Board of Education, Concord School District  
Annual Organization meeting and Regular meeting  
January 4, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barbara Higgins, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, Jim Richards, and Jordyn Macri and Rebecca Proulx (student representatives) 

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

Annual Organizational Meeting

Superintendent Terri Forsten called the meeting to order at 7:00 p.m. She recognized new Board member Maureen Redmond-Scura, and welcomed Clint Cogswell to his third term as school board member and Nathan Fennessy to his second term. 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, conflicts of interest, and duties of its officers.

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

Rusty Cofrin nominated Clint Cogswell for president, saying that the Board needs to have his steady leadership. There were no other nominations.

Jim Richards supported the nomination, noting that the Board will be making some significant decisions over the next year and will benefit from Mr. Cogswell’s hand at the helm. He said that Mr. Cogswell is not only tolerant but actually seeks out other people’s opinions.

The Board voted 9–0 to elect Clint Cogswell as president of the Concord School Board for 2016 (motioned by Mr. Cofrin, seconded by Jim Richards).

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 handled all Board duties during times when he has not been able to be present. There were no other nominations.

The Board voted 9–0 to elect Jennifer Patterson as vice president of the Concord School Board for 2016 (motioned by Mr. Cogswell, seconded by Mr. Richards).

Mr. Cogswell opened the floor for nominations for secretary of the School Board. Barb Higgins nominated Tom Croteau as secretary of the Board. There were no other nominations.

The Board voted 9–0 to elect Tom Croteau as secretary of the Concord School Board for 2016 (motioned by Ms. Higgins, seconded by Nathan Fennessy).
Mr. Cogswell deferred the nomination of the Deputy Clerk for another meeting.

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 9–0 to adjourn the organizational meeting (motioned by Mr. Richards, seconded by Maureen Redmond-Scura).

The meeting adjourned at 7:10 p.m.

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 9-0 to approve the agenda (motioned by Ms. Higgins, seconded by Ms. Patterson).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

Student representative Jordyn Macri noted that the holiday concerts the week before the holiday break were fantastic and appreciated. Last month’s canned food drive raised over 10,000 items – over $13,000 total. Student representative Rebecca Proulx noted that the Drama Club will present highlights from several past shows in a Dessert Theatre to be performed the weekend of January 14, featuring CHS graduates in their original roles. The Drama Club is collaborating with CRTC Culinary Arts to present the theatre and the desserts. She also noted that midterms start Friday January 22. The Senior class has “adopted” six students they supported this holiday season. A new coffee bar has been added to the cafeteria. The Presidential Candidate Club has thus far brought presidential candidates Martin O’Malley, Hillary Clinton and Lindsey Graham to Concord High School. Students were invited to present the candidates and participate in Q&A sessions. Many CHS Music Department students recently auditioned for and were selected to participate in the NHMEA All-State Music Festival, which will be hosted at Concord High
School in April, 2016. The CHS Feminism Now Club is sponsoring a clothing drive to assist victims of sexual and domestic violence.

Superintendent Forsten noted that the following CHS Music Department students recently auditioned for and were selected to participate in the NHMEA All-State Music Festival, which will be hosted at Concord High School in April, 2016: Nathan Smith, Hannah Miller, and Della Dolcino in the All-State Mixed Choir (Nathan and Della received the highest scores in their audition rooms); Allison Tessier and Ethan Tessier in the All-State Band (Ethan received the highest trumpet score in the state); Daniel Greene, Maria Emmons, Miranda Kaplan, Fiona MacWhinnie, Joseph Nyhan, Nathan Pace, Rylie Ray and Alex Rhodes in the All-State Orchestra (Fiona received the highest clarinet score in the state); and Ethan Tessier in the Jazz All-State Music Festival which will be held at Pinkerton High School in February, 2016.

Superintendent Forsten noted that 33 teachers are actively involved this school year developing new performance assessments as part of the PACE (Performance Assessment for Competency Education) initiative. The following teachers have worked with colleagues from the seven other PACE districts to revise previously designed assessments and author new ones for 2016-2017. Math – at the elementary level: Sandi Van Dyke, Sarah Oliveira, Chris Demers, Casey Barnewall, Laura Beth Ulwick, Chantel DeNapoli, Lindsey Foley; at the middle school: Leslie Duford, Jessica Parent, Suzanne LeBlanc and Tracy Renaud; at the high school: Tamara Hatcher and Nicole Barnett. Language Arts – at the elementary level: Lauren Matava, Liz Finney and Tracie Carpenter; at the middle school: Brian Huckins, Melissa McCarthy, Laura Norwalt-Owen; at the high school: Jon Kelly, Kristen Houghton, Meredith Vickery. Science – at the elementary level: Casey Ireland, Shannon Mounsey, Sarah Pike, LuAnn Pigeon; at the middle school: Amy Schaeffer, Jennifer Charleston; at the high school: Lise Bofinger, Rebecca Malloy, Sarah Carson, Jon Bryde, Lyn Vinskus, Marilyn Salagaj.

Superintendent Forsten reported that hundreds of students participated in their respective schools’ winter concerts, including chorus, orchestras, bands, jazz ensembles and chamber singers. She also highlighted the BGS Eagle Insider, a student-produced publication. Several Board members commented on the quality of this publication and learning more about, for example, the new Superintendent, the 21C program and what would happen if the earth stopped spinning.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the Public Hearing and the regular monthly meeting on December 7.

The Board voted 9–0 to approve the minutes of the Public Hearing on December 7, 2015 with the changes as noted (moved by Ms. Redmond-Scura, seconded by Ms. Patterson).
The Board voted 9–0 to approve the minutes of the regular monthly meeting on December 7, 2015 with the change noted (moved by Ms. Patterson, seconded by Mr. Richards).

Agenda Item 6. Personnel
Staff nominations
Mr. Prince presented one staff nomination.
Alexandra Sargent, Classroom Teacher, Broken Ground School, $23,368, rate of B-1, one year only. Alexandra replaces Lynn Warner (107 days at VSS/M+30-14, prorated 107 days = $59,130) – LOA. Budgeted at $45,932

The Board voted 9–0 to approve the staff nomination as presented (moved by Mr. Richards, seconded by Mr. Fennessy).

Agenda Item 7. Instructional Committee
Mr. Croteau reported on the December 16 Instructional Committee meeting, at which Assistant Superintendent Donna Palley, Principal Gene Connolly and Technology Integrator Justin Bourque described a proposal to introduce a new course, Student Help Desk. The instruction would be regular and ongoing, and student work would be assessed via a blog and by resources they create over the course of the semester. This would be a help to Mr. Bourque and the CHS community. Students would support software applications, wireless connections or access to printing.

Mr. Richards expressed concern that this course be kept to a high academic standard, and be related to applications as opposed to maintaining hardware. Ms. Palley noted that the course is to support technology integration at the high school, for teachers and also for students. It is designed to build capacity for staff and to integrate technology into the classroom.

Ms. Patterson noted that the course is academically focused. It is more proactive; bringing students in to work closely with the technology integrators to find more creative ways to use software applications. Students will maintain their own blogs.

Mr. Croteau noted that there was an emphasis on the academic development of the students who would be enrolled in this class.

In response to a question from Mr. Cofrin, Ms. Patterson noted that costs associated with this class may be related to developing a space near the Media Center.

Ms. Palley noted that currently there is a half-time Technology Integrator at CHS; for this class and other technology development plans at CHS, there would need to be a full-time presence, which would be a new addition to the budget. This was proposed last year to be full-time but was not supported in the budget.
In response to a question from Mr. Richards whether this class would substitute for or replace any existing course, Ms. Palley noted that the class would be in addition to existing offerings. Students would apply and the class is open only to juniors and seniors.

In response to a question from Mr. Fennessy whether a dedicated space would be required at which enrolled students would be there throughout the day, Ms. Patterson noted that this class would not meet during a specific class period but that specific “office hours” would be established.

