for promoting music education in our schools.

Tom Sica and Matt Cashman received a letter from Concord Coalition to End Homelessness Ellen Groh thanking them for the use of RMS for Souperfest 2015, a fundraiser to bring permanent housing solutions to Concord and raise awareness in the community about the issues involved.

Agenda Item 5. Approval of new Board Member

Ms. Patterson noted that Board President has nominated Nathan Fennessy to replace Oliver Spencer for the remainder of his term. Mr. Fennessy thanked Mr. Cogswell for his nomination, and said that he is ready and able to take on the responsibilities of a Concord School Board member.

The Board voted 6–0 to approve the nomination of Nathan Fennessy as a Board member per Policy #115, to serve the remainder of Oliver Spencer’s term ending in December, 2015 (moved by Jennifer Patterson, seconded by Tom Croteau).

Mr. Fennessy was seated with the Board.

Agenda Item 6. Approval of Board Minutes

Ms. Patterson briefly reviewed the minutes of the regular monthly meeting on May 4.

The Board voted 6–0 (Ms. Patterson abstained) to approve the minutes of the regular monthly meeting on May 4, 2015 (moved by Barb Higgins, seconded by Mr. Croteau).

Agenda Item 7. Personnel

Administrator nomination

Chris Rath presented one administrator nomination.

Philip Callanan, Principal, Mill Brook School, $95,023, Step III. Phil replaces Cheryl Lynch (Step IV = $98,725) – resignation. Budgeted at $98,725
The Board voted 7–0 to approve the appointment of Philip Callanan as Mill Brook School Principal (moved by Rusty Cofrin, seconded by Jim Richards).

Staff nominations
Larry Prince presented several teacher nominations.
Sara Pratt, Science Teacher, Concord High School, $26,857, rate of 60% of B-3. 30% one year only. This is in addition to Sara’s 40% continuing science teacher position. 30% for Curriculum Facilitator; 30% new. Budgeted at $31,580
Jill Boisvert, Classroom Teacher, Abbot-Downing School, $49,557, rate of B-5. Jill has resigned from her 50% kindergarten teacher position. Jill replaces Mark Denoncour (M+30-14 = $79,932) – retirement. Budgeted at $78,557
Pamela Mosca, Classroom Teacher, Beaver Meadow School, $48,759, rate of M-3. Pam replaces Lisa Burton (M+30-14 = 79,932) – retirement. Budgeted at $78,557
Katherine Proulx, Classroom Teacher, Broken Ground School, $43,961, rate of M-1. Katie replaces Mary Wilke (M+30-14 = $79,932) – retirement. Budgeted at $78,557
Allison Connolly, Classroom Teacher, Christa McAuliffe School, $53,554, rate of M-5. Allison replaces Jan Smith (B-13 = $70,340) – retirement. Budgeted at $43,991
Heather Hepburn, Classroom Teacher, Christa McAuliffe School, $55,951, rate of M-6. Heather replaces Megan Audet (B-3 = $44,761) – transfer to MBS. Budgeted at $69,130
Jennifer Allen, Kindergarten Teacher, Mill Brook School, $39,965, rate of B-1, 50% new position with 50% existing position filled one-year-only 14-15 by Jennifer Allen. Budgeted at $53,554
Megan Audet, Classroom Teacher, Mill Brook School, $44,761, rate of B-3. Megan replaces Linda McMenimen Trudel (M-14 = $77,532) – retirement. Budgeted at $76,199
Kayleigh Flynn, Classroom Teacher, Mill Brook School, $42,364, rate of B-2. Kayleigh replaces Shirley Blanchard (rate of M-14 = $77,532) – retirement. Budgeted at $76,199

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

Spring Coach Nomination
Larry Prince presented one fall coach nomination.
Allison Connolly-Davis, Girls Cross Country Coach, Concord High School, $3,397, Step 2, Group 6, 8.5%. Allison replaces Devon Devost.

The Board voted 7–0 to approve the coach nomination as presented (moved by Ms. Higgins, seconded by Mr. Cofrin).

Summer hiring
Larry Prince requested that the administration be allowed to hire during the summer, to bring those hires to the Board for confirmation.

The Board voted 7-0 to approve the summer hiring procedures (moved by Mr. Croteau, seconded by Mr. Cofrin).

Agenda Item 8. Negotiations

Ms. Patterson presented the highlights of the 2015–2018 collective bargaining agreement with the Concord Education Association (CEA).

Teachers will see raises of 1.75% in Year 1 (2015-2016), 2% in Year 2 (2016-2017) and 2% in Year 3 (2017-2018) for a total of 5.75% over the life of the contract. For active employees currently enrolled, the District will pay 100% of the premium for the Consumer-Driven Health Plan (CDHP) insurance in Years 1 and 2; the District will pay 95% of the premium and employees will pay 5% of the premium in Year 3. For current employees who are eligible, but not enrolled and those hired on or after July 1, 2015, the District will pay 85% and the employee will pay 15% of the premium all three years of the agreement. Those employees who are eligible, but not enrolled cannot enroll unless with a qualifying event. Beginning in 2017-2018, those who apply and are accepted for placement on the Veteran’s Salary Scale must leave the District’s employ, after the 2018-2019 school year. The CEA agreed to have District pay out contractual obligations by June 30 each year. The District agreed to reimburse for more than one course taken at a time during the school year. The District agreed to increase personal property reimbursement from $250 to $500.

The Board voted 7-0 to approve the 2015–2018 collective bargaining agreement with the Concord Education Association (CEA) (moved by Mr. Croteau, seconded by Mr. Cofrin).

Ms. Patterson presented the highlights of the 2015–2018 collective bargaining agreement with the Maintenance and Transportation bargaining group.

Maintenance/Transportation workers will see raises of 1.5% in Year 1 (2015-2016), 2% in Year 2 (2016-2017) and 1.5% in Year 3 (2017-2018) for a total of 5% over the life of the contract. All members will move to the Consumer-Driven Health Plan (CDHP) effective Sept. 1, 2015. For a single person plan, the District will pay 100% of the premium in Years 1 and 2, and 90% of the premium in Year 3. For a two-person/family plan, the District will pay 95% of the premium in Years 1 and 2, and 90% of the premium in Year 3. For those hired on or after July 1, 2015, the District will pay 85% of the premium in Year 1, and 80% in Years 2 and 3. After 10 years of service, the longevity bonus will increase from $500 to $600; after 15 years of service, from $650 to $750; and after 20 years of service, from $1,000 to $1,100. There were adjustments to the agreement relative to bonus days; probationary period; severance; reduction in force; sick leave; and vacation time.
The Board voted 7-0 to approve the 2015–2018 collective bargaining agreement with the Maintenance and Transportation bargaining group (moved by Mr. Richards, seconded by Ms. Kimball).

Agenda Item 9. Capital Facilities Committee
Mr. Cofrin reviewed the minutes of the committee meeting on May 6, which met at Beaver Meadow School. The agenda was a tour of the building and a discussion of capital projects at that school. There was some discussion of a sinkhole, which will be repaired this summer, and several other issues related to the slope of the property, and drainage. There were no action items.

Agenda Item 10. Instructional Committee
Ms. Higgins reviewed the minutes of the committee meeting on May 11. Superintendent Rath noted that financial information regarding this section is available. Mr. Dunn distributed a handout that showed the amount of revenue received based on 15 sending students at a tuition rate of $5,492.46. The revenue is comprised of two components: 25% from the sending district in FY16, and 75% from the state in FY17. The state portion is always in arrears, so the FY16 enrollment revenue will be the basis for revenue received in FY17. The handout showed the estimated local revenue to be $20,596.73 in FY16, and $61,790.18 from state revenue.

The Board voted 7-0 to approve the new Stagecraft class to be added to the CRTC curriculum as of Fall 2016 (moved by Ms. Higgins, seconded by Mr. Cofrin).

The Board voted 7-0 to approve an additional section of the CRTC IT class for Fall 2015 (moved by Ms. Higgins, seconded by Mr. Croteau).

Donna Palley spoke about the new mathematics program, which will be called Eureka Math. There is work going on in the buildings for teachers to understand the switch from Everyday Math.

Agenda Item 11. Finance
Mr. Croteau reviewed the minutes of the Finance Committee meeting on May 18, including a review of athletic fees, gate receipts and building rental fees, as well as a Food Service policy regarding overdue accounts, and acceptance of credit card payments. In 2013, the Board suspended gate receipts. The administration recommends maintaining the current fees. Mr. Fennessy asked for a breakout of for-profit and non-profit. Mr. Dunn said the vast majority of rentals are by non-profits. Ms. Patterson noted that if a non-profit group is comprised only of Concord children, it would pay only for custodial fees. She asked about the extra fit-up costs. Mr. Dunn
noted that requests are becoming more frequent for items that are more what is already available in the buildings. He noted that the District is not going forward in providing IT services to rental groups.

The Board voted 7-0 to increase the rates for both for-profit and non-profit building rentals, including additional fees for fit-up use as presented (moved by Mr. Croteau, seconded by Mr. Richards).

A policy regarding collection of overdue accounts, which was discussed at the Finance Committee, will go the Communications Committee for review.

In response to a question from Mr. Richards whether the amount of unpaid student fees is a significant increase from last year, Mr. Dunn commented that reliable number will be available by June 19; he is not confident that the District will be able to collect the Free and Reduced-Fee lunch status changes.

Mr. Croteau described the Finance Committee meeting of May 27, noting that allocations need to be adjusted based on the now-known total cost of settled contracts of $1,197,175.15.

Ms. Patterson noted that the Board adopted its budget as of April 1 with the understanding that a number of contracts were not settled at that point. At that point, the administration presented the Board with groups of prioritized potential cuts in case those contracts were settled with additional costs. Ms. Patterson noted that only the cuts in the “A” group are considered with this proposal. Mr. Croteau remarked that having the groups of proposed cuts, and their prioritization, was very helpful. Mr. Richards noted that the Board had received a considerable amount of public input. Ms. Kimball asked Ms. Palley if she felt confident about the amount allocated for math curriculum materials. Mr. Richards added that in the name of fiscal responsibility the Board did cut funding that is still needed for facilities improvements, which will be reviewed later in the year, and Ms. Patterson added that the Board will explore the possibility of bonding to cover that. Mr. Richards noted that the Board will be conducting a very public “look” at the issue of changing the walk zone.

The Board voted 7-0 to accept the adjusted allocations to the FY 16 appropriated budget as recommended by the administration (moved by Mr. Croteau, seconded by Mr. Richards).

Agenda Item 12. Joint City Council/School Board Committee

Mr. Richards reviewed the minutes of the committee meeting on May 29, which included a presentation of the City budget and discussion of revenue loss, cost downshifting from the state, and increases in cost of health insurance. Mr. Aspell presented an executive summary of the City’s budget, including six major initiatives. The Committee discussed issues of interest to both the City and the School District.
including promotional materials, steam to natural gas conversion, Comcast contract and ConcordTV agreement. There were no action items.

Agenda Item 13. Proposed calendar of meetings
Superintendent Rath reviewed the calendar of meetings in June, noting a Capital Facilities meeting to tour RMS, and a Communications Committee meeting to discuss proposed policies related to Food Service and Community Education.

Agenda Item 14. Public comment
There was no public comment.

Agenda Item 15. Adjournment
The Board voted 7-0 to adjourn (motioned by Mr. Cofrin, seconded by Mr. Croteau).
The Board adjourned at 8:40 p.m.

Respectfully submitted,
Jennifer Patterson
Vice President
Board of Education  
Concord School District  
**Special Board meeting**  
**June 15, 2015**

**Board members:** Rusty Cofrin, Tom Croteau, Nathan Fennessy, Alana Kimball, Jennifer Patterson, Jim Richards  

**Absent:** Kass Ardinger, Clint Cogswell, Barb Higgins  

**Administrators:** Chris Rath, Donna Palley, Larry Prince

Jennifer Patterson called the meeting to order at 5:45 p.m. There were two agenda items: consideration of the contract settlement with the Food Service group and to hear a presentation from Donna Palley about the PACE pilot program.

**Agenda Item 1. Food Service Agreement**

Ms. Patterson presented the summary of the two-year agreement, 2015-2017. Food Service workers will see salary increases of 1.5% in Year 1 and 1.75% in Year 2 for a total of 3.25% over the life of the contract. Ms. Patterson thanked Larry Prince and Jack Dunn for their work.

**The Board voted 6-0 to approve the 2015–2017 collective bargaining agreement with UAW Local No. 2322 Food Service (moved by Mr. Cofrin, seconded by Mr. Fennessy).**

**Agenda Item 2. PACE**

Ms. Palley explained that the District would like to apply to be part of year 2 of a pilot program, PACE, Performance Assessment Competency Education. Using the slides provided by the Department of Education, Ms. Palley explained the philosophy behind PACE, including the shift from state control of accountability to more involvement of local districts in setting the guidelines for accountability.

To participate in the pilot,

- District must align with new standards and competencies that describe the standards;  
- District must implement the competency approach, now required not just for high school (since 2005) but also for elementary and middle by the most recent minimum standards.
• District teams must have participated in training around designing quality performance assessments that are rigorous, aligned with standards, valid and reliable. We have had three teams trained in quality performance assessments over the past three years, one team at each level. The state is interested in districts which have begun to use performance assessments. Ms. Palley explained the performance assessment that we have used for the past three years in argument writing.

• Finally, the district must be willing not to give the Smarter Balanced Assessment every year. Donna showed the chart that showed the schedule of Smarter Balanced assessments, the requirement for common performance assessments in English Language Arts and Math at certain grade levels, and the expectation for local performance assessments in Science.

This year, 2014-2015, was the first year of the pilot with Sanborn, Rochester, Souhegan High School and Epping. Three more districts have been involved in planning. There is room for one more district to participate and Concord would like to apply.

Board members had a number of questions and concerns:

If Smarter Balanced is given in grade 3, is there a big gap between grade 3 and grade 8 when students next take the Smarter Balanced Assessment. Ms. Palley and Superintendent Rath agreed that there are a number of years between Smarter Balanced assessments, but the district continues to give its own assessments and the results of the performance assessments will be made public, so there is still accountability.

Jim Richards asked about quality control of performance assessments so they are reviewed for factors such as bias in performance assessments, given our demographics. Ms. Palley noted that the DOE has contracted with experts in assessment to provide oversight and consultation for this work.

Mr. Fennessy asked whether all districts give the same performance assessments. Ms. Palley explained that the districts have to agree on the competencies and use a common rubric; the actual specifics of the prompt or question may differ among districts. Mr. Cofrin clarified that some performance assessments will be local; some are common among the districts.