In response to a concern from Mr. Richards about adding a full-time Technology Integrator at budget time, Ms. Patterson noted that even if the Board votes in favor of the class, this may not necessarily be funded in the budget process.

In response to a question from Mr. Cofrin regarding prerequisites for this class, Ms. Patterson noted that there is a co-requisite – Digital World.

The Board voted 9-0 to approve the addition of the Student Help Desk course to the Concord High School Program of Studies for registration in 2016-2017 (motioned by Ms. Patterson, seconded by Mr. Croteau).

Mr. Croteau then discussed the presentation of the enrollment report to the Committee, noting declining enrollments overall: an 11% decline in elementary students over a 10-year period; an historic low for RMS at 962; a slight increase of 1.4% at CHS. He noted that at that meeting, Mr. Sica led a discussion of clusters and classes at RMS, including strong enrollment in the music programs and Mr. Connolly presented highlights of the high school enrollment report, including strong enrollments in the music programs and a discussion of CHS’ complex scheduling requirements. Next month Superintendent Forsten will present an enrollment report focusing on ELL, Special Education and CRTC.

Mr. Cogswell noted that class sizes drive the entire budget process.

Mr. Richards asked whether the district has adequate numbers of teachers to meet advanced placement enrollments.

Superintendent Terri Forsten discussed the first meeting of the Early Childhood Education Steering Committee, noting that the group established its essential question: “What are the best practices in kindergarten programming and how do these practices connect with early childhood programs in our school community?” The group established its meeting norms and considered the tools and resources needed, and generated numerous ideas about its process, end product, tools and resources, essential questions, and schedule of meetings.

Mr. Richards noted that non-committee members are welcome to sit in the audience during these meetings.

Mr. Fennessy noted that he had several comments from both committee members and audience members looking for more input from the audience. He did not receive specific feedback about ways in which audience members might have wanted to participate.
Ms. Redmond-Scura reminded the Board, audience, and viewers that this is a working committee that was established to perform a specific task and cannot have people coming in and out. She noted that, as an audience member, the idea of “exit cards” was valuable.

Agenda Item 8. Other Business

School Board Vice President Jennifer Patterson noted that recent legislative changes regarding taping of students, which passed during the last legislative session, require 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.


She noted that revisions to this law are expected, and rather than adopting a policy that the Board would then have to change, she would make a motion that the Board will approve the district making recordings with the written consent of the teacher and the parent or legal guardian of each affected student, which will provide flexibility if this law is later tweaked.

The Board voted 9-0 to approve school classroom recordings if they take place with the written consent of the teacher and the parent or legal guardian of each affected student, in accordance with RSA 189:68 Student Privacy (motioned by Ms. Patterson, seconded by Ms. Higgins).

Mr. Fennessy asked, if the Board will later adopt a policy consistent with the statute but with the flexibility to accommodate future changes to the law, what that policy will look like under the legislation as it currently exists. He further asked if the Board should anticipate a blanket permission.

Mr. Cogswell responded that at the beginning of the school year parents receive such a form for each student, which is used throughout the course of the year.

Mr. Fennessy asked if it is the Board’s intent to continue to use that form and if the form is consistent with the statute.

Superintendent Forsten commented that the administration has seen a new draft of legislation that removes the element (recordings specific to teacher evaluations) for which permission was required.

Ms. Palley noted that the legislation has to date been widely interpreted to cover any occasion on which anyone records anything, and that the administration does not anticipate interpreting the statute as a requirement for a case-by-case permission process.
Ms. Patterson noted that the Board is not actually adopting a policy, but has voted to approve recordings as long as they are consistent with the statute.

Clint Cogswell then discussed the recent work of the ad hoc Technology Committee. In a pilot program, CHS teachers received Chromebooks for their students. The group tried two classrooms in which students brought their own devices in a 6-week trial. Students were bringing devices that no one had seen before, and it took a lot of technology time to contend with various issues of specific devices. Two teachers were asked if they’d like to go the rest of the year – one wanted to; one did not. He noted that iPads were obtained for students in the new elementary schools, then iPads were added for the rest of the elementary schools; then added for 6th, 7th, then 8th grades. Ninth grade is very complex in terms of scheduling and movement among classrooms. Most teachers say iPads are limited, and that they require keyboards and access to the Internet. The committee is experimenting and will make a recommendation in the budget process about what may be wanted next year. The committee’s goal is to eventually have technology in the hands of every student in Concord School District.

Agenda Item 9. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board committee meetings for January 2016, noting the first Board Work Session, and the Board’s annual retreat. A Capital Facilities Committee meeting was added on January 13.

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

Mr. Cogswell noted that a maximum of four members will be assigned to each committee. Board members can attend any committee meeting except the Communications Committee. The Communications Committee becomes an adjudicative body when there is an appeal of a student or staff issue. Mr. Cogswell invited all Board members to attend every meeting.

Agenda Item 11. Adjournment

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

The Board adjourned at 9:05 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District
Regular monthly meeting
February 1, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barbara Higgins, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, Jim Richards, and Jordyn Macri and Rebecca Proulx (student representatives)

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

Agenda Item 1. Call to Order
The meeting was called to order at 6:58 p.m.

Agenda Item 2. Approval of Agenda
The Board voted 9-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Jennifer Patterson).

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

Agenda Item 4. Recognitions
Student representatives Jordyn Macri and Rebecca Proulx noted that students have finished mid-terms, and the first semester is over. Students are now selecting their classes for next year. The students discussed several unique class offerings: Housing & Interior Design, in which students will design floor plans and color schemes; Metalworking and Jewelry in which students will use specialized tools to craft rings, earrings, and belt buckles; Jazz Ensemble, which offers training in jazz or music theory; CRTC programs including Teacher Preparation, Cosmetology, and Health Science; CHS English electives including Advanced Writing, Film Studies, Journalism and Poetry; math electives including Discrete Math and Money Management; science electives including AP Biology, AP Chemistry, Environmental Science and Anatomy & Physiology; and Street Law, an introduction to the criminal justice system. They noted that the Presidential Candidate Club will host most of the candidates. CHS Juniors have applied to the National Honor Society.
Four seniors, Laura Braley, Emmett Donlon, Joseph Ossoff and Alex Saveliev, were selected as candidates for the United States Presidential Scholars Program. The program was established in 1964 to recognize up to 161 of the most distinguished graduating seniors for their academic success, leadership, and service to school and community. In 1979, it was expanded to recognize students who demonstrate exceptional scholarship and talent in the visual, creative, and performing arts; and in 2015, the program was expanded once again to recognize students who demonstrate ability and accomplishment in career and technical fields. Scholars are invited to Washington, DC in June for the National Recognition Program, featuring various events and enrichment activities and culminating in the presentation of the Presidential Scholars Medallion during a White House-sponsored ceremony.

Superintendent Forsten noted that Concord High School celebrated the 30th anniversary of the Challenger disaster and the contributions of Christa McAuliffe to teaching. Events included a portable planetarium; several discussion panels related to Christa’s time at CHS; the screening of a documentary; and the raising of a special flag.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the organizational meeting and the regular monthly meeting on January 4.

The Board voted 9–0 to approve the minutes of the organizational meeting and the regular monthly meeting on January 4, 2016 (moved by Nathan Fennessy, seconded by Ms. Patterson).

Agenda Item 6. Personnel

Staff nominations

Mr. Prince presented two staff nominations.

Sarah Hayes, German Teacher, Concord High School, $12,779, rate at 60% of B-2, prorated 92 days, 2nd semester only. Sarah replaces Jessica Burggraf (92 days at 60% of B-3 = $13,502) – resignation. Budgeted at $13,269

Michael Kulp, Mathematics Teacher, Rundlett Middle School, $20,310, rate of B-1, prorated 93 days. Michael replaces Kristen Curren (93 days at M+30-10 = $34,527) – LOA, 2nd semester only. Budgeted at $38,724

The Board voted 9–0 to approve the staff nominations as presented (moved by Barbara Higgins, seconded by Tom Croteau).