Mr. Fennessy asked about the expectation for a single teacher to give different kinds of assessments. Ms. Palley explained that teachers learned to administer the Smarter Balanced Assessment this year; many teachers have also been administering performance assessments such as our writing assessment. Participation in this project would increase the availability of experts who can help ensure our local assessments are rigorous, reliable and valid measures of what we teach and what our students learn.

Jim Richards asked about the costs. Ms. Palley explained that there is no direct budget implication. There will be state funding for released time for teachers to work on the
performance assessments and for scoring assessments. There will be experts available to provide professional development.

Mr. Richards noted that he was supportive of the district applying. Mr. Cofrin noted that he too was supportive. Tom Croteau noted that he would like to hear from teachers later this year about whether they feel that the performance assessments are accurate measures of what they are teaching. The Board’s hope is that teachers feel this is a better assessment.

Mr. Fennessy voiced concerns about the rigor of the assessments and the desire not to lose the ability to compare Concord with other districts. Mr. Fennessy also voiced concern about whether the state or federal rules will change in the future, with a return to Smarter Balanced-type assessments. Our students may not be as well prepared to take the Smarter Balanced assessment since they have not been taking them every year. Alana Kimball noted that what we learn about performance assessments while we are participating in this project will be very valuable to use in our own local assessments.

Ms. Patterson summarized that it appeared Board members were supportive of the district’s filing and application to participate in the PACE pilot during 2015-2016. She suggested that the administration provide an update on the work to the Instructional Committee during the coming year.

Superintendent Rath will circulate a white paper that provides some of the rationale for the national interest in different kinds of accountability systems.

The Board adjourned at 6:40 p.m.

Respectfully submitted,

Chris Rath, recorder
Board of Education  
Concord School District  
Regular meeting  
July 6, 2015

**Board members:** Kass Ardinger, Rusty Cofrin, Tom Croteau, Alana Kimball, Jennifer Patterson, Jim Richards  
**Absent:** Clint Cogswell, Barb Higgins, Nathan Fennessy  
**Administrators:** Terri Forsten, *Superintendent*, Donna Palley, *Assistant Superintendent*, Matt Cashman, *Director of Facilities & Planning*

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**Agenda Item 1. Call to Order**  
Vice President Jennifer Patterson called the meeting to order at 7:00 p.m.

**Agenda Item 2. Approval of Agenda**  
Ms. Patterson reviewed the agenda.  
*The Board voted 6-0 to approve the agenda (motioned by Kass Ardinger, seconded by Tom Croteau).*

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

**Agenda Item 4. Recognitions**  
Superintendent Forsten recognized several student achievements.  
- Sophomore Paige Hyndman attended the NH HOBY 2015 Leadership Seminar in Contoocook. HOBY, an international youth leadership organization founded by Hugh O’Brien in 1958, has a mission to “inspire and develop our global community of youth and volunteers to a life dedicated to leadership, service and innovation.” Thank you to the Concord Kiwanis Club for sponsoring Paige.  
- Student Nathan Smith was selected for the 2015 NAfME All-National Mixed Choir Ensemble for this fall. Nathan will be the only student representing the State of New Hampshire.  
- Stefen Kazmouz created a piece of art in his Ceramics 2 class that depicted the
album cover of musician GoldLink. Stefen sent a picture of the art to the artist, who liked it so much that Stefen was invited to attend one of his concerts, meet him, and ride with him on his bus to the show in Boston.

- Sophomore Srilekha Nuli was accepted to attend the Congress of Future Science and Technology Leaders this summer. Srilekha also finished as the first runner-up at the Upper Valley Brain Bee at the Geisel School of Medicine at Dartmouth College and will compete in the National Brain Bee in Baltimore in March of 2016.

- At the Hair Fashion Show & Competition on May 30, CRTC students won up to $500 in scholarships from post-secondary schools, and professional styling tools. The 1st place Cosmetology students were: Sofia Jeka Cabanel at CHS, Meagan Liberty of Hopkinton, Robyn Bajraktari of Pembroke Academy, and Melissa Kelly (model) of Hillsborough/Deering. The 3rd place Cosmetology winners were: Coleby LaFleur, Erin Reale, Morgan Dallaire, and Gabrielle Dallaire (model), all from CHS.

Agenda Item 5. Approval of Board Minutes
Ms. Patterson briefly reviewed the minutes of the regular monthly meeting on June 1 and the Special Board meeting on June 15.

Mr. Croteau asked if district staff would be paid for the PACE work. Donna Palley noted that stipends would be paid by the NH Department of Education.

Ms. Patterson asked if the district has been accepted as part of the pilot. Ms. Palley replied that the district is part of the pilot, and will test 3rd graders in ELA-only on the Smarter Balanced Assessment, 4th graders just in math, and 8th and 11th graders in ELA and in math. A performance assessment will be given for all other students.

The Board voted 6–0 to approve the minutes of the regular monthly meeting on June 1, 2015 with one correction (moved by Ms. Ardinger, seconded by Rusty Cofrin).

The Board voted 6–0 to approve the minutes of the Special Board meeting on June 15, 2015 (moved by Mr. Croteau, seconded by Mr. Cofrin).

Agenda Item 6. Personnel
Leaves of absence
Ms. Palley presented two professional leave of absence requests.

The Board voted 6–0 to approve the leaves of absence as presented (moved by Ms. Patterson, seconded by Ms. Ardinger).

Administrator confirmation
Ms. Palley presented two administrator confirmations.
Kaileen Chilauskas, Assistant Principal, Concord High School, $90,104, Step I, one year only. Kaileen replaces Benjamin Greene (Step IV = $101,526) – LOA to Beaver Meadow School. Kaileen has requested a leave of absence from her full-time teacher position. Budgeted at $101,526

Benjamin Greene, $98,725, Beaver Meadow School, Interim Principal, Step IV, one year only. Ben replaces John Forrest (Step IV = $98,725) – resignation. Budgeted at $98,725

The Board voted 6–0 to confirm the administrator hires as presented (moved by Ms. Patterson, seconded by Ms. Ardinger).

Staff confirmations

Ms. Palley presented a number of teacher confirmations.

Cody Anderson, Physics Teacher, Concord High School, $44,761, rate of B-3. Cody replaces Charles Swift (M-14 = $77,532) – resignation. Budgeted at $76,199

Alison Aquilini, Social Studies Teacher, Concord High School, $47,159, rate of B-4. Alison replaces Laurie MacKenzie-Gordon (M-14 = $77,532) – retirement. Budgeted at $76,199

Daniel Breen, Social Studies Teacher, Concord High School, $35,969, rate of B-1 at 90%. Dan replaces Tristan Black-Ingersoll (50% of M-4 = $25,578) – reinstated to full-time, and 40% from Concord High School reallocations. Budgeted at $48,199

A. Brin Cowette, Music Teacher, Concord High School, $28,295, rate of B-4 at 60%. Brin replaces Linda Mai (60% of B-13 = $42,204) – retirement. Budgeted at $41,478

Holly Denoncourt, Art Teacher, Concord High School, $43,961, rate of M-1, one year only. Holly replaces Shannon Riley-Martin (B-9 = $59,148) – LOA. Budgeted at $58,131

Sarah Fuhrmeister, Social Studies Teacher, Concord High School, $42,364, rate of B-2. Sarah replaces Christopher Makris (M-14 = $77,532) – retirement. Budgeted at $76,199

Marianne Hromis, Science Teacher, Concord High School, $7,993, rate of B-1 at 20%, one year only. Marianne replaces Frank Harrison (10% of M-14 = $7,753) – LOA; and Curriculum Facilitator (10% of M-5 = $5,355). Budgeted at $12,883

Angella Mullins, English Teacher, Concord High School, $61,546, rate of B-10, one year only. Angella replaces Kaileen Chilauskas (M-14 = $77,532) – LOA to fill interim assistant principal position at high school. 70% Budgeted at $53,339. 30% Federal funds

Matthew Skoby, English Teacher, Concord High School, $46,361, rate of M-2. Matt replaces Denise Estes (M-14 = $77,532) – resignation. Budgeted at $76,199

Karen Sullivan, Art Teacher, Concord High School, $12,150, rate of M-8 at 20%. Karen replaces Jessica Hatchett (B-2 = $8,473) – transfer to elementary art teacher position. Budgeted at $8,327

Jessica Zappala, ELL Teacher, Concord High School, $43,961, rate of M-1. New position. Budgeted at $52,633
Joseph Messineo, Internetworking/Digital Education Teacher, Concord High School/CRTC, $41,236, rate of B-10 at 67%. This is in addition to Joe’s 33% internetworking teacher position. Joe held a portion of this position one-year-only in 2014-2015. 33% of this position is new. Budgeted at $25,766

Tina Costanza, Special Education/Autism Teacher, Rundlett Middle School, $63,145, rate of M-9. Tina replaces Christopher Parker (M-3 = $48,759) – resignation. Budgeted at $47,920

Jacqueline DeLorie, ELL Teacher, Elementary, $15,506. rate of M-14 at 20%. This is in addition to Jacqui’s 40% ELL teacher position. Federal funds

Jennifer Follansbee, Classroom Teacher, Beaver Meadow School, $43,961, rate of M-1. Jen replaces Cathleen Furlong (M+30-14 = $79,932) – retirement. Budgeted at $78,557

Kaitlin Carlson, Classroom Teacher, Broken Ground School, $42,364, rate of B-2. Kaitlin replaces Heather Hepburn (M-6 = $55,951) – transfer. Budgeted at $54,989

Maria Isaak, Music Teacher, Christa McAuliffe School, $26,217, rate of M+30-9 at 40%. Maria replaces Linda Mai (40% of B-13 = $28,136) – retirement. Budgeted at $27,652

Larissa Makris, Classroom Teacher, Christa McAuliffe School, $39,965, rate of B-1. Larissa replaces Marybeth Morrill (B-13 = $70,340) – retirement. Budgeted at $69,130

Elizabeth Ehlert, Preschool Outreach Teacher, Mill Brook School, $34,771, rate of M+30-1 at 75%. Liz replaces Erica Pac (M-1 = $32,971) – one year only. Budgeted at $44,659

Ms. Ardinger asked about the preschool outreach teacher position. Ms. Palley noted that some students attend a center-based preschool, but the district also purchases slots in several private preschool programs around Concord. The district sends a teacher to the preschools to work with students and to consult with the staff. This is not a new position.

Mr. Cofrin thanked the administration for its hard work filling these positions.

The Board voted 6–0 to confirm the staff hires as presented with the exception of Ashley Lafond (moved by Ms. Patterson, seconded by Mr. Croteau).

Fall Coach Confirmations

Donna Palley presented several fall coach confirmations.

Sarah Fuhrmeister, Girls Freshman Soccer Coach, Concord High School, $2,398, Step 3, Group 11, 6.0%. Sarah replaces Young McWhinnie

Daniel Breen, Boys Soccer B3 Coach, Rundlett Middle School, $1,998, Step 1, Group 11, 5.0%. Dan replaces William Savage

Amy Cummings, Girls B Soccer Coach, Rundlett Middle School, $2,198, Step 2, Group 11, 5.5%. Amy replaces Elizabeth Logan
The Board voted 6–0 to confirm the coach hires as presented (moved by Ms. Ardinger, seconded by Mr. Croteau).

Mr. Croteau thanked the administration and athletics department for their work to interview and select coaches for Concord’s students.

Agenda Item 7. Communications Committee

Ms. Patterson reviewed the minutes of the committee meeting on June 17, which included proposed changes to three policies, which are presented for a first reading.

Policy #135 Rules of Order. The administration proposed to add a phrase to this policy specifying that the Board Secretary be authorized to act as President in the absence of the President and the Vice President. Policy #121 Elective Board Officers was included to demonstrate that this practice is already specified. The Committee recommended to the full Board to make the two policies consistent with one another.

Policy #422.2 Disability Insurance. The administration proposed to eliminate this policy, as disability insurance is offered to those eligible employees through their contracts and collective bargaining agreements. The Committee recommended that the full Board eliminate this policy.

The Board voted 6–0 to eliminate Policy #422.2 Disability Insurance (moved by Ms. Patterson, seconded by Jim Richards).

Policy #633 Community Education. The primary change was to make the rate-setting a function of the Director of Community Education. The discount afforded to seniors was eliminated. The Committee recommended that the full Board adopt these changes.

The Committee also discussed the administration’s proposed Food Service Charging Policy, which will be brought forward to the next Communications Committee meeting. The purpose of the policy is to create consistency among schools regarding consequences for non-payment of bills.

Mr. Richards noted that the majority of the problem is at the elementary school, and asked for suggestions to improve communications with these parents. He suggested communications improvement this fall such as a phone message system or email system. He expressed support for the idea of setting up prepay tables at various events.

Ms. Patterson noted that if students who qualify for free and/or reduced price lunch buy just one item and not an entire lunch, they are charged for that single item. Educating these students may also alleviate this problem.

Agenda Item 8. Finance Committee

Mr. Croteau reviewed the minutes of the committee meeting on June 22. The Committee had a non-public session at the beginning of that meeting, after which a
vote was taken to seal those minutes. Several action items from that meeting were voted on.

Expenditures for furniture and equipment

The Board voted 6–0 to approve spending the appropriated funds as part of the 2015-2016 approved budget that was passed on April 1, 2015 for the purchase of furniture and equipment as presented (moved by Mr. Croteau, seconded by Mr. Cofrin).

There was discussion about the amount budgeted for furniture and equipment; Ms. Patterson noted that this expenditure does not affect the reserves. Mr. Richards asked if there was anything the Board now knows that would lead it to believe that the assumptions at the time of the budget were correct or incorrect. Ms. Palley noted that nothing has changed from what the Board assumed when the budget was passed.

Technology lease

The Board voted 6–0 to approve spending the appropriated funds as part of the 2015-2016 approved budget that was passed on April 1, 2015 for the technology lease as presented (moved by Mr. Croteau, seconded by Mr. Cofrin).

Purchase of buses

The Board voted 6–0 to approve spending the appropriated funds as part of the 2015-2016 approved budget that was passed on April 1, 2015 for the purchase of buses on a 7-year lease, as presented (moved by Mr. Croteau, seconded by Ms. Ardinger).

SAU heating system upgrade using remaining bond premium

Mr. Richards pointed out the wisdom of replacing the old boiler at this time, as the cost of upgrading and securing the underground storage tank is over half the cost of purchasing and installing the new boiler. Ms. Patterson pointed out that the district can spend the remaining bond premium on this project.