Mr. Prince presented one coach nomination.

Skylar Stavros, Girls JV Lacrosse Coach, Concord High School, $2,598, Step 1, Group 8, 6.5%. Skylar replaces Bonnie Proulx
The Board voted 9–0 to approve the coach nomination as presented (moved by Ms. Patterson, seconded by Mr. Fennessy).

The Board voted 9–0 to approve the roster of spring coaches as presented (moved by Jim Richards, seconded by Rusty Cofrin).

Leaves of absence

Mr. Prince presented two leaves of absence.

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

Agenda Item 7. Communications Committee

Ms. Patterson reported on the January 11 Communications Committee meeting, at which the following policies received a first reading: Policy #124 School Board Standing Committees; Policy #761 Indoor Air Quality; and Policy #592 Non-Educational Questionnaires, Surveys and Research. In response to a question from Mr. Croteau whether the duties related to Policy #761 were within his job qualifications, Mr. Cashman replied that they are. In response to a question from Mr. Fennessy about the definition of non-educational questionnaire, Ms. Patterson replied that this language is derived from the statute. Ms. Redmond-Scura noted one correction on Policy #124 (removal of the word “to”).

Ms. Higgins noted that review of the names and functions of the committees at the retreat was a positive exercise for the Board.

Agenda Item 8. Instructional Committee

Ms. Patterson reported on the January 20 Instructional Committee meeting, which included a discussion of programs and enrollments at CRTC; special education, ELL and home school enrollments; an update on the Performance Assessment in Competency Education (PACE) initiative; and an overview of the Smarter Balanced Assessment results from last year.

About 15% of the student population (696 students) across the district receive special education services. The district offers center-based preschool programs for 3-5 year olds. There is a small number of students in out-of-district placements. The district also provides special education services for students enrolled in public charter schools. There are 333 students receiving direct English language instruction in the district.

Mr. Richards noted that the samples provided for the PACE initiative were broad, complex and comprehensive. Mr. Croteau asked Superintendent Forsten to keep the Board informed of any weaknesses in the curriculum as they become apparent through the varying assessments. Mr. Fennessy asked about how a report on the Smarter Balanced assessment would be presented moving forward. Ms. Patterson noted that this was the
first year for the Smarter Balanced assessment. The caveat is that it is very new, and different, and there were technological glitches in its implementation. Superintendent Forsten noted that the district uses a variety of assessments. Mr. Cogswell noted that years ago, the district would assemble teams to examine the NECAP results and use those to reflect back on the curriculum and that he hopes this will continue to happen. Ms. Redmond-Scura noted that test-taking skills, which are not part of the district curriculum, may impact the results of the SAT, for example.

Superintendent Forsten reported on the January 7 meeting of the Early Childhood Education Steering Committee. The 20-member committee established its norms; reviewed research on developmentally appropriate practices; continued to focus on the essential questions; and looked at the 10 signs of a good kindergarten. The next meeting is February 4. The group will then create subcommittees focused on research, district and community impact (space needs; surveys), and program options going forward. Community members are welcome to observe.

Agenda Item 9. Negotiations

Jim Richards reported on the January 25 Negotiations Committee meeting and provided highlights of the agreements. The agreement with the custodians includes a 2% salary increase in each of the three years, and a contribution toward health care of 95% the first year, 92.5% the second year, and 90% the third year.

The Board voted 9–0 to approve the custodial collective bargaining agreement as presented (moved by Mr. Richards, seconded by Mr. Cofrin).

Mr. Richards reported on the one-year extension of the Food Service group, in which we agree that there will be no discussion of privatization in the coming year; there is no salary impact to the budget.

The Board voted 9–0 to approve the Food Service collective bargaining as presented (moved by Mr. Richards, seconded by Ms. Patterson).

Agenda Item 10. Other Business

Superintendent Forsten reported on the School Board retreat of January 9, during which the work of the committees was discussed, and Board goals were drafted.

Clint Cogswell reported the recent work of the ad hoc Technology Committee, which is discussing a presentation to the Board during the Board work session on the budget that deals with technology. The committee is starting to see the results of having Chromebooks in classrooms. The committee’s goal is to eventually have technology in the hands of every student in Concord School District.

Superintendent Forsten provided an update on the work of the search committees for a new principal for Beaver Meadow School and a new principal for Concord High School.
The BMS search committee will complete initial interviews with eight candidates on February 4 and will choose one or two candidates to move forward, that will include visits to those principals’ schools and a visit to BMS. Mr. Croteau is the School Board member on this committee.

The CHS search committee will meet again on February 10 to finish interviewing four candidates, and narrow the field to two. At that point, Committee members will travel to the candidates’ current schools and then invite the candidates to our schools to meet with teachers, students and parents. The Committees will conduct second interviews with the finalists and make a recommendation to the Superintendent for the nominations. Ms. Patterson is the School Board member on the CHS Search committee; there are two students on the committee as well, a sophomore and a junior.

Mr. Cogswell described the City Council/School Board committee meeting of January 29. Minutes of that meeting will be in the March Board packet. The discussion included concerns about the status of Concord Steam, a new turf field at Rte. 93 exit 13 north, work at Memorial Field, the possibility of a sidewalk on Westbourne Road, and plans for the community center on the Heights (the old Dame School). Mr. Richards noted that there is no impact on school bus routes relative to the temporary homeless shelter, as the shelter guests leave in the morning prior to buses running.

Agenda Item 11. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for February and March, noting the series of Board Work Session, and two Public Hearings on March 21 and March 23. Meetings on these calendars may change. She also noted that the Board will host a Legislative Breakfast on Friday, February 12 that will include the Concord delegation and City Council and administration, to discuss legislative issues that may impact Concord school district.

Agenda Item 12. Public comment

There was no public comment.

Agenda Item 13. Adjournment

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

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School Board
FY2016-2017 Proposed Budget Presentation
Board Work Session #1
February 3, 2016

Board members Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Alana
present: Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards
Board member Barb Higgins
absent:
Administration: Superintendent Terri L. Forsten, Business Administrator Jack Dunn,
Director of Human Resources Larry Prince, Director of Facilities and Planning Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:35 p.m., noting that that this was the first meeting to discuss the FY 2016-2017 Superintendent’s proposed budget. The agenda was a presentation with a summary of revenues and expenditures, followed by training on accessing the budget using the Board iPads. Superintendent Forsten reiterated that tonight’s presentation was an overview of the whole budget, with additional work sessions scheduled to discuss particular areas in more detail. She informed Board members that they would receive information on accessing the master budget document with the Board letter on Friday.

The program goals for this budget are as follows:

1. Regular Education Program – to maintain class sizes within School Board policy guidelines and to respond in a responsible manner to changes in student enrollment.

2. Curriculum and Instruction – to support the integration of the next generation science standards across the district.

3. Special Education Programs and Services – to develop effective programs and intervention services to support the needs of students with serious social, emotional and behavioral challenges.

4. Technology – to provide equitable personnel support to each of our schools and to begin 1:1 technology access at Concord High School.

5. Capital Purchases – to continue to use stable and sustainable methods for major purchases, capital improvements and replacement plans within budget constraints.

6. Debt Service – to achieve the School Board’s goal of maintaining 5% of the operating budget for debt service while considering the growing needs in the four older school
buildings: Beaver Meadow, Broken Ground, Rundlett Middle and Concord High Schools.

**Major Drivers of Expenditures**

- Increase due to salary steps, increases, and additional staff*  
  $1,290,156
- Increase in health insurance premiums*  
  $409,196
- Increase in Workers Compensation  
  $45,175
- Increase in special education and pupil contracted services  
  $51,743
- Increase in capital leases for Buses  
  $74,098
- Increase in capital lease for computers  
  $142,765
- Increase in out-of-district and homeless transportation costs  
  $70,000
- Increase in steam heat  
  $70,000
- Increase in software  
  $142,765
- Decrease in replacement vehicles and furniture  
  ($97,225)
- Decrease in bond interest payments  
  ($126,032)
- Decrease in bond principal payments  
  ($421,865)

(*Based on projected staffing and current plans)

Business Administrator Jack Dunn noted a $1.6 million increase in salary and health insurance premiums.