The Board voted 6–0 (moved by Mr. Richards, seconded by Mr. Cofrin) to approve the following resolution:

(1) That the sum of sixty-seven thousand four hundred and sixty-five dollars and fifty-nine cents ($67,465.59) be and hereby is appropriated to pay costs of upgrading the heating system in the School Administrative Unit (SAU), such sum representing a portion of the one million eight hundred and seventy-three thousand four hundred and sixty-five dollars and fifty-nine cents ($1,873,465.59) premium the District received from the sale of its General Obligation School Bonds, 2010 Series A (Tax Exempt) dated December 8, 2010 (after payment of underwriter’s discount).
(2) That the expected useful life of the project is determined to be at least 20 years.

(3) 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.

(4) This vote shall take effect upon its passage.

Agenda Item 9. Capital Facilities Committee

Mr. Cofrin reviewed the minutes of the committee meeting on June 24, which met at Broken Ground School. The agenda was a tour of the building and a discussion of capital projects at that school. There was some discussion of the pick-up and drop-off area, hallway tiling, window replacement, and HVAC concerns. There were no action items.

Agenda Item 10. Other Business - Grant Signature Authorization

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

The Board voted 6-0 to authorize Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, and Director of Student Services Robert Belmont 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 Ms. Ardinger, seconded by Mr. Croteau).

Agenda Item 11. Proposed calendar of meetings

Superintendent Forsten reviewed the calendar of meetings in July, noting a Finance meeting on July 15 to discuss a transfer of funds from the CRTC reserve and Food Service, a Capital Facilities Committee meeting on August 10 and a Communications Committee meeting on August 17.

Agenda Item 12. Public comment

There was no public comment.

Agenda Item 13. Adjournment
The Board voted 6-0 to adjourn (motioned by Ms. Ardinger, seconded by Mr. Cofrin).

The Board adjourned at 8:05 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards

Board members not present: Kass Ardinger

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

Board President Clint Cogswell called the public hearing to order at 6:45 p.m., noting that this was a public hearing on the recommendation by the Finance Committee to amend the FY15 budget to cover the food service deficit and the FY16 budget for CRTC capital projects. Business Administrator Jack Dunn then displayed the following:

Total Appropriation for 2015-2016

General Fund

- Operations Excluding Debt Service $68,449,139
- Operations Debt Service $5,589,738
- Transfer Facilities and Renovation Trust Fund $1,150,000
- Transfer to Vocational Reserve $127,161
- CRTC Capital Projects

Total General Fund $75,316,038

Food Service Fund $1,725,929

Grant Fund $4,233,610

Total Appropriations $81,275,577

Mr. Dunn explained the list of CRTC Trust requests as described below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Item</th>
<th>Rationale</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>General Infrastructure (as needed)</td>
<td>Annual amount used as needed to do upgrades necessary during the school year including AC units, garages, lifts, window coverings</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Administration</td>
<td>Technology Upgrades (as needed)</td>
<td>Annual amount used as needed to do upgrades including program</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Department</td>
<td>Item Description</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>New Construction Tech textbooks for new certifications</td>
<td>$2,750.00</td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Cosmetology Projector and Audio (no Smart board)</td>
<td>$4,000.00</td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Large White Board</td>
<td>$850.00</td>
<td></td>
</tr>
<tr>
<td>Culinary</td>
<td>Wiring Upgrades (per IT staff)</td>
<td>$8,750.00</td>
<td></td>
</tr>
<tr>
<td>Culinary</td>
<td>Culinary textbooks</td>
<td>$2,400.00</td>
<td></td>
</tr>
<tr>
<td>Culinary</td>
<td>Culinary Restaurant upgrades</td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td>Culinary</td>
<td>Fire Science textbooks</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>Replace Graphic Arts Workstation Lab</td>
<td>$31,200.00</td>
<td></td>
</tr>
<tr>
<td>Health Science</td>
<td>Health Science Practical Lab Upgrades</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>StageCraft</td>
<td>Equipment</td>
<td>$15,000.00</td>
<td></td>
</tr>
<tr>
<td>Info Tech</td>
<td>Info Tech textbooks</td>
<td>$4,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $103,150.00

Mr. Dunn referenced the history of the transfer of funds from the CRTC Trust as recommended to the Board at the July 23, 2014 Finance Committee meeting and the August 4, 2014 Public Hearing. He suggested that these requests be included in the initial budget proposal going forward. He also explained that these funds will be used between this summer and next summer due to timing of some programs, such as StageCraft, which is a new program.
With this transfer to the Vocational Reserve for CRTC Capital Projects, below is the revised appropriation for FY2015-2016.

**Total Revised Appropriation for 2015-2016**

<table>
<thead>
<tr>
<th>General Fund</th>
<th>April 1st</th>
<th>August 3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Excluding Debt Service</td>
<td>$68,449,139</td>
<td>$69,599,139</td>
</tr>
<tr>
<td>Operations Debt Service</td>
<td>$5,589,738</td>
<td>$5,589,738</td>
</tr>
<tr>
<td>Transfer Facilities and Renovation Trust Fund</td>
<td>$1,150,000</td>
<td>$1,150,000</td>
</tr>
<tr>
<td>Transfer to Vocational Reserve</td>
<td>$127,161</td>
<td>$127,161</td>
</tr>
<tr>
<td>CRTC Capital Projects*</td>
<td></td>
<td>$103,150</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td>$75,316,038</td>
<td>$75,419,188</td>
</tr>
<tr>
<td>Food Service Fund</td>
<td>$1,725,929</td>
<td>$1,725,929</td>
</tr>
<tr>
<td>Grant Fund</td>
<td>$4,233,610</td>
<td>$4,233,610</td>
</tr>
<tr>
<td><strong>Total Appropriations</strong></td>
<td>$81,275,577</td>
<td>$81,378,727</td>
</tr>
</tbody>
</table>

*Recommendation from Finance Committee July 15, 2015. No tax impact. Funds are from the CRTC Capital Reserve that are raised by the sending school capital fees.

Mr. Dunn explained that the purpose of transferring up to $252,700 to the Food Service fund using the unreserved fund from FY15 is to satisfy the Food Service operational deficits in FY14 and FY15 ($247,000) and the outstanding student accounts ($5,700).

He explained that the district must satisfy the FY14 and FY15 Food Service deficits because the recommendation to satisfy the FY14 deficit failed due to the lack of seven “yes” votes to approve. (Finance Committee meeting minutes from September 30, 2014; Public Hearing on October 22, 2014; and Special Board meeting on October 22, 2014).

Mr. Dunn detailed the Food Service summary and both the audited and unaudited Food Service deficit as described below.

**Food Service Summary**

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$122,086</td>
</tr>
<tr>
<td>2015</td>
<td>$124,914</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$252,700*</td>
</tr>
</tbody>
</table>

*Finance Committee recommended to satisfy up to $247,000 on July 15, 2015

**Food Service Deficit**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$73,817,322.65</td>
<td>Unaudited</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$71,266,892.31</td>
<td>Unaudited</td>
</tr>
<tr>
<td>DIFFERENCE*</td>
<td>$2,550,430.34</td>
<td>Unaudited (as of July 31st)</td>
</tr>
</tbody>
</table>

**Food Service Deficit – Unaudited**
Revenue $73,817,322.65 Unaudited
Expenditures $71,266,892.31 Unaudited
DIFFERENCE* $2,550,430.34 Unaudited (as of July 31st)

Less Food Service Unaudited
Transfer Operating Recommendation by the
And Outstanding Finance Committee
Account Balances $252,700.00 July 15, 2015
REMAINING BALANCE $2,297,730.34 Unaudited

Mr. Dunn explained that the motions to amend both the FY15 and FY16 budgets will need a seven- (7) vote approval by the Board at the monthly Board meeting following the public hearing.

Mr. Cogswell opened the hearing to public comment. With no public comment, Mr. Cogswell asked for a motion to adjourn.

The Board voted 8-0 (motioned by Jennifer Patterson, seconded by Rusty Cofrin) to adjourn.

The public hearing adjourned at 6:55 p.m.

Respectfully submitted,

Jennifer Patterson, Vice President
Board of Education
Concord School District
Regular meeting
August 3, 2015

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards

Board member absent: Kass Ardinger

Administrators: Terri Forsten, Superintendent, Donna Palley, Assistant Superintendent, Jack Dunn, Business Administrator, Matt Cashman, Director of Facilities & Planning

Agenda Item 1. Call to Order

President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

Mr. Cogswell reviewed the agenda as revised.

Jack: BGS PTO has made donation of walking track at BGS and give info on that. Amount is over $7500 per Board policy – under Other Business

The Board voted 8-0 to approve the agenda as amended (motioned by Barb Higgins, seconded by Jennifer Patterson).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognition

Superintendent Forsten noted a story in the Concord Monitor about the construction of a geodesic grow dome at White Farm by the “Seeds 4 the Future” program at the Diploma Academy for the growing of greens, which will be used by Food Service for the lunch program. A number of staff assisted with the raising of the structure.

Agenda Item 5. Approval of Board Minutes

The Board voted 8-0 to approve the minutes of the regular monthly meeting on July 6, 2015 (moved by Ms. Patterson, seconded by Tom Croteau).
Agenda Item 6. Personnel
Donna Palley presented one administrator confirmation.

Donna Reynolds, Food Service Director, District, $60,000. Donna replaces John Lash ($71,575) – resignation. Budgeted at $71,575

The Board voted 8-0 to confirm the administrator hire as presented (moved by Mr. Croteau, seconded by Alana Kimball).

Staff confirmations

Ms. Palley presented a number of teacher confirmations.

Michael Brown, Latin Teacher, Concord High School, $31,972, rate of B-1 at 80%. Mike replaces Christina Clements (80% of M-6 = $44,761) – resignation. Budgeted at $43,991

Amy Chase, Guidance Counselor, Concord High School, $53,554, rate of M-5, one year only. Amy replaces Joanne McLaughlin (M-7 = $58,351) – LOA. Budgeted at $57,347

Graeme Crowther, Mathematics Teacher, Concord High School, $55,951, rate of M-6. Graeme replaces Courtney Connor (70% of B-5 = $34,690) - resignation and 30% CHS reallocation. Budgeted at $54,597

Meeta Brown, Special Education Coordinator, Rundlett Middle School, $62,346, rate of M+30-14 at 78%, prorated at 239 days. Meeta replaces Jeanette Souther (Step IV = $98,025) – resignation. Budgeted at $92,613

Nicole Conner, Mathematics Teacher, Rundlett Middle School, $47,159, rate of B-4. Nicole replaces Susan DiCroce (B-13 = $70,340) – retirement. Budgeted at $69,130

Michael Gaumont, Technology Education Teacher, Rundlett Middle School, $8,792, rate of M-1 at 20%, one year only. Michael replaces Joseph Messineo (20% of B-10 = $12,309) – transfer to CHS Internetworking. Budgeted at $12,097

Shawn Moseley, Mathematics Lab Teacher, Rundlett Middle School, $49,557, rate of B-5, one year only. Shawn replaces Tracy Renaud (M-14 = 77,532) – LOA. Budgeted at $76,199

Erin Stewart, School Nurse, Rundlett Middle School, $28,653, rate of MSN-11 at 50%. This position was unfilled 14-15. Budgeted at $ 22,432

Chelsea Stickney, Kindergarten Teacher, Abbot-Downing School, $43,961, rate of M-1. Chelsea replaces Jill Boisvert (50% of B-6 = $25,979) – transfer to classroom teacher position, and Colleen Hussey (50% of B-5 = $24,779) – resignation. Budgeted at $48,705

Mallory Jewett, Classroom Teacher, Beaver Meadow School, $51,957, rate of B-6. Mallory replaces Laura Ahern (M-9 = $63,145) – resignation. Budgeted at $62,059

Mr. Cofrin thanked the administration for its hard work filling these positions.
Clint asked if the math lab teacher is a grant position and whether it is grade specific. Ms. Palley noted that in the last few years the District has had several lab positions, and this an additional math elective.

The Board voted 8–0 to confirm the staff hires as presented (moved by Ms. Higgins, seconded by Ms. Patterson).

Agenda Item 7. Communications Committee

Ms. Patterson reviewed the proposed changes to two policies, which are presented for a second reading.

Policy #135 Rules of Order. The administration proposed to add a phrase to this policy specifying that the Board Secretary be authorized to act as President in the absence of the President and the Vice President. Policy #121 Elective Board Officers was included to demonstrate that this practice is already specified. The Committee recommended to the full Board to make the two policies consistent with one another.

Policy #633 Community Education. The primary change was to make the rate-setting a function of the Director of Community Education. The discount afforded to seniors was eliminated. The Committee recommended that the full Board adopt these changes.

The Board voted 8–0 to adopt Policy #135 Rules of Order as revised and Policy #633 Community Education as revised (moved by Rusty Cofrin, seconded by Nathan Fennessy).

Agenda Item 8. Finance Committee

Mr. Croteau reviewed the minutes of the committee meeting on July 15. He discussed the requests of the CRTC for funds to be transferred from the CRTC Trust, including technology and wiring upgrades, culinary restaurant upgrades, Culinary, Construction, Information Technology and Fire Science textbooks, and other projects.

CRTC motion

The Board voted 8-0 to approve the withdrawal of up to one hundred three thousand one hundred fifty dollars ($103,150) 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 for the 2015-2016 school year (motioned by Mr. Croteau, seconded by Mr. Fennessy).

Mr. Dunn noted that the capital fee paid by the sending districts is used to pay for these capital improvements to the facilities and the programs. Mr. Cogswell commented that these upgrades to our programs keep them at a top-notch level. Ms. Patterson noted that the Board did cover this item in the public hearing prior to this Board meeting.
Mr. Croteau noted that the Finance Committee then discussed the Food Service issues, in that the USDA does not allow the national school lunch program to run on a deficit. Additionally, he noted that there is also a $5,700 balance on outstanding student accounts.

Food Service Fund

The Board voted 8–0 (moved by Mr. Croteau, seconded by Jim Richards) to approve the following resolution:

To raise and appropriate the sum of up to two hundred and forty seven thousand dollars ($247,000) to be transferred to the Food Service Fund, with such amount to be funded from the June 30, 2015 Unreserved Fund balance available for transfer on July 1, 2015 to satisfy the FY14 and FY15 deficit.

Student Accounts

The Board voted 8–0 to raise and appropriate the sum of up to five thousand seven hundred dollars ($5,700) to be transferred to the Food Service Fund, with such amount to be funded from the June 30, 2015 Unreserved Fund balance available for transfer on July 1, 2015, to satisfy outstanding student accounts (moved by Mr. Croteau, seconded by Mr. Cofrin).

Mr. Cogswell remarked that this is the lowest number for outstanding student lunch accounts in his years on the Board.