**Major Drivers in Revenues**

- Increase in activity fees (Athletics)  
  $4,660
- Increase in Project SEARCH tuition  
  ($4,968)
- Decrease in Deerfield tuition  
  ($118,981)
- Increase in building rental  
  $20,000
- Increase in state adequacy  
  $389,924
  This amount is contingent on usage in FY15/16 year
- Decrease in state education tax  
  ($575,579)
  This amount is driven by a formula in RSA 76:3
- Increase in state Catastrophic Aid  
  $44,396
- Increase in federal Medicaid  
  $25,000

The structure of the budget consists of three funds. They are: General Fund (1110), Food Service Fund (1222), and Grant Fund (1221). The total appropriation for the FY17 budget for each of these funds is as follows:
## Major Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY17 - Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (1110)*</td>
<td>$ 77,470,787</td>
</tr>
<tr>
<td>Food Service (1221)</td>
<td>$ 1,707,346</td>
</tr>
<tr>
<td>Grants (1222)</td>
<td>$ 4,277,553</td>
</tr>
<tr>
<td><strong>TOTAL APPROPRIATION</strong></td>
<td><strong>$ 83,455,686</strong></td>
</tr>
</tbody>
</table>

(*affects the tax rate)

A budget appropriation comparison of FY16 vs. FY17 shows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY16</th>
<th>FY17</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (1100)*</td>
<td>$ 76,321,677</td>
<td>$ 77,470,787</td>
<td>$ 1,149,110</td>
</tr>
<tr>
<td>Food Service (1221)</td>
<td>$ 1,725,929</td>
<td>$ 1,707,346</td>
<td>$(18,583)</td>
</tr>
<tr>
<td>Grants (1222)</td>
<td>$ 4,233,610</td>
<td>$ 4,277,553</td>
<td>$ 43,943</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 82,281,216</strong></td>
<td><strong>$ 83,455,686</strong></td>
<td><strong>$ 1,174,470</strong></td>
</tr>
</tbody>
</table>

(*affects the tax rate)

Listed below is the comparison of the FY16 and FY17 budget revenue.

<table>
<thead>
<tr>
<th>Revenue Type</th>
<th>FY16</th>
<th>FY17</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$ 4,278,089</td>
<td>$ 4,185,310</td>
<td>$(92,779)</td>
<td>-2.22%</td>
</tr>
<tr>
<td>State</td>
<td>$ 15,577,624</td>
<td>$ 15,828,622</td>
<td>$ 250,998</td>
<td>1.59%</td>
</tr>
<tr>
<td>Federal</td>
<td>$ 1,937,498</td>
<td>$ 2,246,458</td>
<td>$ 308,960</td>
<td>13.75%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$ 1,181,232</td>
<td>$ 318,901</td>
<td>$(862,331)</td>
<td>-270.41%</td>
</tr>
<tr>
<td>Unreserved Fund</td>
<td>$ 2,227,247</td>
<td>$ 1,900,000</td>
<td>$(327,247)</td>
<td>-17.22%</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$ 25,201,690</strong></td>
<td><strong>$ 24,479,291</strong></td>
<td><strong>$(722,399)</strong></td>
<td><strong>-2.95%</strong></td>
</tr>
</tbody>
</table>

### Local and State Taxes

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. The Objects category (Salaries [61000], Benefits [62000], Professional Services [63000], etc.) is the service or material object obtained as a result of a specific expenditure. Below is the Object summary comparison:
<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY-16 Budget</th>
<th>FY-17 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[610000] – Salaries</td>
<td>39,849,375.00</td>
<td>41,139,531.00</td>
<td>1,290,156.00</td>
<td>3.14%</td>
</tr>
<tr>
<td>[620000] - Benefits</td>
<td>18,456,703.58</td>
<td>18,992,412.00</td>
<td>535,708.42</td>
<td>2.82%</td>
</tr>
<tr>
<td>[630000] – Professional Services</td>
<td>1,904,089.20</td>
<td>1,957,393.00</td>
<td>53,303.80</td>
<td>2.72%</td>
</tr>
<tr>
<td>[640000] – Purchased Property</td>
<td>2,139,528.15</td>
<td>2,421,983.94</td>
<td>282,455.79</td>
<td>11.66%</td>
</tr>
<tr>
<td>[650000] – Purchased Service</td>
<td>2,763,845.90</td>
<td>2,635,109.00</td>
<td>(128,736.90)</td>
<td>-4.89%</td>
</tr>
<tr>
<td>[670000] – Equipment</td>
<td>356,795.17</td>
<td>286,634.86</td>
<td>(70,160.31)</td>
<td>-24.48%</td>
</tr>
<tr>
<td>[680000] – Dues Fees &amp; Interest</td>
<td>3,184,501.57</td>
<td>3,132,573.53</td>
<td>(51,928.04)</td>
<td>-1.66%</td>
</tr>
<tr>
<td>[690000] – Principal and Transfers</td>
<td>4,030,550.00</td>
<td>3,025,500.00</td>
<td>(1,005,050.00)</td>
<td>-33.22%</td>
</tr>
</tbody>
</table>

**Total Expenditure Request**

<table>
<thead>
<tr>
<th>FY-16 Budget</th>
<th>FY-17 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>76,321,677.00</td>
<td>77,470,787.00</td>
<td>1,149,110.00</td>
<td>1.48%</td>
</tr>
</tbody>
</table>

The following is the Function summary comparison:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY-16 Budget</th>
<th>FY-17 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1100] - Regular Education</td>
<td>28,083,604.96</td>
<td>28,472,490.66</td>
<td>388,885.70</td>
<td>1.37%</td>
</tr>
<tr>
<td>[1200] - Special Education</td>
<td>13,260,611.97</td>
<td>13,694,465.00</td>
<td>433,853.03</td>
<td>3.17%</td>
</tr>
<tr>
<td>[1300] – Vocational Education</td>
<td>1,112,781.00</td>
<td>1,198,716.00</td>
<td>85,935.00</td>
<td>7.17%</td>
</tr>
<tr>
<td>[1400] - Co-Curricular</td>
<td>994,508.87</td>
<td>1,054,947.00</td>
<td>60,438.13</td>
<td>5.73%</td>
</tr>
<tr>
<td>[1600] - Adult/Continuing Education</td>
<td>382,476.00</td>
<td>394,339.00</td>
<td>11,863.00</td>
<td>3.01%</td>
</tr>
<tr>
<td>[2100] - Pupil Services</td>
<td>5,318,647.00</td>
<td>5,524,943.50</td>
<td>206,296.50</td>
<td>3.73%</td>
</tr>
<tr>
<td>[2200] - Support Services</td>
<td>3,346,411.00</td>
<td>3,740,865.32</td>
<td>394,454.32</td>
<td>10.54%</td>
</tr>
<tr>
<td>[2300] - Board/District Administration</td>
<td>1,114,495.17</td>
<td>1,195,106.60</td>
<td>80,611.43</td>
<td>6.75%</td>
</tr>
<tr>
<td>[2400] - Building Administration</td>
<td>3,590,975.73</td>
<td>3,838,817.00</td>
<td>247,841.27</td>
<td>6.46%</td>
</tr>
<tr>
<td>[2500] - Fiscal Services</td>
<td>641,109.00</td>
<td>654,469.00</td>
<td>13,360.00</td>
<td>2.04%</td>
</tr>
<tr>
<td>[2600] - Building and Grounds</td>
<td>6,327,886.20</td>
<td>6,424,004.00</td>
<td>96,117.80</td>
<td>1.50%</td>
</tr>
<tr>
<td>[2700] – Transportation</td>
<td>2,968,526.00</td>
<td>3,174,551.22</td>
<td>206,025.22</td>
<td>6.49%</td>
</tr>
<tr>
<td>[2800] - Staff Services</td>
<td>499,120.00</td>
<td>516,861.00</td>
<td>17,741.00</td>
<td>3.43%</td>
</tr>
<tr>
<td>[2900] - Benefits</td>
<td>1,605,780.58</td>
<td>1,540,456.00</td>
<td>(65,324.58)</td>
<td>-4.24%</td>
</tr>
<tr>
<td>[3100] - Food Service</td>
<td>13,725.52</td>
<td>0.00</td>
<td>(13,725.52)</td>
<td></td>
</tr>
<tr>
<td>[4600] - Construction Services</td>
<td>184,180.00</td>
<td>300,000.00</td>
<td>115,820.00</td>
<td>38.61%</td>
</tr>
<tr>
<td>[5100] - Bond Principal/Interest</td>
<td>5,589,738.00</td>
<td>5,041,840.70</td>
<td>(547,897.30)</td>
<td>-10.87%</td>
</tr>
<tr>
<td>[5200] - Transfers</td>
<td>1,287,100.00</td>
<td>703,915.00</td>
<td>(583,185.00)</td>
<td>-82.85%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURE REQUEST**

| | 76,321,677.00 | 77,470,787.00 | 1,149,110.00 | 1.48% |

A summary of these Functions by Function Group in a comparison of FY16 budget vs. FY17 budget shows a total expenditure request.

<table>
<thead>
<tr>
<th></th>
<th>FY16 Budget</th>
<th>FY17 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1100] Regular Education</td>
<td>$28,083,604.96</td>
<td>28,472,490.66</td>
<td>388,885.70</td>
<td>1.37%</td>
</tr>
<tr>
<td>[1200</td>
<td>2100] Special Ed and Pupil Services</td>
<td>$18,579,258.97</td>
<td>19,219,408.50</td>
<td>640,149.53</td>
</tr>
<tr>
<td>[1300] - Vocational Education</td>
<td>$1,112,781.00</td>
<td>1,198,716.00</td>
<td>85,935.00</td>
<td>7.17%</td>
</tr>
<tr>
<td>[1400] - Co Curricular Activities</td>
<td>$994,508.87</td>
<td>1,054,947.00</td>
<td>60,438.13</td>
<td>5.73%</td>
</tr>
<tr>
<td>[1600] - Adult Education/Community Ed</td>
<td>$382,476.00</td>
<td>394,339.00</td>
<td>11,863.00</td>
<td>3.01%</td>
</tr>
<tr>
<td>[2200] - Support Services</td>
<td>$3,346,411.00</td>
<td>3,740,865.32</td>
<td>394,454.32</td>
<td>10.54%</td>
</tr>
<tr>
<td>[2300</td>
<td>2400</td>
<td>2500</td>
<td>2800] – Administration</td>
<td>$5,845,699.90</td>
</tr>
<tr>
<td>[2600</td>
<td>4600</td>
<td>5100] - Building and Grounds and Construction, P &amp; I</td>
<td>$12,101,804.20</td>
<td>11,765,844.70</td>
</tr>
<tr>
<td>[2700] - Transportation</td>
<td>$2,968,526.00</td>
<td>3,174,551.22</td>
<td>206,025.22</td>
<td>6.49%</td>
</tr>
<tr>
<td>[2900] - Benefits</td>
<td>$1,605,780.58</td>
<td>1,540,456.00</td>
<td>(65,324.58)</td>
<td>-4.24%</td>
</tr>
<tr>
<td>[3100] – Food Service</td>
<td>$13,725.52</td>
<td>0.00</td>
<td>(13,725.52)</td>
<td>0.00%</td>
</tr>
<tr>
<td>[5200] - Transfers</td>
<td>$1,287,100.00</td>
<td>703,915.00</td>
<td>(583,185.00)</td>
<td>-82.85%</td>
</tr>
</tbody>
</table>

**TOTAL OPERATING**

| | 76,321,677.00 | 77,470,787.00 | 1,149,110.00 | 1.48% |
BUDGET

Regular Education (1100) ($28,472,490.66) includes the staff and resources for the core academic programs K-12. Proposed staffing changes in Regular Education include the addition of 1.0 position at Broken Ground School, reduction of 1.5 classroom positions at Mill Brook School,

Reduction of a 1.0 classroom position at Abbot-Downing School, addition of 2.0 classroom positions at Rundlett Middle School, reduction of 2.0 teaching positions at Concord High School (pending course registrations) and the addition of .61 FTE to General Fund for Project SEE (this represents a reduction in grant funding).

Other items included in Regular Education proposed for FY16/17 are a decrease in the call-in substitute account, an increase in permanent substitutes at the elementary level from 3 to 5, tuition for 17 slots at Second Start, payment to city for School Resource Officer at CHS, significant investment in a new Science curriculum (funded by the Instructional Trust), the Capitol Center for the Arts agreement of $10,000 and furniture and equipment for classrooms (e.g. carpet, desks, chairs, whiteboard for Science at CHS).

The Special Education and Pupil Services Function group ($19,219,408.50) 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 substitutes for teaching assistants, as well as Special Education and support staff for Strong Foundations Charter School and a proposal for an increase in Educational Assistants by 15.65 FTE is proposed. [nb: this proposal was changed to a request for 6.58 FTE on February 15] This function also includes 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 ($246,036). A reduction of 1.0 FTE Special Education Teacher and an additional .20 FTE Special Education Teacher is proposed.

Mr. Cogswell reminded administrators to make sure only students who need an educational assistant are getting one. Jim Richards noted that 16%, a significant percentage, of the budget expenditure is for Special Education.

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 and consulting for students with autism.

Included in the bilingual/ELL programs and services function are salaries and benefits for ELL teachers and tutors.
In the Pupil Services function is social work, including the coach for older students in job placements at Concord High as well as an addition of a .13 FTE from grant funding to the general fund for a Social Worker. The Guidance Services function pays salaries and benefits for guidance counselors, as well as books, supplies, and software.

The Health and Nursing Services function pays the salaries and benefits for nurses and LPNs, the consulting contract with a local physician as well as supplies and equipment for the nurses’ offices. The addition of a .93 FTE LPN is proposed which is partially paid for by reduction in another building.

The Psychological Services function covers salaries and benefits for the school psychologists and funds for outside evaluations such as safety assessments. Superintendent Forsten noted that the district will be looking for a new school psychologist next school year as one of our School Psychologists will be retiring.

Included in the Speech and Audiology Services function is salaries and benefits for speech and language staff.

Salaries and benefits for Occupational Therapists and a contract for physical therapy services 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 ($1,198,716.00) are salaries and benefits for 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). It is proposed to add a .43 FTE Auto Tech and 1.0 culinary position in Vocational Education. These two positions are currently funded by a grant.

The Co-curricular activities function (1,054,947.00) includes school-sponsored club (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 the administrative assistant, stipends for coaches at Concord High and Rundlett, stipends for referees and game officials, repairs and maintenance of equipment (helmets), rental increase and insurance costs for use of facilities, (hockey rinks, ski areas), a proposal for a 7-year plan for replacement of mats and the Rundlett Athletic Trainer as well as supplies and equipment. Salary and benefits for high school summer school teachers are also included within the Co-curricular activities function under Summer School (1430).

Mr. Cogswell asked which games the Athletic Trainers attend and which sports require concussion testing, to which Maureen Redmond-Scura responded that the Athletic Trainer tries to be there both the home and away team games. Jennifer Patterson added that concussion testing protocol applies to most sports.
There are three programs within the Adult/Community Education (1600) function (394,339.00). First is Diploma Academy, out of which salaries and benefits for the Coordinator and assistant Coordinator are paid as well as a contract for the high school equivalency exam. A state grant of $120,000 is expected. Next is Adult High School under the supervision of the Coordinator for the Diploma Academy where a state grant of $66,500 is expected.