Mr. Dunn asked the Board to vote on the following resolution:

The Board voted 8–0 (moved by Ms. Higgins, seconded by Ms. Patterson) to approve the following resolution:

To raise and appropriate the sum of $81,378,727 with a general fund of $75,419,188 and to amend the budget for fiscal year 2015–2016 as approved on April 1, 2015, inclusive of the following deposits to existing expendable trust funds:

Vocational Capital Reserve fund for an amount up to $127,161 and also inclusive of the following withdrawals from expendable trust funds to fund appropriations:

- Tuition Stabilization Fund for an amount up to $119,384;
- Facilities and Renovation Trust Fund for an amount up to $130,606;
- Vocation Capital Reserve Fund for an amount up to $130,150

Agenda Item 9. Other Business –

Mr. Dunn noted that Anthem has announced its purchase of CIGNA, subject to regulatory approvals toward the end of 2016. Subsequent to this, a notice was sent
through District News. The administration met with SchoolCare last Monday and wanted to keep the Board apprised of changes.

Mr. Dunn noted that the district’s legal counsel has provided a motion required for school bus financing.

**Board Resolution on Bus FY15 Bus Financing**

The Board voted 8-0 to ratify and confirm as acts of Concord School District, New Hampshire (the “District”) the sale-leaseback of five (5) District buses and the execution and delivery of all documents executed in connection therewith, including without limitation that certain Vehicle Bill of Sale dated June 30, 2015, that certain Master Installment Purchase Agreement dated June 30, 2015, and all related documents, by and between the District and Mercedes-Benz Financial Services USA LLC” (motioned by Ms. Higgins, seconded by Mr. Richards).

The Board voted to approve a Broken Ground PTO gift of a walking track at the school.

The Board voted 8-0 to accept, with thanks and gratitude, the gift of a walking track from the Broken Ground School PTO, with a value of up to $20,000 (motioned by Mr. Cogswell, seconded by Ms. Patterson).

**Agenda Item 10. Proposed calendar of meetings**

Superintendent Forsten reviewed the calendar of meetings in August, noting a Communications Committee meeting on August 17. The Capital Facilities Committee meeting previously scheduled on August 10 is postponed until September.

There was some discussion about the date of the September Board meeting; it is in the Charter that this meeting take place on the Tuesday immediately following the Monday of Labor Day.

Mr. Dunn suggested scheduling the Board informational session for prospective Board members early. Mr. Richards noted that this session was very useful to him as he contemplated running for a seat on the school board. He greatly encouraged this session. September 8 at 6:30 p.m. is the date decided for this session.

Mr. Cogswell asked the administration to have the Concord Monitor publish a news item about this, and send a memo to the full Board.

**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 Mr. Cofrin).

The Board adjourned at 7:33 p.m.

Respectfully submitted,

Kass Ardinger
Secretary
Agenda Item 1. Call to Order
President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

The Board voted 9-0 to approve the agenda (motioned by Alana Kimball, seconded by Tom Croteau).

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

Agenda Item 4. Recognitions
Superintendent Forsten noted several recognitions this month:

- The New Hampshire Association of World Language Teachers has conferred on CHS German Teacher Laura Ernst the title of World Language Teacher of Excellence. Ms. Ernst has mentored other language teachers, provided workshops at the NH AWLT conferences, and promoted the German language through the GAPP exchange program over many years.

- CMS Technology Integrator Heather Drolet was featured in the Concord 250 magazine as a teacher who has shown innovative use of educational technology in our elementary schools.

- The second annual Ready to Learn Fair was held at Rundlett on August 27, offering backpacks with supplies, haircuts, dental work and more for all District students in need. Nicole Newman and Caroline Keane again organized this year’s fair, building
on the success of last year’s event with bus transportation through a grant, services of the Ronald McDonald Care Mobile, and opening the Fair up to students in all grades.

- The Concord Family YMCA and Rundlett Middle School have paired up to offer the YMCA’s KYDSTOP before school program, serving up breakfast, and a curriculum focus on clubs, arts and crafts, sports, group games and Fun Fridays.

- This year’s Sargent Memorial Essays were read at Opening Day by their authors, Alice Richards (“My Values of Patriotism”) and Samuel Bernard (“Why I Am Proud to Be an American”).

- This year’s Bob Silva Award, given to a staff member who made a significant contribution to our schools, was presented to BMS Technology Integrator Melisa Scott. She has been a leader on the PBIS team, and served as acting Principal last spring to support the BMS school community.

Agenda Item 5. Approval of Board Minutes

The Board voted 9–0 to approve the minutes of the regular monthly meeting on August 3, 2015 and the Public Hearing on August 3, 2015 (moved by Jim Richards, seconded by Barb Higgins).

Agenda Item 6. Personnel

Larry Prince presented several staff confirmations.

Jonathan Clancy, Speech-Language Pathologist, Rundlett Middle School, $39,966, rate of M+30-14 at 50%. Jon replaces Sharon Durkis (M-14 at 50% = $38,766) – retirement. Budgeted at $38,100

Kristen Curren, Mathematics Teacher, Rundlett Middle School, $67,941, rate of M+30-10. Kristen replaces Peter Bowler (M-14 = $77,532) – resignation. Budgeted at $76,199

Emily Wilkes, Classroom Teacher, Abbot-Downing School, $43,961, rate of M-1, one year only. Emily replaces Kristen Curren (M+30-10 = $67,941) – transfer to Rundlett Middle School. Budgeted at $66,772

Lauren Avery, Special Education Teacher, Christa McAuliffe School, $43,961, rate of M-1, one year only. New position. Out of district funds

Emily Davis, Kindergarten Teacher, Mill Brook School, $19,983, rate of B-1 at 50%. Emily replaces Colleen Hussey (B-5 at 50% = $24,779) – resignation. Budgeted at $24,353

The Board voted 9–0 to confirm the staff hires as presented (moved by Kass Ardinger, seconded by Mr. Croteau).

Coach confirmations
Mr. Prince presented two coach confirmations.

Heidi Crumrine, Field Hockey Coach, Rundlett Middle School, $2,198, Step 2, Group 11, 5.5%. Heidi replaces Meagan Comstock

Jeffrey Litchfield, Cross Country Assistant Coach, Rundlett Middle School, $999, Step 2, Group 14, 2.5%. Jeff replaces Jeffrey Deacon

The Board voted 9–0 to confirm the coach hires as presented (moved by Ms. Higgins, seconded by Rusty Cofrin).

Agenda Item 7. Communications Committee

Jennifer Patterson reviewed the minutes of the committee meeting on August 17, at which specifics of a proposed policy on collection of outstanding balances with the School Nutrition Services Department (formerly Food Service) were discussed at length. She noted the proposed elements of the policy that would address the need for the district to make the School Nutrition Services Department whole at the completion of each fiscal year. There were no action items.

Agenda Item 8. Finance Committee

Mr. Croteau noted that the committee met on three separate dates: August 3, August 17 and September 2. Each meeting recessed into non-public session, and the minutes of each were sealed. Ms. Patterson noted that at tonight’s meeting the terms of the contract would be made public.

Approval of utility contract

Mr. Dunn noted that the purpose of the meetings was to discuss entering into a long-term contract with Concord Steam. The 3-year contract would be with Concord High School, which is not currently under contract, and the 10-year contract beginning in 2017 would cover Christa McAuliffe School, Abbot-Downing School, Rundlett Middle School, and Concord High School.

Mr. Croteau noted that there are contingencies in the contract to allow the district to remain flexible should there be changes in Concord Steam’s operations.

Nathan Fennessy said the Board spent considerable time discussing the issue, to secure some rate reduction on the front end with CHS, and give the Board an idea of what it’s going to look like in the future. The contract also gives the Board options if something happens to Concord Steam. He noted that this contract is a good deal for the district and a good deal for Concord Steam, and that the Finance Committee did a great job.

Jim Richards noted that the committee explored several options to make sure the Board was making a good fiscal choice. Committee members posed many tough questions, and sent Jack back for new numbers several times. He said that with this contract, the committee has provided the Board a great deal of flexibility.
The Board voted 8-0 (Kass Ardinger abstained) to accept the Finance Committee’s recommendation to approve a three-year steam contract with Concord Steam for Concord High School, and a 10-year steam contract with Concord Steam, starting in 2017, for Christa McAuliffe School, Abbot-Dowling School, Rundlett Middle School, and Concord High School and authorize the superintendent or designee to sign the final documents (moved by Mr. Croteau, seconded by Mr. Cogswell).

Agenda Item 9. Other Business
Superintendent Forsten noted that the DOE 25 cover sheet is an annual document requiring signatures from all Board members. Mr. Dunn noted that the cover sheet indicates expenditures and revenues. At this point the administration is confident to submit this to the state, prior to final audit, and the figures will be reviewed at the next Finance Committee meeting. In response to a question from Mr. Fennessy about the receipt of the final audit, Mr. Dunn noted that this will happen when the GASPE is finalized.

Superintendent Forsten noted that there are school financial report forms that need to be signed as well, which will be submitted to the State tomorrow.

Technology review and website review
Superintendent Forsten noted that the district is now in transition from the old website to the new website. She described several access points for the website, including how and where to select schools, and the components at the ready for family, students and staff. She asked for feedback.

Mr. Cogswell noted that he has looked at the CHS web page and noticed that a number of pages are “under construction,” and some documents need to be updated. Currently he cannot find a particular class or teacher. He said that when teachers at RMS posted an assignment, they would also post the rubric, noting that this was very helpful.

Mr. Dunn explained that the district signed an agreement with the new website host, SharpSchool, in April, noting that the premium that SchoolFusion charged was not worth it. Teachers Justin Bourque and Helen Dugan are helping other teachers to develop the teacher pages at CHS.

Mr. Croteau described the protocol for email addresses (first initial; entire last name; @sau8.org)

Ms. Patterson said that she could not find the course catalog for the high school.

Mr. Dunn noted that the website systems will be aligned with our current servers, and that the staff directory is planned to go live tomorrow.

Mr. Richards noted that parents look to the website for their interaction with their children’s teachers, and this information is often out of date. He suggested that the schools address this with the parents during the upcoming Back to School Nights.
Mr. Fennessy asked if there was a timeframe when the website would be complete; Mr. Dunn said that a schedule for completion would be sent out.

Superintendent Forsten noted that the critical components of the website are the staff directory, the course catalogs, and teacher pages.

Agenda Item 10. Proposed calendar of meetings

Superintendent Forsten reviewed the September calendar, noting that an ad hoc committee will meet on September 21 for presentations on special topics. The Communications Committee will meet on September 28 to discuss minimum standards connected to Competencies policies and the policy regarding student accounts with School Nutrition Services. The Capital Facilities Committee tour of Rundlett will take place on September 30.

Agenda Item 11. Public comment

Krysten Van Ostern of Concord asked the Board to prioritize full-day kindergarten for the 2017 school year. She said she is a mom to a 2-year-old and a 5-year-old. For families that don’t have a parent who can stay at home, full-day kindergarten is an economic incentive. Thank you for allowing public comment and for your service on the school board.

Samantha Elliot of Concord has two children in the district; one in 2nd grade and one in 5th grade, and is a taxpayer. She said that as a parent she has seen how important full-day kindergarten is, both to the children and to their parents. She noted that Concord is the capital city and should be able to implement full-day kindergarten. She said full-day kindergarten would make it a little bit easier for children to succeed and for parents to succeed.

Emma Sisti of Concord also spoke in favor of full-day kindergarten. She has two children; one who will be 5 next week, one who is 2 ½, and a baby on the way. She noted that she herself is a product of Concord school system. She said her family can afford to send their first child to private full-day kindergarten, but as a public defender, she sees many families that cannot afford this option. She relayed a story about the Oklahoma City school district, which used public funding to implement full-day kindergarten. Studies of the class of entering 9th graders showed that early kindergarten had an academic benefit for these children. She said she was speaking as a parent and as a voice for disadvantaged families who are in the greatest need of full-day kindergarten.

Mr. Cogswell suggested that the people running for the School Board in November be asked about full-day kindergarten, noting that right after the election the Board will begin its budget work for the next year.
Mr. Fennessy thanked the speakers for coming to the meeting and providing public comment, noting that he believes full-day kindergarten is an educational issue. He said the public doesn’t want our children in this district to fall behind, as their friends in Bow and Hopkinton are moving forward with full-day kindergarten. He noted that Superintendent Forsten can share her experiences implementing full-day kindergarten in another district.

Ms. Ardinger suggested that discussion of this topic be done outside the budget process. She noted that if it is the consensus of the Board that this topic merits serious discussion, it would do well to lay out, through committee work, the process that the district will use to assess whether full-day kindergarten is feasible for the district. She also encouraged the Board to conduct independent research on the value of early childhood education, noting that that approach was taken when the Board was planning the new elementary schools. If there are new studies on the effects of full-day kindergarten, it would be important for the Board to have that information and not rely on public opinion alone.

Mr. Cogswell noted that public hearings would be part of this process.

Mr. Richards suggested that Concord residents should reach out not only to candidates for the upcoming election, but to sitting Board members as well.

Mr. Cogswell commented that when the Board was examining the case for building new elementary schools, it learned that “the best bang for the dollar” was to keep class sizes small in kindergarten, grades 1, 2 and 3. He commented that perhaps there are new studies that suggest a new focus.

Ms. Patterson commented that the budget is the culmination of a very long process and that, if the Board decided to look at full-day kindergarten, it should begin soon.

Ms. Ardinger suggested that the Executive Committee could take up the topic and plan a discussion process through the year.

Mr. Cogswell commented that while certain schools would be very crowded if full-day kindergarten was added, and the preschool programs would likely need to be moved, all of this is possible.

Agenda Item 12. Adjournment

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

The Board adjourned at 7:50 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
Board of Education
Concord School District
Regular meeting
October 5, 2015

Board members: Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards, student representatives Rebecca Proulx and Jordyn Macri

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

Agenda Item 1. Call to Order
President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda
The agenda was amended to add consideration of coach nominations.

The Board voted 9-0 to approve the agenda as amended (motioned by Jennifer Patterson, seconded by Tom Croteau).

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

Agenda Item 4. Recognitions
Superintendent Forsten introduced student representatives Rebecca Proulx and Jordyn Macri to the Board. Rebecca is a junior and Jordyn is a senior.

Rebecca introduced CHS’s National Merit Scholarship semi-finalists Eli Frydman, Joseph Ossoff, Elliot Sands and Rachel Venator. She noted that a number of students from Germany who are in Concord spending a month with CHS students as part of an exchange program visited CHS classes and shared their culture. Lastly, Rebecca noted this year during Homecoming there will be another Connolly Tough Walk.