Community Education includes salaries and benefits for administrative assistants, a part-time assistant, and instructors of enrichment classes, as well as contracts with vendors for enrichment classes. Thirteen percent of an administrative assistant’s salary has been moved to the general fund. Also included are contracts with vendors for enrichment classes (Queen City Ballroom Dancing), level-funding for postage and advertising and supplies and books. It is projected that additional general fund support of $60,000 will be needed for this program. Mr. Dunn explained that the Community Education courses are not well attended and approximately $25,000 in revenue is refunded for cancelled courses.

Support Services (2200) ($3,740,865.32) 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), Audiovisual services (2223) and Technology services (2225).

Curriculum-related development includes stipends for Pro Act trainers and a proposed .4 FTE Literacy Coach (paid for by attrition). Mentoring provides stipends for teachers serving as new teacher mentors. Professional Development funds course reimbursement and conference and travel. Both course reimbursement and conference and travel are negotiated with bargaining groups. Co-curricular/leadership pays stipends for leadership team members at Rundlett. Instructional Research/Data services includes 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, an increase for database subscriptions for research and AV equipment. An additional .5 Tech Integrator at Concord High and .5 Tech Integrator at Broken Ground is proposed. Audiovisual services encompasses repair and equipment accounts to schools based on a per-pupil basis.

Included in Technology are salaries and benefits for the Director of Technology, tech assistants in the elementary schools, and technology support positions at the Central Office; and capital leases for new equipment (infrastructure, wireless systems, computer hardware and devices). The plan for Concord High School is to significantly upgrade wireless and replace and add computers. More details will be available at the February 17 Work Session #4. Also included are a proposed addition of content filtering, online learning software (Dreambox and Lexia), all software, administrative and educational, a subscription to National Organization and a technology contingency fund. One FTE
Program Assistant Tech at Rundlett and 1 FTE Program Assistant Tech at Concord High are also proposed.

The Administration function ($6,205,253.60) includes district Administration (2300), Building Administration (2400), Finance and Business Office (2500) and Human Resources Office (2800).

District Administration includes stipends for Board members; conference fees, salaries and benefits for the Superintendent, Assistant Superintendent, .73 Director of Student Services (balance in the Title I Grant), Executive Administrative Assistants and ConcordTV staff; costs of fingerprinting new employees; election services; level-funded audit and legal fees; membership in NH School Business Administrators and NH School Administrators Association; and the Superintendent’s 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 (chairs for Concord High) and dues for NH School Principals Association.

Expenses in the Finance/Business Office comprise salaries and benefits for the Business Administrator, the Executive Administrative Assistant, Business Office Manager and Business Office 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.

Human Resources includes salaries and benefits for the Director of Human Resources, the Human Resource Manager and the Administrative Assistants; a contract with the health insurance consultant and the cost of pre-employment physicals; as the new electronic scheduling program for substitutes; replacement of the existing time clock system (Affordable Care Act compliance); and digitizing HR forms and contracts (Affordable Care Act compliance).

Combined Building and Grounds (2600), Construction (4600) and Principal/Interest (5100) functions account for $11,765,844.70 of the FY17 budget.

Maintenance and custodial salaries, benefits and overtime, as well as all staff including the Director of Facilities and Planning, head custodians, full-time and part-time custodians and maintenance staff are included in the Buildings and Grounds function. Also included are the maintenance agreement contracts, facilities inspection and testing services, a property and liability insurance increase (8% capped), a cleaning and maintenance supplies increase, utilities with an increase in steam and bottled gas (White Farm), replacement of equipment (pumps, motors), ongoing maintenance and repairs, and a maintenance and repairs contingency. An additional .5 custodian position at Mill Brook, Rundlett and Concord High, as well as an additional .5 custodian position at Central Office to replace the contracted service are included.

The Construction function consists of $300,000 in summer projects (up +$50,000) which will be the subject of the Buildings and Grounds Work Session #6 on March 7. The
Principal and Interest function achieves the Board’s goal of maintaining a debt service of about 5% ($3.5 million) of the operating budget. There is a decrease in principal and debt payments on the Concord High School bond.

The Transportation budget is projected at $3,174,551.22; this function (2700) includes the salaries and benefits for the Transportation Director, Dispatch/Trainer; Field Trip Supervisor, Transportation Clerk and overtime. Also included are bus driver, monitor, crossing guard and mechanic salaries and benefits, contracts to transport students to out-of-district placements (up +$50,000), providing and managing homeless transportation (up +$20,000) and repair, maintenance and fuel (diesel and gasoline). Transportation is also funding capital leases for buses with an increase for new buses at $74,098. The district will continue with bus replacement by proposing to lease five new buses (3 small, 2 large). The purchase of two replacement mini-vans ($18,000) is also proposed. 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) ($1,540,456.00) includes healthcare consultants, health insurance for retirees under age 65, COBRA and Section 125, Life and Disability, Unemployment, Worker’s Compensation, Severance pay and flex spending account management.

There are several increases and decreases in the FY17 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 19.1%. There is a reduction in estimated cost for Early Retiree Health and a reduction in Unemployment Compensation.

Transfers (5200) include $75,000 to the School Nutrition Services Fund, a reduction of ($25,000) used to cover healthcare costs and negative student balances, no transfer into the Health and Dental Medical Reserve ($118,639), a $486,813 transfer to the Facilities and Renovation Trust Reserve ($454,487) to maintain 5% of the operating budget for debt service payments and a transfer of $142,102 to the Vocational Capital Reserve (+$14,941) paid for by sending schools for facility and program improvements. There is no impact to the local tax rate. The total of Transfers is $703,915.

Moving on to Revenues for the FY17 budget, Mr. Dunn explained that local revenue includes funding for tuition, transportation fees, athletic fees, investment interest and other fees. 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 (modified in FY16). E-Rate supports internet and infrastructure; however, this has been phased out for reimbursement of phones. The Trust Reserves will provide funding to the Instructional Trust and Health and Dental Medical Trust. The total revenue is $24,777,350.00.

In local revenue there is a reduction in Deerfield tuition ($118,981), a decrease in regular education ($129,827), and an increase in special education of $10,846.
The projected funding from State Revenue projects an increase in Adequacy/Equitable Aid ($389,924), a reduction in School Building Aid ($287,921) and an increase in Catastrophic Aid ($44,396).

Federal Revenues show an increase in Medicaid ($100,000), a decrease in Interest Rebate on bonds ($12,599) and an increase in E-Rate (modified in FY16) ($296,559) (contingent on implementation of Technology Plan).

The administration also proposed transferring funds from Trust Reserves to include the Instructional Trust ($100,000) and Health and Dental Medical Reserve ($128,901). The Instructional Trust will support the previously mentioned Science curriculum and the Health and Dental Medical Reserve will be used for disability claims.

Mr. Dunn explained that proposed Expenditures within the General Fund are $77,470,787 with proposed Revenues of $24,777,350 and the Unreserved Fund balance at a negative $1,900,000. Based on .80% increase real growth in the city valuation, the increase to the combined local and state tax rate would be 2.91% or .43 cents per thousand. The amount to be raised in both local and state taxes would be $52,991,496.

For example, if the final valuation (market and real growth) came in the same amount as it did in October 2015 (2.33%), the tax rate would increase by 1.63%, increase of 2.91%. He also noted that valuation has to be determined as best as can be, because the budget is passed on March 31 and the City of Concord starts its new budget on April 2.

Along with city valuation (real growth), other unknown factors impacting the FY17 budget include the Unreserved Fund balance and enrollments at Concord High School and CRTC. Enrollments will be discussed at the Board Work Session scheduled for Wednesday, March 16.

The following is a list of Budget Work Session dates and topics.

Wednesday, February 3  Initial Budget Presentation
Monday, February 8  Regular Education Enrollments, Staffing & Benefits
Wednesday, February 10  NO SESSION
Monday, February 15  Special Services/Other
Wednesday, February 17  Technology
Monday, February 22  NO SESSION – WINTER RECESS
Wednesday, February 24  NO SESSION – WINTER RECESS
Monday, February 29  NO SESSION
Wednesday, March 2  School Nutrition Services
Monday March 7  Buildings & Grounds, Long Term Debt Planning
Wednesday, March 9  BUDGET TO POST (5 Board members required to post)
Monday, March 14  OPEN
Mr. Dunn explained to Board members how to access the master budget on their iPads and reminded them that the electronic budget will be available on Friday when the weekly Board letter goes out to the Board.

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

The meeting adjourned at 6:29 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School Board  
FY2016-2017 Board Work Session on the budget #2  
February 8, 2016

**Board members present:** Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Jim Richards, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura

**Board members absent:** Barb Higgins

**Administration:** Superintendent Terri L. Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn

Board President Clint Cogswell called the meeting to order at 5:35 p.m. and noted that it was the second meeting to discuss the FY 2016-2017 Superintendent’s proposed budget; the topic of this work session was enrollments, staffing and benefits.

Superintendent Forsten noted that the agenda would consist of a budget presentation clarification, enrollment and demographic trends, enrollment projections, proposed staffing changes for FY2016-2017, the regular education budget narrative, and benefits, as well as a review of the work session schedule.

The February 3 budget presentation suggested that 15.65 FTE Educational Assistants would be needed. Of those, 3.68 are FTE Program Assistants and 11.97 are FTE Instructional Assistants. The revised budget now proposes 3.68 FTE Program Assistants, with an increase of 6.58 FTE Instructional Assistants.

In response to a question from Mr. Cogswell about the difference between a Program Assistant and an Instructional Assistant, Superintendent Forsten explained that an Instructional Assistant works one-on-one with a specific student, while a Program Assistant supports the program they work within, such as Technology Integration and the Rundlett office. Donna Palley added Project SEE to the list of Program Assistants. The Instructional and Program Assistant positions are both full- and part-time.

Superintendent Forsten explained that enrollment continues to decline as shown on the displayed State Enrollment Trend graph. The Concord School District 10-year enrollment history showed the same gradual decline.

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

<table>
<thead>
<tr>
<th></th>
<th>2005-2006</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>2,163</td>
<td>1,933</td>
</tr>
<tr>
<td>Middle School</td>
<td>1,142</td>
<td>960</td>
</tr>
</tbody>
</table>

*page 25 of 207*
As shown above, there were 5,249 total students in FY2006-2007 compared to 4,583 in the current school year.

The administration then discussed the changing demographics with regard to Free or Reduced-Price Lunch (“Free or Reduced Lunch”) numbers, comparing the state average to Concord schools. In the fall of 2015, approximately 27% of students in the state average received Free or Reduced Lunch compared to 37% in the Concord School District. This was a large increase from the fall of 2005, when 17% of the state average and 22% in the district were receiving Free or Reduced Lunch. There was a 15% increase of students in a 10-year period on Free or Reduced Lunch in the district.

Race and ethnicity has played a role in the changing demographics as well. In 2004 there were 423 non-white students; in 2014 there were 906 non-white students; and in 2015 there were 892 non-white students.

The number of ELL (English Language Learner) students has also increased in the last 10 years in the district, while remaining mostly stable throughout the state. ELL students accounted for 2.7% of the Concord School District student population in 2006, while the rest of the state was at 1.5%. In 2014, Concord’s ELL students accounted for 7%, while the state reported approximately 2%.

Superintendent Forsten noted that enrollment projections for the next 10 years appear to be fairly stable. She displayed a graph showing projections from FY2015-2016 through FY2023-2024, revealing a slight decline from 4,621 students in grades Kindergarten through grade 12 in FY2015-2016 to 4,425 students in grades Kindergarten through grade 12 in FY2023-2024.

Projection comparisons for enrollment by grade level for FY2015-2016 and FY2016-2017 show a decrease in Kindergarten through grade 5 from 1,933 students in FY2015-2016 to 1,927 students in FY2016-2017. Rundlett Middle School projections reveal an increase from 962 students in grades 6 through 8 in FY2015-2016 to 1,005 students in FY2016-2017; and Concord High School enrollments in grades 9 through 12 show a decline from 1,690 students in FY2015-2016 to 1,619 students in FY2016-2017. Overall, the projection is for 34 fewer students in the district during FY2016-2017.

The following shows the change from FY2015-2016 to FY2016-2017 in elementary, middle and high school enrollment by grade.

**ELEMENTARY SCHOOLS**

<table>
<thead>
<tr>
<th></th>
<th>K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>276</td>
<td>311</td>
<td>335</td>
<td>340</td>
<td>340</td>
<td>331</td>
<td>1933</td>
</tr>
<tr>
<td>2017</td>
<td>294</td>
<td>302</td>
<td>316</td>
<td>340</td>
<td>338</td>
<td>337</td>
<td>1927</td>
</tr>
<tr>
<td>CHANGE</td>
<td>20</td>
<td>-9</td>
<td>-19</td>
<td>0</td>
<td>-2</td>
<td>6</td>
<td>-6</td>
</tr>
</tbody>
</table>
RUNDLETT MIDDLE SCHOOL

<table>
<thead>
<tr>
<th></th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>338</td>
<td>342</td>
<td>282</td>
<td>962</td>
</tr>
<tr>
<td>2017</td>
<td>326</td>
<td>336</td>
<td>343</td>
<td>1005</td>
</tr>
<tr>
<td>CHANGE</td>
<td>-12</td>
<td>-6</td>
<td>61</td>
<td>43</td>
</tr>
</tbody>
</table>

CONCORD HIGH SCHOOL

<table>
<thead>
<tr>
<th></th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>482</td>
<td>371</td>
<td>418</td>
<td>419</td>
<td>1690</td>
</tr>
<tr>
<td>2017</td>
<td>337</td>
<td>492</td>
<td>372</td>
<td>418</td>
<td>1619</td>
</tr>
<tr>
<td>CHANGE</td>
<td>-145</td>
<td>121</td>
<td>-46</td>
<td>-1</td>
<td>-71</td>
</tr>
</tbody>
</table>

Superintendent Forsten displayed elementary enrollment projections for FY2016-2017, and noted the staff changes for each of the elementary schools.

**Abbot-Downing**
Number of classes = 20
Number of teachers = 18 (1 reduction proposed for FY2016-2017)
Average class size = 20.5

**Beaver Meadow**
Number of classes = 18
Number of teachers = 16.5 (no additions or reductions in staff)
Average class size = 18.7

**Broken Ground**
Number of classes = 18
Number of teachers = 18 (1 addition proposed for FY2016-2017)
Average class size = 22.3

**Christa McAuliffe**
Number of classes = 19
Number of teachers = 17.5 (no additions or reductions in staff)
Average class size = 21.4

**Mill Brook**
Number of classes = 20
Number of teachers = 16.5 (1.5 reduction proposed for FY2016-2017)
Average class size = 18.8

Total number of elementary students = 1,927
Total number of elementary classes = 95
Total number of elementary teachers (FTE) = 86.5
Average class size in elementary schools = 20.3
Mr. Cogswell suggested that enrollments allow the possibility of substituting a larger grade 5 class for a smaller grade 1 class. Maureen Redmond-Scura asked if the administration has plans for the larger grade 1 going into grade 2, to which Superintendent Forsten replied that although the numbers are not overwhelming, she is certain the Principals will let the administration know if the enrollment significantly increases. Jennifer Patterson noted the guidelines (School Board Policy #641) that are followed for class sizes, which will be reviewed later in the meeting.

On the subject of proposed staffing changes for FY2016-2017, the budget goal for regular education is to maintain class sizes within School Board policy guidelines and to ensure that all elementary schools can implement the schedule to provide, among other advantages, additional teacher collaboration time and an intervention block.

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

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Primary</th>
<th>Intermediate</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>21</td>
<td>25</td>
</tr>
<tr>
<td>14-17-20</td>
<td>18-21-24</td>
<td>22-25-28</td>
</tr>
</tbody>
</table>

If a 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 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 staffing changes proposed for FY2016-2017.