Jordyn commented that CHS recently held its Club Fair, which is geared specifically to freshmen. Jordyn, who is the secretary for the Key Club, spoke about its mission of community service and noted that 50 extra students came to its first meeting as a result
of the “scavenger hunt” theme of the Club Fair. She also described several other clubs. Jordan noted, too, that the CHS grading system is more established this year, which is eliminating some of the confusion students experienced last year.

Superintendent Forsten spoke more about the National Merit scholarship, presented the four students with special plaques on their achievement, and invited them to speak to the Board about their education at CHS.

CHS Senior Eli Frydman commented that if you seek out the programs you’re interested in and pursue many different academic ideas, you can go a long way with them at CHS. He said he felt that the district has very talented music, English, science and math teachers and thanked them all, and his parents, especially Jennifer Patterson, a Board member. Eli noted that it is exciting to be recognized for academic achievement; in the younger grades students don’t get as much of this, but it is as important as athletics. He said it would be great if students could get that feeling throughout their academic careers.

Senior Elliot Sands noted that he attended Dewey School (this building) for kindergarten. He said that he couldn’t ask for any better opportunities beyond the expected than attending CHS: he has traveled to Boston with the Model UN and met students from all over the world; walked down Main Street at CHS and heard six or seven languages. He said CHS and some of its amazing teachers have always provided a way for students who truly care about their education and their futures to move forward. Elliott noted that while he has begun the daunting college search process, he knows that Concord School District has done all it could for him.

Senior Joseph Ossoff commented that over the past two years he has noticed how driven the teachers are to connect with students to help them. He said that as he prefers math and science he is, for example, taking AP Physics II this year, and feels very supported in his academic efforts.

Senior Rachel Venator commented that CHS is not only preparing you for college but helps you connect with others in your community; as an example, she said she has found that working with the 21st Century programs at RMS and at CHS has been a good way to be connected with the people around you.

Ms. Ardinger commented that School Board members can say what they think about how our school district is on the right path and doing good things for students, but it counts to hear it from students like these, when our most aggressive learners are singing the praises of their education.

Beth Richards, coordinator of the Walk to School program in Concord, spoke about the national Walk to School Day on October 7. She noted that the School Board is invited to walk the Beaver Meadow neighborhood along with many students who will be participating. Ms. Richards, noting the positive effect of physical activity on academic scores and classroom behavior, said that walking one mile equals two-thirds of the daily recommended physical activity for elementary-age students.
Superintendent Forsten described some of the 37 “strands” that will be offered on October 9 for professional development for teachers: *Best Practices in Incorporating Movement and Executive Functioning to Promote Learning and Independence with Your Students*, presented by Cindy Femenella and Karen Arnold; *Blended Learning in the Elementary Classroom* presented by Heather Drolet; *Eureka Math, Grades 1-5*, presented by Chantel DeNapoli; *Google Classroom* presented by Justin Bourque; and *iPad Apps for Learning* presented by Nancy Keane.

Agenda Item 5. Approval of Board Minutes

The Board voted 9–0 to approve the minutes of the regular monthly meeting on September 8, 2015 (moved by Kass Ardinger, seconded by Jim Richards).

Agenda Item 6. Personnel

Larry Prince presented several coach nominations.

Philip Clarner, Nordic Ski Head Coach, Concord High School, $3,797, Step 3, Group 6, 9.5%. Phil replaces Stuart Kremzner

Lauren Daniels, Girls JV Basketball Coach, Concord High School, $3,797, Step 3, Group 6, 9.5%. Lauren replaces Philip Baroody

Peter Ellinwood, Alpine Ski Supplemental Coach, Concord High School, $1,199, Step 1, Group 13, 3.0%. Peter replaces Shannon Manseau

Sarah Fuhrmeister, Girls Freshman Basketball Coach, Concord High School, $2,398, Step 3, Group 6, 9.5%. Sarah replaces Lauren Daniels

William Quinn, Swim Coach, Concord High School, $3,397, Step 3, Group 6, 9.5%. William replaces Karen Jenovese

The Board voted 9–0 to approve the coach nominations as presented (moved by Barb Higgins, seconded by Jennifer Patterson).

The Board voted to approve the slate of returning winter coaches.

The Board voted 9–0 to approve the returning coach nominations as presented (moved by Ms. Higgins, seconded by Mr. Croteau).

Agenda Item 7. Ad hoc Committee on Special Topics

Clint Cogswell noted that the committee heard presentations about two multi-year grant-funded projects in the district, the Safe Schools Healthy Students Initiative and the 21st Century Community Learning Centers program. The complete minutes of that meeting will be posted on the website.
Stacey Lazzar is the **Project Manager** and Laurie Hart is the **Early Childhood Coordinator** for the Safe Schools Healthy Students Initiative. The mission of the Safe Schools/Healthy Students (SS/HS) is to support school and community partnerships in an effort to develop and coordinate integrated systems that create safe, drug-free, and respectful environments for learning and to promote the behavioral health of children and youth. Concord is one of three districts in the state that have been funded for this work, receiving $2.1 million over four years. The first year was a planning year and the second year of implementation has begun. Key expectations of the grant include an increase in the number of children and youth who have access to behavioral health services; a decrease in the number of students who abuse substances, an increase in supports for early childhood development, improvements in school climate, and a reduction in the number of students exposed to violence.

Three Family Resource Centers have been established: at Mill Brook School, the Heights Community Center (formerly Dame School) and the Jennings Drive housing complex. Each Center is open one morning a week. Families are connected with needed resources, and children participate in activities. The goals are to decrease isolation and increase support for our young families, and to offer children opportunities to develop their social and emotional readiness for kindergarten. The Family Resource Centers welcomed over 50 families last year. The grant also supports social/emotional screening for preschoolers, and 172 children were screened last year.

Mr. Cogswell noted that the district is committed to doing something positive about the substance abuse problem. He said he is not sure how many families we’re reaching but it is considerable. The project will go on another three years; the administration will try to find a way to make this continue. The next steps for the grant include further professional development opportunities related to emotional and behavioral health, adding a Family Resource Center at Beaver Meadow School, expanding family training and universal social/emotional screening, offering Early Childhood Mental Health credentialing (a year-long commitment to receive the credential in this area, continuing multi-tiered work (PBIS), forming a Youth Leadership Council at CHS, and increasing PBIS capacity in our community preschools and child care programs.

Susan Farrelly is the **Program Director** of the 21st Century Community Learning Centers with programs at Mill Brook, Broken Ground, Rundlett Middle and Concord High. The programs each provide 15 hours per week of activities, with the goals of improving academic achievement, support social and emotional well-being, and promote the role of families in their students’ success. Mr. Cogswell noted that participation at the high school and junior high is very high and that coordinator Sue Farrelly is doing a great job. Ms. Palley noted that the program is in its fourth year at CHS and RMS and its second year at MBS and BGS. 21st Century grant funds will be used this year to hire an AmeriCorps Vista worker, who will assist with community outreach, volunteer recruitment, grant-writing and a major fundraising event. For the first time, students at Rundlett are paying a small annual fee ($25) for the program.
Agenda Item 8. Communications Committee

Jennifer Patterson reviewed the minutes of the committee meeting on September 28, at which specifics of a proposed policy on collection of outstanding balances with the School Nutrition Services Department (formerly Food Service) were discussed at length. She presented the policy for a first reading, briefly reviewing the main points.

Ms. Patterson also noted the upcoming work before the committee: 26 policies are affected as a result of changes to the minimum standards. The Committee will meet throughout the fall to ensure these new policies and revisions are made and adopted.

Nathan Fennessy noted that the policy indicates that when there is a negative balance on a student account at the elementary and middle school level, the student would still receive a meal; at the high school this is not the case. Superintendent Forsten noted that if a student is entitled to a free meal he or she would certainly receive a meal. Ms. Patterson noted the need to educate parents/guardians and students, as students in the free/reduced lunch program (FRL) still are charged if they choose a la carte items.

Mr. Fennessy suggested that if high school students are not going to get a meal, they too should receive a notice and the policy, because they’re probably not reading the mail that comes to their parents. He noted that if students have notice, they can prepare, and asked for a provision in the policy to notify the students. Ms. Ardinger asked whether students are warned in advance that their balance is close to $0. Ms. Patterson asked if RMS students are also warned verbally that their balance is getting low.

Mr. Cogswell stated that he does not want children in these situations to be identified in public; that this must be discreet.

Ms. Patterson directed the administration to add language to the high school section of the policy that students will be given verbal notice of low balances.

Mr. Croteau noted that, although parents may already receive notice of low-balance accounts, none of us wants any child to stand in line and be told they have a negative balance.

There was no vote to adopt the policy at this time.

Agenda Item 9. Other Business

Mr. Cogswell reported on the technology special committee, noting that while new technology was put in the new schools as part of the entire project, there has been ongoing work to put technology in the rest of the (older) schools. In particular, the administration is seeking to improve the technology at the high school (mostly the wireless coverage, which is spotty, with 86 access points; the goal is one access point per classroom). He noted that the committee visited the Oyster River school district,
which has a “bring your own device” (BYOD) policy, a partly old and a partly new building, and efficient WiFi service.

Mr. Dunn noted that the administration is considering removing every piece of technology at CHS and replacing it with WiFi. The eRate program will reimburse us at 60%. He suggested that the total cost could be $500K to $750K total, with 60% of that refunded. The administration is considering a plan for this project to be paid out of the Facilities and Renovation Trust Fund.

Ms. Ardinger asked whether the committee got a sense of Oyster River’s BYOD policy, as she believes if Concord adopts that practice that there should first be a policy in place.

Mr. Dunn noted that much work needs to be done to have this project be designed, implemented and paid.

Agenda Item 10. Capital Facilities

Rusty Cofrin reported on the September 30, 2015 meeting of the Capital Facilities Committee, which was a tour of Rundlett Middle School. The Committee learned that the school was built in 1957 and had several renovations in 1967, 1990 and since. Mr. Cashman noted that the school “looks tired,” although head custodian Travis Campbell has worked very hard to keep the building maintained and to last as long as possible. Mr. Cofrin said the Committee discussed the Capital Plan, and the need for an educational survey. Mr. Cogswell noted that the process used to evaluate the facility should be what the district used for the elementary consolidation.

Agenda Item 11. Proposed calendar of meetings

Superintendent Forsten reviewed the October calendar, noting a Special Board meeting on October 26 for the Board to finalize its budget and set the tax rate. Seven votes are required to make any changes to the budget that would increase the overall budget. Mr. Croteau and Mr. Fennessy noted that they are unable to attend the Finance Committee on October 7 and Mr. Richards agreed to chair the committee that day.

Agenda Item 12. Public comment

Brian Jones of Concord noted that he teaches at Ashland Elementary School, which has a tiered system and flexible groupings of students. He noted that under the new Common Core standards, the mastery of a wide range of skills is required at an early age. He said that students who have had full-day kindergarten before entering his tiered classroom are much better prepared, and spoke in favor of implementing full-day kindergarten in Concord.
Madeleine Mineau, a Concord resident, mother, and faculty member at UNH, also urged the School Board to implement full-day kindergarten as soon as possible. She feels this is a social justice issue particularly as it affects our young students acquiring English language skills, and a community issue as parents with full-day kindergarteners can more easily enter or re-enter the work force.

Dr. Aimee Valeras, a Concord resident and a member of the family practice residency at Concord Hospital faculty, behavioral health, spoke in favor of full-day kindergarten. She said her children are 6 1/2, 4 and 1 1/2. She noted that her first daughter went to private kindergarten, has now entered the public school system and is bored because she is way beyond where her peers are. She suggested that the district is part of enhancing stratification of socioeconomic differences without full-day kindergarten.

John Tobin spoke on behalf of himself and his wife Karen Ryan, both of whom are long-term Concord residents and parents of children who have gone all the way through the Concord public school system, to urge the Board to get parents as well as educators involved in the process of moving forward on full-day kindergarten. He noted that the kindergarten experience is not just about academic achievement but is also about socialization and time to be outside. He noted that full-day kindergarten provides more uniformity (parity) for families. He said that as taxpayers, he and his wife feel that full-day kindergarten will be good for the Concord economy and is one more area that will help Concord prosper.

Mr. Cogswell noted that the district does have extended kindergarten for some of our students, as well as a preschool program for some 3- and 4-year olds.

Mr. Fennessy noted that he recently saw in an article about Dunbarton considering full-day kindergarten that 103 school districts in New Hampshire already have full-day kindergarten.

Ms. Higgins commented that Bow has just this year implemented full-day kindergarten, and she has observed that there is much to consider as full-day kindergarten is planned; that how it will play out for the school and teachers, but also for families, must be thought through. She said it would not involve simply taking a half-day program and making it a full-day program. She feels it is a huge decision and is not as simple as people may think. She expressed hope that everyone understands that the School Board is being thoughtful about what is best for Concord and how to do it in the best way. She said full-day kindergarten may make good sense; that while she is supportive of it, the issue must be studied as well as its cost and other factors, and this must take into consideration the concerns of community members.

Mr. Cogswell noted that the last time the Board visited this issue was about eight years ago, at which time the latest research was examined and the Board spent a good amount of time discussing all the issues, including space. He said the Board decided at the time what seemed right, and is in the process of deciding this again.
Ms. Patterson referenced the study process of seven years ago, particularly studies that came out of Tennessee. She noted that while the Tennessee studies didn’t show lasting benefits of early childhood education, David Kurt, Professor of public policy at UC Berkeley noted in an article that what distinguished Tennessee was that it did not have a unified approach to what was taught.

Mr. Richards suggested that while the Instructional Committee and the full Board should begin the process of examining full-day kindergarten, other committees such as Capital Facilities should start concurrently looking at related aspects.

Mr. Cogswell said that he has asked Superintendent Forsten to conduct a thorough study of the district’s space and financial capacity prior to the start of the Board’s process.

Agenda Item 13. Adjournment

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

The Board adjourned at 7:50 p.m.

Respectfully submitted,

Kass Ardinger

Secretary
School Board members present: Kass Ardinger, Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards

Administration: Superintendent Terri Forsten, Business Administrator Jack Dunn

Board President Clint Cogswell called the Public Hearing/Special Board meeting to order at 6:03 p.m. He noted that the Public Hearing/Special Board meeting would be a review of the FY15 and FY16 budgets, as well as recommended changes to the current budget by the Finance Committee. He noted that this meeting is held in October, because the district receives the valuation from the City of Concord so that the Board can finalize its budget and set the tax rate.

Business Administrator Jack Dunn displayed the agenda for the meeting: a FY15 budget comparison of budget vs. actual, trust fund withdrawals and the Unreserved Fund Balance (UFB). The FY16 budget review and recommendations include an overview of the budget, proposed changes with the use of additional state adequacy and the use of additional Unreserved Fund Balance, as well as other concerns and the tax impact. Public comment was scheduled to follow the presentation.

Mr. Dunn displayed a graphic of the budget process and explained that much of the timeframe for this process overlaps, and at times the administration is working with more than one fiscal year budget.

The district’s fiscal year budget runs from July 1 to June 30 (FY16 current). From approximately July through September, the administration works with auditors to verify revenues and expenditures to close the previous fiscal year (ex. FY15).

At the same time, beginning on July 1, the purchasing of materials and services for the current school year begins (FY16).

In late October, the Board holds a public hearing and Special Board meeting to finalize the existing fiscal year budget (FY16). At this meeting, the Board receives the district’s portion of the city valuation and uses this information to help set the tax rate.

In late January, the administration presents to the School Board a proposed budget for the next school year. This is followed by a number of Board work sessions and public hearings, after which the Board passes a preliminary budget by April 15.
Mr. Dunn distributed a budget summary showing Fiscal Year 2014-2015 as of June 30, 2015. He explained that the negative numbers (in red) were transfers from reserves that the administration did not take, due to the larger-than-normal savings in expenditures because of a one-time health insurance “payment holiday.” This one-time revenue is the major reason for the savings in expenditures, and the administration did not want to take additional money from the reserves. He displayed the following district and audit projection FY15 Budget Unreserved Fund Balance to further explain.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY15 expenditures – savings (overage)</td>
<td>$2,575,586.69</td>
</tr>
<tr>
<td>FY15 revenues (shortage)*</td>
<td>$( 375,397.99)</td>
</tr>
<tr>
<td>Release prior year encumbrances (FY14)</td>
<td>$ 23,591.86</td>
</tr>
<tr>
<td>Special purposes – oil</td>
<td>$ 2,966.28</td>
</tr>
<tr>
<td>Audit adjustments</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2,227,246.84</td>
</tr>
</tbody>
</table>

*REVENUE: $233,263 overage, if using Trust Funds. Small adjustments made due to final audit.

Mr. Dunn noted that the reason for the negative $375,397.99 in revenue is because the administration did not take the authorized up to withdrawals from the expendable trust funds. He also stated that if the administration had taken the expendable trust fund withdrawals, revenue would have been a positive $233,263.

Mr. Dunn then displayed the list of funds and authorized withdrawals, and what was actually withdrawn.

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>FY15-Budgeted Withdrawals</th>
<th>FY15 – Actual FY-15 - Not Withdrawals</th>
<th>Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Building Maintenance</td>
<td>$ 168,661</td>
<td>$168,661</td>
<td></td>
</tr>
<tr>
<td>Instructional Health Risk</td>
<td>$ 250,000</td>
<td>$250,000</td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td>$ 40,000</td>
<td>$ 40,000</td>
<td></td>
</tr>
<tr>
<td>Facilities Renovation</td>
<td>$1,228,562</td>
<td>$(1,228,562)</td>
<td></td>
</tr>
<tr>
<td>Special Education Tech Innovation</td>
<td>$ 150,000</td>
<td>$150,000</td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$1,837,223</td>
<td>$(1,228,562)</td>
<td>$608,661</td>
</tr>
</tbody>
</table>

*Transfers to be completed as needed. Removed withdrawal from Tuition Fund.

Mr. Dunn reviewed the FY16 Budget, first displaying the total revised appropriation for FY15/16 as of August 3, 2015.

<table>
<thead>
<tr>
<th>Fund</th>
<th>August 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
</tr>
</tbody>
</table>
- Operations Excluding Debt Service $69,599,139
- Operations Debt Service $5,589,738
- Transfer Facilities and Renovation Trust Fund
- Transfer to Vocational Reserve $127,161
- CRTC Capital Projects* $103,150

Total General Fund $75,419,188
Food Service Fund $1,725,929
Grant Fund $4,233,610

TOTAL APPROPRIATIONS $81,378,727

*Recommendation from Finance Committee, July 15, 2015. No tax impact. Funds are from the CRTC Capital Reserve that are raised by the sending school capital fee.

Mr. Dunn noted that the appropriation was raised in August to accommodate the transfer of funds from the CRTC Expendable Trust. The CRTC Expendable Trust contains funds raised by charging sending schools a capital fee. The deposit or withdrawal of these funds does not have an impact on the tax rate.

Mr. Dunn explained that the administration worked with the Finance committee, and they recommended the following changes to the FY16 budget due to the higher unreserved fund balance and revenue increase on October 7, 2015.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Adequacy</td>
<td>$97,092</td>
<td>State Adjustment Calculation</td>
</tr>
<tr>
<td>Unreserved Fund Balance</td>
<td>$318,547</td>
<td>Due largely to medical payment holiday</td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>$415,639</td>
<td></td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to cover</td>
<td></td>
<td>Used to cover Food Service health costs</td>
</tr>
<tr>
<td>Food Service Health</td>
<td>$95,000</td>
<td></td>
</tr>
<tr>
<td>Food Service Balances</td>
<td>$5,000</td>
<td>Used to cover negative student balances</td>
</tr>
<tr>
<td>Increase Out of District</td>
<td></td>
<td>Used to cover Out Of District placements</td>
</tr>
<tr>
<td>Tuition Placements</td>
<td>$197,000</td>
<td></td>
</tr>
<tr>
<td>Transfer to Medical Health Reserve</td>
<td>$118,639</td>
<td>Balance to Medical Trust</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$415,639</td>
<td></td>
</tr>
</tbody>
</table>

He stated that the amount had been lowered $8,700 for the tax rate since the October 7 Finance Committee meeting in order to keep the tax rate from increasing due to rounding.

Mr. Dunn highlighted two reasons for the recommendation to transfer an amount to the Medical Health Reserve. First, the district currently receives two rates from its healthcare provider: the billing rate and the effective rate. The billing rate is the actual
amount that the district pays for a particular healthcare plan. The effective rate is the amount from which the employees’ portion is derived. Depending on the district’s claims and utilization, the district may receive credit, and this amount is subtracted from the billing rate to create the effective rate. The credit does not account for employee plan changes or additional insured employees. The second reason for this recommendation was that the money in the Unreserved Fund Balance is from a large one-time payment holiday due to LGC ruling.

Mr. Dunn then displayed what the trust fund balances in FY16 will look like.

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Balance As of 8/31/15 rounded up to</th>
<th>FY16 – Withdrawals</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>$ 281,011</td>
<td>$ 281,011</td>
<td></td>
</tr>
<tr>
<td>Instructional</td>
<td>$ 205,021</td>
<td>$ 205,021</td>
<td></td>
</tr>
<tr>
<td>Health Risk</td>
<td>$ 897,107</td>
<td>$ 897,107</td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td>$ 90,608</td>
<td>$ 90,608</td>
<td></td>
</tr>
<tr>
<td>Facilities Renovation</td>
<td>$1,151,851</td>
<td>$(130,606)</td>
<td>$1,021,245</td>
</tr>
<tr>
<td>Special Education</td>
<td>$ 406,846</td>
<td>$ 406,846</td>
<td></td>
</tr>
<tr>
<td>Tech Innovation</td>
<td>$ 50,099</td>
<td>$ 50,099</td>
<td></td>
</tr>
<tr>
<td>Tuition Stabilization**</td>
<td>$ 119,700</td>
<td>$(120,000)</td>
<td>$ 0</td>
</tr>
<tr>
<td><strong>SUBTOTAL OF WITHDRAWALS</strong></td>
<td><strong>$3,202,243</strong></td>
<td><strong>$(250,606)</strong></td>
<td><strong>$2,951,937</strong></td>
</tr>
<tr>
<td>Facilities Renovation</td>
<td>$1,021,245</td>
<td>$ 351,300</td>
<td>$1,372,545</td>
</tr>
</tbody>
</table>

*Transfers to be completed as needed.
**Tuition Stabilization Fund will be closed.

Mr. Dunn explained that the Total Revised Appropriation for FY15/16 would be:

<table>
<thead>
<tr>
<th>Fund</th>
<th>August 3rd</th>
<th>October 7th**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(recommended by Finance Committee)</td>
<td></td>
</tr>
<tr>
<td><strong>General Fund</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Operations Excluding Debt Service</td>
<td>$69,599,139</td>
<td>$69,444,839</td>
</tr>
<tr>
<td>- Operations Debt Service</td>
<td>$ 5,589,738</td>
<td>$ 5,589,738</td>
</tr>
<tr>
<td>- Transfer to Facilities and Renovation Trust Fund</td>
<td></td>
<td>$ 351,300</td>
</tr>
<tr>
<td>- Transfer to Vocational Reserve</td>
<td>$127,161</td>
<td>$127,161</td>
</tr>
<tr>
<td>- CRTC Capital Projects*</td>
<td>$-103,150</td>
<td></td>
</tr>
<tr>
<td>- Transfer to Food Service Fund</td>
<td>$ 100,000</td>
<td></td>
</tr>
<tr>
<td>- Transfer to Health and Dental Reserve</td>
<td>$ 118,639</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL GENERAL FUND</strong></td>
<td><strong>$75,419,188</strong></td>
<td><strong>$75,731,677</strong></td>
</tr>
<tr>
<td>Food Service Fund</td>
<td>$ 1,725,929</td>
<td>$ 1,725,929</td>
</tr>
<tr>
<td>Grant Fund</td>
<td>$ 4,233,610</td>
<td>$ 4,233,610</td>
</tr>
<tr>
<td>Capital Projects Fund (CRTC)*</td>
<td></td>
<td>$ 103,150</td>
</tr>
</tbody>
</table>
TOTAL APPROPRIATIONS $81,378,727 $81,794,366

*Recommendation from Finance Committee, July 15, 2015. No tax impact. Funds are from the CRTC Capital Reserve that are raised by the sending school capital fee. Need to correct account transfer. **Prior to valuation.

Mr. Dunn listed FY16 expense and revenue concerns the Board should be aware of:

Expenses:
- Utilities – Winter
- Snow Removal ($35,000 extra in FY15)
- Healthcare Enrollments
- Out of District – Special Education Costs

Revenue:
- Use of one-time revenue of $800,000 to pay bond principal (bringing the Board’s debt service below the $3.2 million set in 2005)

Mr. Dunn added this was used to lower principal and free up money for operating costs. Lastly Mr. Dunn displayed the FY16 tax impact with the Unreserved Fund Balance at $1,900,000:

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount to be raised in Local &amp; State Taxes</td>
<td>$50,538,688</td>
<td>$50,529,988</td>
</tr>
<tr>
<td>Local Valuation*</td>
<td>.30%</td>
<td>2.33%</td>
</tr>
<tr>
<td>Tax Rate (Local &amp; State)</td>
<td>$14.88</td>
<td>$14.59</td>
</tr>
<tr>
<td>Tax Rate Percent Increase</td>
<td>4.79%</td>
<td>$2.75%</td>
</tr>
</tbody>
</table>

Mr. Cogswell noted that the budget was built on an underestimated valuation and that he is wary of using the actual tax rate increase percent after having the experience of back-to-back declines in the tax rate and the opportunity to replace funds in the reserves. He added that previous Boards had the foresight to use reserves to avoid spikes in the tax rate. He asked Mr. Dunn what it would mean for the district if the 4.79% increase is maintained and how much could be put into reserves. Mr. Dunn stated that using a rate increase of 4.79% would result in an increase of $1,000,000. Mr. Cogswell suggested putting some or all of this money into reserves.

Kass Ardinger agreed, explaining that this increase in valuation gives the district the opportunity to capture some of it and replenish reserves that were used during the recession, which helped prevent tax rate spikes. She added that the taxpayers have not seen any spikes because the reserves were used to prevent the spikes; this would be the Board’s opportunity to capture and refill the reserves, because it is not known what future valuations will be. She reminded the Board that having the Stabilization Reserve in place allowed for the construction of three new schools without adding to the tax rate. Ms. Ardinger noted that as payments on bonds went down, the district continued to keep a level amount of money ($3.2 million) in the annual budget for borrowing.
She suggested that the Stabilization Fund might be replenished and more money could be put into Special Education and Maintenance.

Jennifer Patterson asked for the administration’s opinion on this, as the Finance Committee did not have this information at its October 7 meeting and the Board has not met to discuss tonight’s public hearing.

Mr. Dunn noted that three years ago, the valuation went up over 4% when only a .55% increase was expected. This resulted in a tax decrease of the local and state tax rate of .31%. He displayed a table of Reserve balances by year, noting that the Health Risk Reserve held $2.4 million in FY08 and now holds $896,552. He added that when Walker School was sold, the money was put in the Maintenance Fund and then a large portion was transferred out to the Facilities & Renovation Trust Fund. He also stated that the sale of Rumford School was deposited into the Facilities and Renovation Trust Fund. Below is a highlight of reserve usage.

<table>
<thead>
<tr>
<th>FY</th>
<th>Deposit/Withdrawal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY08</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>DEPOSIT: $287,958 – Health Risk</em></td>
</tr>
<tr>
<td></td>
<td><em>DEPOSIT: $300,000 – Energy Risk</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $33,203 - Instructional</em></td>
</tr>
<tr>
<td>FY09</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>DEPOSIT: $48,000 - Instructional</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $127,641 - Instructional</em></td>
</tr>
<tr>
<td>FY10</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>FORFEIT DEPOSIT: $800,000 – Stabilization (Facilities – Tax Rate Relief City)</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $5,948 – Instructional</em></td>
</tr>
<tr>
<td>FY11</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $179,987 (Maintenance – Pay NORESCO)</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $20,042 (Instructional)</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $758,277 (Health Risk – Pay Health Increases)</em></td>
</tr>
<tr>
<td>FY12</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $99,000 (Maintenance)</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $33,089 (Instructional)</em></td>
</tr>
<tr>
<td></td>
<td><em>DEPOSIT: $33,000 (Health Risk)</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $827,000 (Health Risk – Pay Premium Increases)</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $140,000 (Energy Trust – Pay NORESCO)</em></td>
</tr>
<tr>
<td>FY13</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>DEPOSIT: $916,734 (Maintenance – Sale of Walker School)</em></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $56,747 (Instructional – CHS Curriculum)</em></td>
</tr>
<tr>
<td></td>
<td><em>DEPOSIT: $50,000 (Technology – New)</em></td>
</tr>
<tr>
<td>FY14</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>WITHDRAWAL: $636,652 (Maintenance – Deposited in Stabilization (Facilities)</em></td>
</tr>
</tbody>
</table>
FY15

• WITHDRAWAL: $800,000 (Elementary Consolidation Project – Pay Principal)*

Ms. Ardinger asked for clarification of what the one-time medical payment holiday will be used for to which Mr. Dunn replied that it will be put into operating expenses to lower the tax rate. She voiced concern that this may cause the taxpayers to get hit with a big increase in taxes next year.

Reiterating Mr. Cogswell’s comment, Tom Croteau stated that because previous Boards had the foresight to put money into the Stabilization Fund, the School District was able to build three new schools. In addition to renovations at Rundlett, the district has to also consider maintenance at the older schools: Concord High, Beaver Meadow and Broken Ground, as well as technology at Rundlett and Concord High. He agrees this money should be put into the reserves. Mr. Cogswell also agreed, stating that putting this money in the Stabilization Fund gives the district the most flexibility.

Mr. Fennessy said he also did not anticipate the increase in valuation, and agreed that many projects require funding and that it would be wise to save for them.

Jim Richards was in favor of putting some money into the Stabilization Fund but suggested putting in less than the million from a 4.79% increase in the tax rate.

During public comment, Concord resident and past Board member Betty Hoadley stated that when she was on the Board, the increase from the tax rate was never used for operating expenses. She said she is shocked by the amount of money in the Unreserved Fund balance and feels that it should be lower. She said she understands that, while the reason why the three new schools had little or no impact on taxes was due to the existence of the stabilization fund, state building aid, low costs to borrow, and putting away the debt differential on existing bonds, and agrees that a stabilization fund should be kept, but stated that when the district has a windfall it should not all be put in the operating budget, but some of it should be returned to the taxpayers. She feels many will say to lower the tax rate while others will say to fill up the funds. She suggested allocating less than 4.79%, believing that the public will be unhappy if all the money is allocated to reserves. Another suggestion was to impose frugality and live within means. Lastly, she noted that the importance of the Board showing it cares about the community and reducing the tax rate increase to less than 4.79%. She wished the Board luck in their decision.

Mr. Cogswell thanked Mrs. Hoadley. Mr. Croteau stated that it is tough to strike a balance and hold firm on taxes while affording students an education.

Ms. Patterson suggested that some money should go back to the taxpayers but that some should be put into reserve. Barb Higgins also agreed the Board should take action to show a decrease in the tax rate, as well as put money in reserves. Mr. Fennessy stated that the Board should back away from using the whole 4.79% for reserves, noting however that this could be a one-time opportunity and the benefit should be captured now.
After discussion, the Board agreed to appropriate $590,000 and deposit it into the Facilities and Renovation Trust Fund (Stabilization Fund). This will bring the total local and state tax rate increase to 3.94%, bringing the total rate to $14.76 per thousand.

Ms. Ardinger agreed with the Board’s consensus and asked that in the next budget the Board consider increasing the debt service from $3.2 million to $3.7 million (which reflects about 5% of the annual budget.) Mr. Cogswell explained that the $3.2 million figure was used as a placeholder in the budget, when the district’s debt was declining and the difference between $3.2 million and the lower amount actually owed was deposited into the Facilities and Renovation Trust Fund (Stabilization Fund).

The School Board voted 9-0 by roll call to adopt the following changes to the FY16 Budget, bringing the total to $82,384,366 with a general fund amount of $76,321,677 and to amend the budget for fiscal year 2015–2016 as approved on August 3, 2015, inclusive of the following deposits to existing expendable trust funds:

- Vocational Capital Reserve fund for an amount up to $127,161;
- Facilities & Renovation Trust Fund for an amount up to $941,300;
- Food Service Fund for an amount up to $100,000;
- Health & Dental Medical Reserve for an amount up to $118,639

and also inclusive of the following withdrawals from expendable trust funds to fund appropriations:

- Elementary Consolidation Project for an amount up to $800,000
- Tuition Stabilization Fund for an amount up to $120,000;*
- Facilities and Renovation Trust Fund for an amount up to $130,606;
- Vocational Capital Reserve Fund for an amount up to $130,150

(motioned by Barbara Higgins, seconded by Clint Cogswell).

*Accounts for interest; the account will be closed.

Ms. Patterson made a motion to recess to non-public session under RSA 91A:3, II (c) “Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.”

The Board voted 9-0 by roll call to recess to non-public session at 7:12 p.m. under RSA 91A:3 II (c) (motioned by Ms. Patterson, seconded by Mr. Cogswell).

The Board came out of non-public session at 7:30 p.m.

The Board voted by roll call 9-0 to come out of non-public session (motioned by Ms. Patterson, seconded by Mr. Fennessy).
The Board voted by roll call 9-0 to seal the minutes in order to keep the session as non-public, and that not to do so would defeat its purpose (motioned by Ms. Patterson, seconded by Ms. Higgins).

The Board voted 9-0 to adjourn the Public Hearing/Special Board meeting (motioned by Ms. Patterson, seconded by Mr. Cogswell).

The Public Hearing and Special Board meeting adjourned at 7:30 p.m.

Respectfully submitted,

Kassandra Ardinger, Secretary
Board of Education
Concord School District
Regular meeting
November 2, 2015

**Board members:** Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards, student representatives Rebecca Proulx and Jordyn Macri


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Agenda Item 1. Call to Order

President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

*The Board voted 9-0 to approve the agenda (motioned by Tom Croteau, seconded by Jim Richards).*

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

Student representatives Rebecca Proulx and Jordyn Macri reported that the recent *Connolly Tough Walk* raised $18K for the Connolly family. Additionally, the Homecoming parade was huge success with all clubs participating in making floats.

The boys’ soccer team is still in playoffs, and both boys’ and girls’ cross-country competitions continue into the fall. A number of seniors who have significantly improved their grades this quarter have been invited to be recognized by National Honor Society. Most other seniors are busy with fall college applications; CHS has offered tours for students at UNH and other local colleges and has organized a number of college fairs, including representation by several branches of the military service. The school’s “Application Day” is November 6, when students can have help applying and teachers will provide recommendations on the spot. So far, three CHS students have “put ducks on the glass,” indicating that they have been accepted to college.
Superintendent Forsten invited Doris Ballard, Executive Director of ConcordTV to address the Board. Ms. Ballard thanked the Board, welcomed Superintendent Forsten, thanked Jack Dunn for serving on the Concord TV Board as representative of the Board of Education, and thanked Gene Connolly for the CHS Live morning announcement show, which has thrived due to Mr. Connolly’s mentoring and inspiration. She noted that Concord TV has had a very busy and productive year and distributed the class and workshop roster for October through December 2016. She highlighted coverage of the School Board and City Council election, to be broadcast tomorrow night from 7 to 9 p.m., and a conference that will be held next November focused on how to use video for marketing and branding. Ms. Ballard announced a new show called Community Conversations and invited the City, School District and members of the community to participate. She then introduced Josh Hardy, the new Training Coordinator, who noted that his job includes training people of all ages to use the equipment and the studio for anything related to educational content. He noted a few initiatives, including the Film Society, which currently has 35 members; technical support for CHS Live; work with Concord Community Education; and the junior host competition. Mr. Cogswell commented that a show with educational content would be a good idea.

Superintendent Forsten recognized Broken Ground School as the #1 New Hampshire School in the 2015 Scholastic Summer Reading Challenge for the third year in a row, with students reading more than 304,697 minutes this summer. The program aims to avoid the effects of the “summer slide” – the learning losses which can occur when school is not in session.

The Safe Schools/Healthy Students initiative was featured in a recent issue of Currents, the Riverbend Counseling newsletter. The four-year project is meant to promote students’ mental health, enhance achievement, prevent violence and substance misuse and create safe and respectful school climates. Five Riverbend clinicians are working in Concord’s elementary schools and the middle school, and implementing an anxiety management program for students.

CRTC automotive technology, culinary arts and construction technology were featured in a recent article in the Concord Monitor’s The Insider. The article described how the technical center, accepting students from nine area high schools, operates as a regional opportunity for well over 500 students to gain real-life experience in the working world. CRTC offers 10 programs for highly-motivated juniors and seniors. Mr. Cogswell noted that he heard Steve Rothenberg on the radio the other day speaking about CRTC. Mr. Croteau noted that he represents the School Board on the Regional Advisory Board and will speak more about that next month.

Agenda Item 5. Approval of Board Minutes

The Board voted 9–0 to approve the minutes of the regular monthly meeting on October 5, 2015 (moved by Barb Higgins, seconded by Rusty Cofrin).
At a Special Board meeting on October 26, 2015 following a public hearing, and because of favorable valuations, the Board decided to take some of the money from the valuation overage and put it into the Building and Renovations Fund, and reduce the tax rate increase from 4.79% to 3.94%.

The Board voted 9–0 to approve the minutes of the Public Hearing and the Special Board meeting on October 26, 2015 (moved by Ms. Higgins, seconded by Jim Richards).

Agenda Item 6. Personnel
Larry Prince presented one staff nomination.

Shannon Milsop, Classroom Teacher, Mill Brook School, $37,475, rate of M-1, one year only, prorated 156 days. Shannon replaces Stephanie Evans (156 days at B-2 = $36,114) – resignation. Budgeted at $35,492

The Board voted 9–0 to approve the staff nomination as presented (moved by Ms. Higgins, seconded by Mr. Croteau).

Mr. Prince presented one coach nomination.

Allison Davis, Indoor Track Head Coach, Concord High School, $3,397, Step 2, Group 6, 8.5%. Allison replaces George Feliz.

The Board voted 9–0 to approve the coach nominations as presented (moved by Ms. Higgins, seconded by Rusty Cofrin).

Agenda Item 7. Finance
Barb Higgins provided the report of the committee meeting on October 7, at which further changes to the FY2015-2016 budget were discussed going into the Public Hearing. The budget process was reviewed, with the biggest unknown at that time still being the city valuation figure. The Committee came out of the meeting with some direction. Ms. Higgins noted that decisions about whether to pay off a debt, put some aside for another purpose or return to the taxpayers are complex and thoughtfully treated by the Board.

Agenda Item 8. Communications Committee
Jennifer Patterson provided the report of the committee meeting on October 14, noting that Policy #539 Student Safety and Violence Prevention – Bullying, with several changes, was coming before the Board for a first reading. She described the process by which new or amended policies come before the Board for first and second readings and votes to approve.
Policy #592 Non-Educational Questionnaires, Surveys and Research will be discussed again by the Communications Committee before coming to the Board.

Changes to Policy #741 Facilities Use Fees were also discussed and will be discussed again by the Communications Committee before coming to the Board.

The Board briefly discussed new Policy #326, School Nutrition Services Charging, noting that the phrase “and students will be notified verbally at checkout” will be added to Section III. High School Students.

   The Board voted 9–0 to approve Policy #326 School Nutrition Services Charging with the change as presented (moved by Ms. Patterson, seconded by Mr. Richards).

Agenda Item 9. Capital Facilities
Rusty Cofrin reviewed the minutes of the committee meeting on October 19, which was a discussion of the next steps for the process of determining the future educational and programming needs of Rundlett Middle School students. There are at least seven steps to the overall process. The plan will involve the community and utilize the same positive factors that made the new elementary schools project effective. The absence of building aid from the state was noted; and Mr. Cogswell emphasized that pursuing this process is critical since keeping the facility operational is costly and there is not unlimited time to make decisions about its future.

Agenda Item 10. Instruction and Curriculum
Barb Higgins reported on the October 28, 2015 meeting of the Instructional Committee, which was an early and careful discussion of the development of a plan to review early childhood education in the district, with specific attention to the kindergarten programs and what is already offered. Superintendent Forsten recommended the creation of a steering committee that would gather information, analyze the associated impacts, develop and assess options, and present findings to the Board. Concord resident Betty Hoadley spoke with the committee and made several points. The Committee discussed the lack of state adequacy funds for full-day kindergarten programs; pursuing a clear and inclusive process; best practices in kindergarten programming; and outreach to the community to publicize the new steering committee. The mission statement of the steering committee will be as follows: “to discover the best practices in kindergarten programming and how these practices connect with early childhood programs within the school community.”

Agenda Item 11. Other Business
Canvass of the Vote by Telephone
The Board voted 9-0 to authorize the canvass of the vote by telephone (motioned by Ms. Ardinger, seconded by Ms. Kimball).

Mr. Cogswell discussed the implementation of technology at CHS, including a 6-8 week project for a Chromebook for each student or a BYOD from home. He said the committee is hoping that parents will allow their students to use their own technology for this project, which will be finished by the end of December.

Mr. Fennessy asked for input from student representatives Jordyn and Rebecca on this issue. Jordyn suggested that providing Chromebooks would be a good idea, and that iPads are not common at CHS. She noted that perfecting the Wi Fi system would be good for personal devices. Rebecca added that she would bring in her computer if she could connect to Wi Fi, but that there may be challenges in keeping a personal computer secure at school.

Mr. Cogswell suggested that the schools will have a sale on different types of equipment that the administration recommends and that could be bought over four years, and asked the students if they would buy into that idea, or think it is the School Board’s job to provide all the hardware. Jordyn liked the idea of buying technology over time; she said that, for instance, many kids don’t have smart phones and aren’t able to take pictures for the journalism class. She said that students would respect the equipment more if it belonged to them. Rebecca asked if the BOYD project would be set up through Google classrooms, as students are still going over the process of Google classrooms.

Mr. Cogswell noted that in the district, students in 4th, 5th and 6th grade have had this technology in their classrooms for several years now.

In response to a question from Ms. Ardinger about whether the school district can work with vendors to be a distributor to students, Mr. Dunn replied that the district has already negotiated discounted prices.

Mr. Cofrin noted that he enjoyed a similar program for musical instruments, in which he was able to rent and eventually purchase instruments using a company the district lined up in Manchester.

Mr. Cogswell noted that the district must subsidize the cost of the equipment to make it accessible to all students.

Agenda Item 12. Public comment

Maria Lucia Natkiel of Concord spoke to the Board about full-day kindergarten. She has a first grader at Christa McAuliffe School, and another child entering kindergarten in two years. She said that when she moved to New Hampshire she looked for property in a top-notch school district, and chose Concord. She noted that the primary argument she has heard against full-day kindergarten is that kindergarteners are not developmentally prepared to attend a program for a full day. She noted that parents
with children nearing school age are taxpayers and voters, and their opinions should be considered. She stated it is known that students benefit academically from full-day kindergarten, but that the benefits of improved self-esteem and confidence also should be factored in. She added that children would benefit from fewer transitions throughout the day, and that full-day kindergarten will be a draw for potential Concord residents.

Karen Paddleford of Concord spoke in favor of full-day kindergarten, noting that she has two children and pays taxes in Concord. She said that her children have preschool care now but that full-day (private) kindergarten is not in her family’s budget. Ms. Paddleford noted that she works in public health, considers this a public health issue, and hopes the Board will consider full-day kindergarten. She offered to send links to the Board about studies and related to the topic.

Superintendent Forsten reviewed the November calendar, noting a meeting of the Communications Committee on November 4, as well as meetings of the Finance, Capital Facilities and Instructional Committees later in the month.

Agenda Item 13. Adjournment

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

The Board adjourned at 7:50 p.m.

Respectfully submitted,

Kass Ardinger
Secretary
Call to Order

School Board Vice President Jennifer Patterson called the public hearing to order at 7:00 p.m. and explained that recent legislative changes regarding recording of students, which passed during the last legislative session, requires that the School Board hold a public hearing and vote to approve prior to any recording in a classroom. The pertinent section of the law is reproduced below to provide a reference.

Section 189:68 Student Privacy. –

IV. No school shall record in any way a school classroom for any purpose without school board approval after a public hearing, and without written consent of the teacher and the parent or legal guardian of each affected student.


Ms. Patterson explained several circumstances when students might be taped, including as part of the curriculum, students might use iPads to create videos; a speech pathologist might record a student speech exercise; a performance might be recorded as part of the curriculum. She noted that the district is prepared to seek the consent of guardian and parents, and also to obtain written consent of a teacher if the teacher is being recorded.

Barb Higgins noted that as a parent she signs a blanket permission at the beginning of the year, and that form has a place for the parent to opt out.

Ms. Patterson noted that this section of the law is new and requires the Board to hold a public hearing.

Superintendent Forsten stated that the forms that are sent out to parents regarding permission have been reviewed, and due to some variability among schools, a single form to be used across the district is being developed.
Concord resident Betty Hoadley asked how the public hearing was noticed and asked whether this notice should have gone home with students or whether there should have been a notice in the principal’s newsletter or in the Monitor. She suggested that some parents might have had an opinion on the issue had they known it was going to be discussed.

Ms. Palley noted that posting of this public hearing followed the district’s normal procedures, including posting at City Hall, Concord Public Library, and the Concord Monitor.

School Board member-elect Maureen Redmond-Scura asked whether under this statute, recording would apply to students filming each other and whether students are aware of that.

Ms. Patterson noted that the statute applies to any recording that is being done by the school itself.

Clint Cogswell noted that the School Board is putting into place a process to address the issue; although it is unclear what the exact requirements of the statute are, the School Board intends for this public hearing to cover all instances of filming in the schools.

Ms. Patterson noted that there is a requirement that parents give their written consent if recording is going to take place.

Kass Ardinger commented that the Board cannot be entirely sure what was in the mind of legislators as they crafted this legislation; she was under the impression that it was intended to address concerns teachers had about being recorded as part of a teacher evaluation session.

Ms. Patterson noted that the original legislation, proposed as HB 507, addressed how teachers’ personally identifiable information would be handled; that bill was amended to deal with student privacy and later amended to add teacher privacy.

Nathan Fennessy asked the student representatives whether they had questions about how the current policy is working.

Jordyn Macri noted that she has never had to sign anything in class when recording is taking place, and thought her parents probably weren’t aware recording might be occurring.

The Board voted 9-0 to adjourn the public hearing (motioned by Ms. Higgins, seconded by Mr. Cofrin).

The Board adjourned the Public Hearing at 7:10 p.m.

Respectfully submitted,

Kass Ardinger

Secretary

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Board of Education  
Concord School District  
Regular meeting  
December 7, 2015

**Board members:** Kass Ardinger, Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Jim Richards, student representatives Rebecca Proulx and Jordyn Macri


Agenda Item 1. Call to Order
President Clint Cogswell called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

> The Board voted 9-0 to approve the agenda (motioned by Tom Croteau, seconded by Jennifer Patterson).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

Student representatives Rebecca Proulx and Jordyn Macri reported that Sunday’s “Winter Freeze 5K” Walk/Run raised $18,000 for the *Connolly Tough Fund*.

The National Honor Society has sponsored events at downtown’s Midnight Merriment, including reading to kids for the Concord Public Library.

The Key Club is pairing students with children at Abbot-Downing School, to whom they will donate gifts such as boots, etc.

The Robotics Club has qualified to enter the national tournament

The Senior One Acts will be presented on December 11, 12 and 13; seniors create their own dramatic productions. Board members and the community are invited.
CHS is participating in a canned food drive, and some teachers have made it a friendly competition among their classes, which has motivated students to solicit food items for the Food Pantry for the holidays.

CHS currently is also engaged in the “Penny Wars,” which provide opportunities for students to donate money to their classes and to fundraise for events in the future.

Winter sports, including basketball, hockey, and wrestling, have started.

The CRTC Intro to Engineering class visited NHTI and participated in a statewide bridge building competition (NH DOT). The goal of the competition was to determine which bridge had the best weight ratio. Teacher George Golden gave students a tour of the engineering program at NHTI, where they met teachers and viewed the facilities.

Superintendent Forsten noted Principal Phil Callanan’s letter to the Mill Brook PTA for its very special dinner buffet for teachers on parent/teacher conference nights. She thanked all of the school district’s PTOs for their generous and welcome help to enrich our teachers’ and students’ experiences.

Superintendent Forsten recognized CRTC for its comprehensive marketing booklet, noting that it is a “homegrown booklet” with photos and writing by our staff. The booklet highlights the 11 programs offered by CRTC. Nine school districts and 30 cities and towns send students to CRTC in Concord.

Superintendent Forsten recognized several teachers who presented workshops at this year’s Christa McAuliffe Technology Conference, including Amy Gillam, Heather Drolet, Michael Pelletier, Nancy Keane, Melissa McCaffrey, and Justin Bourque presenting on STEM, Office 365, etc.

Mr. Cogswell recognized retiring Board member Kass Ardinger for her service on the Concord Board of Education. He noted that former Board President Betty Hoadley taught her the ropes, and that Kass did a wonderful job as president of the School Board. One of the Board’s greatest accomplishments happened under Kass’ leadership – the work of building three new elementary schools when the economy was in very bad shape. He noted that the project was achieved due not just to that particular Board but also to the foresight of preceding Boards, and people who could see that something needed to be done with our old buildings. He noted that the consolidation was accomplished with minimal dissension in the community – the Board did not hear a lot of push-back about the project. He noted that while a great deal of the work was done by many people, it was Ms. Ardinger who was ultimately in charge of that project at that time.

Ms. Ardinger thanked Mr. Cogswell and stated that it was her greatest thrill and honor to be part of the Board, and to assist in assembling the current strong administrative team. She noted that she served on the Board for nine years and learned a great deal in that process. She noted that among the Board’s many accomplishments in her years, her second proudest was being part of the Board and administration that brought together a number of non-profit agencies that serve children in the community (Boys &
Girls Club, YMCA). She said she met with Boys & Girls Club Executive Director Chris Emond a few years ago and they talked about how the District might work to include the program in its new facilities. This was the beginning of what ultimately turned into a fine partnership and improved the quality of life for our children a hundredfold in the last four to five years. She asked the Board to continue to make sure the community knows that our partnerships with non-profit organizations are an important piece of our life in Concord. She said she is looking forward, as Treasurer, to continue working with Mr. Dunn to support and help the Board.

Mrs. Hoadley came to the microphone to add some comments, noting that she and Ms. Ardinger served together for two years, and that there are several things to echo and amplify about Ms. Ardinger. She said that while her “crowning achievement” might be the three beautiful new schools that were built with NO impact on the tax rate, and while the financing, planning, and interior of the schools are absolutely incredible, just as important is the significant amount of quiet work that goes on among Board members – and that Ms. Ardinger was truly a guiding star on policy. She said Ms. Ardinger asked the right questions that would promote discussion that would bring an idea to fruition. She noted that Ms. Ardinger has made connections and liaisons in the community that will serve Concord for many years to come.

Ms. Ardinger also took a moment to recognize her replacement – Maureen Redmond-Scura – noting she is very excited about her service and expects great things from her.

Agenda Item 5. Approval of Board Minutes

The Board voted 9–0 to approve the minutes of the regular monthly meeting on November 2, 2015 as amended (moved by Jim Richards, seconded by Rusty Cofrin).

Agenda Item 6. Personnel

Mr. Prince presented several coach nominations.

Matthew Skoby, Boys Freshman Basketball Coach, Concord High School, $3,797, Step 3, Group 6, 9.5%. Matthew replaces Kaleb Marquis

Michael Bouffard, Cross Country Ski Assistant Coach, Rundlett Middle School, $799, Step 1, Group 14, 2.0%. Mike replaces Jeffrey Deacon

Joshua Jarnot, Boys Basketball B Coach, Rundlett Middle School, $2,398, Step 3, Group 11, 6.0%. Josh replaces Dan Gauthier

The Board voted 9–0 to approve the coach nominations as presented (moved by Nathan Fennessy, seconded by Barb Higgins).
Agenda Item 7. Communications Committee

Jennifer Patterson provided the report of the committee meeting on November 4, noting that Policy #539, Student Safety and Violence Prevention – Bullying was before the Board for a second reading and a vote. These are changes required by state law. She also noted that text in Principal Gene Connolly’s recent letter to CHS parents outlined the policy.

**The Board voted 9–0 to approve Policy #539, Student Safety and Violence Prevention – Bullying with the addition of paragraphs 2., 3., and 4. in Section VII. Investigation, as presented (moved by Ms. Patterson, seconded by Ms. Ardinger).**

The Committee talked about aligning the School Board policy manual with the NH School Board Association’s policy manual. The Committee will likely examine this possible change next summer.

The Committee also discussed Policy #532 Daily Physical Activity, Policy #592 Surveys and Questionnaires, and Policy #530 Student Wellness, both of which will be considered further before coming before the full Board.

Policy #713 Anti-Idling, Indoor Air Quality was presented to the Board for a first reading.

Mr. Fennessy asked whether indoor air quality should be in the Anti-Idling Policy or defined elsewhere, noting that there can be many factors that contribute to poor air quality in the schools, not just whether school buses are polluting the air near the schools.

Ms. Patterson noted that this text was put in the Anti-Idling Policy on the recommendation of the NH School Board Association and recommended keeping this text in this policy for now.

Mr. Cashman noted that the air quality in all our buildings is checked annually, and a report is submitted to the state for each school.

Mr. Richards said that in the future if all our vehicles are electric this would be a moot point. He noted that the Board is addressing air quality because it is important for the health of our students.

Mr. Cogswell suggested putting air quality in a policy addressing all the health issues in our schools.

Superintendent Forsten suggested that the district monitors comprehensive health issues annually regardless of whether they are spelled out in policies, and suggested that this section be put off while the administration reviews whether it would line up better in another policy.
Agenda Item 8. Finance

Tom Croteau provided the report of the committee meeting on November 16, which was a presentation by the District’s auditors, Melanson Heath of the FY15 Financial Statement, represented by Patrick Mohan and Frank Biron. They discussed the GASB 68 reporting of the overall share of the NH Retirement System pension liability (new this year); followed by a discussion of the Statement of Activities; the Statement of Revenues and Other Sources, and Expenditures of Other Uses; the Statement of Fiduciary Funds; and Title I and IDEA grants. The District is doing a good job in the way it is preparing its documents. They discussed a shortfall of $278,103 from Deerfield for its students.

Ms. Ardinger asked how the pension and benefit liabilities that now have to be in the audit would impact the district’s capacity to bond. The representatives said that it would not impact bonding.

Agenda Item 9. Curriculum and Instruction

Barb Higgins reported on the November 23, 2015 meeting of the Instructional Committee, which was a discussion and review of the overall physical education and health program at Concord High School. She noted that staffing can be tricky for "specials" when enrollment numbers change. She noted that students at RMS do have recess every day. The cost of a new policy calling for daily physical activity would be prohibitive; however, the committee will discuss this further in the spring. Mr. Croteau noted that it was a pleasure to hear the Physical Education and Health teachers speak about their classes and projects. He said he would like to hear from physical education teachers at the middle school, as well. Rebecca Proulx commented that she took the CPR and First Aid class, which helped her get a job. She also took yoga, and noted that students themselves teach a yoga class by the end.

Agenda Item 10. Other Business

2016-2017 School Year Calendar

Superintendent Forsten noted that CEA leadership is expected to provide feedback on the proposed calendar by the end of the week.

Mr. Richards noted that he has heard from several parents who have complained of a financial burden with the addition of several days off when teachers have professional development.

Ms. Palley noted that there are four late work days (90 minutes beyond the regular work day) to work on curriculum. Teachers work in "strands" (teacher study groups), which are distinct from professional development days.
Ms. Patterson noted that there is a need to approve the draft calendar so that CRTC sending schools can align their calendars with Concord’s.

The Board voted 8-1 (nay – Mr. Fennessy) to adopt the proposed 2016-2017 School Year Calendar contingent on CEA leadership approval (motioned by Ms. Patterson, seconded by Ms. Kimball).

Agenda Item 11. Public comment

Betty Hoadley of Concord spoke to the Board about the community steering committee that will begin on Wednesday night, noting that the administration has been very generous setting up this process the way it has.

Mrs. Hoadley commented that there have been seven speakers over the past five months coming to speak to the Board about full-day kindergarten. She suggested that if those people would put their energy into developing preschool or family centers throughout the state, there would be huge impact statewide on primary education. She especially noted that this group, and the Board, need to examine the issue from age 3 to grade 3. Children at 3 and 4 are ready to leave home, getting ready for kindergarten, etc. and the goal at the end of grade 3 is to have competent readers.

She said that the district programming from age 3 to grade 3 should be an integrated whole, and that there already are programs targeted for our preschool children, including extended day programs for some.

Mrs. Hoadley suggested that if she were a preschool or kindergarten teacher, her work would be most significantly impeded by two things: varied rates of readiness, or lack of readiness, and being asked to teach too much. She said there are always going to be children who have special needs (behavior, development, disadvantaged background, etc.) and that their needs will draw the teacher’s time away from the larger group. She said that the goal is to have every student reading at grade level by the end of grade 3.

She asked also of the steering committee, the Board and the community to trust the process that has been established; that while it is easy to get excited about things before they’ve even started, and some will find it hard to be neutral and to wait, it is important to let the process play out. She suggested that those not on the committee also have access to the same reading materials as members of the committee.

Mr. Cogswell noted that the name of the study group is the Early Childhood Education Steering Committee.

Agenda Item 12. Proposed Calendar of Meetings

Superintendent Forsten reviewed the December calendar, noting a meeting of the Early Childhood Education Steering Committee on Wednesday December 9. The Committee
has 19 members and will be chaired by Superintendent Forsten and Assistant Superintendent Palley.

Agenda Item 13. Adjournment

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

The Board adjourned at 8:40 p.m.

Respectfully submitted,

Kass Ardinger
Secretary