**REDUCTIONS**
- 2.0 classroom Teachers at Concord High School
- 1.5 classroom Teachers at Mill Brook School
- 1.0 classroom Teacher at Abbot-Downing School
- 0.6 Program Assistant at Broken Ground School
- 1.0 Special Education Director Rundlett Middle School

**ADDITIONS**
- 1.0 classroom Teacher at Broken Ground School
- 2.0 classroom Teachers at Rundlett Middle School
- 0.5 Tech Integrator for Concord High School Technology
- 0.5 Tech Integrator for Broken Ground School Technology
- 1.0 Program Assistant for Concord High School Technology Integration
- 1.0 Program Assistant for Rundlett Middle School Technology Integration
- 1.0 Program Assistant for Rundlett Middle School Office
- 0.2 Special Ed Teacher at Christa McAuliffe School
- 0.2 Out-of-District Coordinator for Rundlett Middle School
- 0.78 Special Education Coordinator Rundlett Middle School
Mr. Dunn noted that the regular education budget (1100) consists of salaries (610000), benefits (620000), professional services (630000), purchased property (640000), purchased services (650000), supplies, books, utilities (660000), equipment/furniture (670000) and dues, fees & interest (680000). An explanation of each object is in the FY2016-2017 electronic budget.

Mr. Dunn briefly overviewed each of the benefits the District offers.

Healthcare
- Census
- Budget-to-Budget Comparison

Early Retirees
- Census
- Budget-to-Budget Comparison

Dental
- Self-Insured

Workers Compensation
- Not to Exceed

Life and AD&D
- History of Expenditures

He displayed a list of Plan Types and participation for 2014-2015 that showed 559 employees enrolled in either a CDHP, OAPIN, HMO or POS on a Single, Two-Person or Family plan. During 2015-2016, the last four bargaining units moved to the CDHP. For the 2016-2017 school year, 572 employees are projected to be on the CDHP plan. Mr. Dunn displayed the budgeted versus actual cost of health insurance for the past several years, noting that in 2014-2015, the actual health insurance cost to the district was $6,656,993.62, after the payment holiday of $1.7 million dollars due to the LGC ruling. For 2015-2016, the projected payment for the current year is $8,219,975.93 and includes a payment holiday of $367,000. For the 2016-2017 budget, the projected payment is $9,260,502.00 with a payment holiday of approximately $82,000. Mr. Dunn explained that the healthcare budget is calculated by the district’s Personnel Budgeting Module using the SchoolCare billing rates and current staffing projections at the time the budget is prepared.

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 FY2016-2017 budget document under Appendix K: Benefits.

The number of early retirees is 77 and this budget projects that between January and June of 2016, five early retirees will turn 65. For 2016-2017, 12 fewer early retirees are projected. The budgeted amount for the current year is $750,562 and the actual is projected to be $595,684.89. The budget amount for FY2016-2017 is $600,000.
Mr. Dunn displayed a list of dental coverages for dental insurance including diagnostic/preventive, basic and major. The district’s Dental Plan is self-insured, which means the district pays all claims with a cap of $1,000 per plan subscriber. In FY2014-2015, $594,857 was budgeted and $513,500 was paid in claims. In the current year, $603,938 is budgeted and, to date, $584,246 has been paid in claims. In FY2016-2017 $590,000 is budgeted.

Mr. Dunn displayed a Not-to-Exceed (NTE) 2015 Workers’ Compensation Member Contribution Summary from Primex. Founded in 1979, the New Hampshire Public Risk Management Exchange (Primex®) is a public entity risk pool organized and operated as a trust on behalf of member municipalities, schools, counties and other governmental entities. The intent of the summary is to build awareness of member contributions and how performance and payroll changes affect the contributions. The final contribution summary sheet will be issued by April 15, 2016 and will not exceed the budgeted amount. The district has been enrolled in the Contribution Assurance Program (CAP) since 2012, but due to claims experience, the district is currently not being offered this opportunity. The budgeted amount for FY2016-2017 is $279,260 and the increase for FY2016-2017 is 19.3%. Mr. Dunn added that the district’s Property & Liability CAP remains at 8%.

Unemployment Compensation consists of claims paid to the State of New Hampshire for unemployment. In FY2015-2016, $50,000 was budgeted; the actual amount paid year-to-date in claims is $20,208.39. The budgeted amount for FY2016-2017 is $45,000.

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 by the insurance company. Employees have the ability to purchase additional life insurance. In FY2016-2017, the district will be in the second year of a two-year contract. In FY2015-2016, $129,650 was budgeted and, to date, $117,458.41 has been paid. In FY2016-2017 $133,500 is budgeted.

Jim Richards noted that the student Board representative had commented that Advanced Placement (AP) classes are full. He asked for the AP class projection at this time. Superintendent Forsten replied that there are no firm projections, as students are currently enrolling; however, CHS and CRTC enrollments will be the topic of the work session on March 16 when this information is available. Ms. Patterson added that if classes with fewer than 15 students enrolled are not offered, those students will have to choose alternatives.

Mr. Croteau asked if the additional 43 students expected at Rundlett next year are evenly spread through all three grades. Superintendent Forsten said that the incoming 6th grade is smaller than usual (-16) but the number of students moving up to 8th grade has increased significantly (+61). Ms. Patterson added that it is important to find ways to retain district teachers by moving them to other grades and schools as enrollments increase and decrease.
Mr. Richards asked if there was any difference in kindergarten enrollment this year. Superintendent Forsten replied that the kindergarten enrollment was small for FY2015-2016, making it a bit challenging to project incoming 1st grade enrollment for FY2016-2017. Mr. Cogswell added that this is the reason the district maintains a Superintendent’s Contingency budget.

Nathan Fennessy asked the administration to do a “homework” assignment for the February 15th Special Services work session. He asked if a connection between the increase in Free or Reduced Lunch and Special Education increased costs could be found. Mr. Richards would like to see the need of services broken down by school to make sure the money is going where it needs to be. Mr. Cogswell agreed, noting that he would like to see the driving force for the increase.

A conversation about how to alleviate class size growth at the elementary level led the Board to a conversation about encouraging special permission requests.

Lastly, Mr. Richards asked Superintendent Forsten if there were any surprises in preparing the budget. She explained that there is an impressive depth of work to predict needs, but there were no real surprises with the budget.

Mr. Dunn then reviewed the Budget Work Session dates and topics.

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

The meeting adjourned at 6:32 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board President Clint Cogswell called the meeting to order at 5:30 p.m., noting that this was the third meeting to discuss the FY 2016-2017 Superintendent’s proposed budget.

Superintendent Terri Forsten stated that the agenda would be an overview of the Student Services Budget, Title I, English Language Learners (ELL) and associated revenues to support Student Services. Superintendent Forsten introduced Director of Student Services Bob Belmont.

Mr. Belmont began by explaining that expenditures for Student Services include special services teachers, psychological services, speech and audiology services, ELL teachers and tutors, physical/occupational therapy, health and nursing services, and consultant services as well as educational assistants, audiology services, guidance services, vision services and special transportation. The total projected expenditure for Special Services for FY16/17 is projected at $19,219,408. Mr. Belmont displayed the following table of students with disabilities in FY15/16 (numbers as of January 2016).

<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>1,933</td>
<td>960</td>
<td>1,690</td>
<td>4,583</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>286</td>
<td>150</td>
<td>260</td>
<td>696</td>
</tr>
<tr>
<td>Percent with Disabilities</td>
<td>14.8%</td>
<td>15.6%</td>
<td>15.4%</td>
<td>15.2%</td>
</tr>
</tbody>
</table>

Preschoolers with Disabilities = 87

The 87 preschoolers attend school at Mill Brook, Beaver Meadow and community-based sites at Woodside, Harrison and NHTI. In response to a question from Mr. Croteau about total current preschool enrollment, Mr. Dunn replied that preschool enrollment in our schools is approximately 111 students (36 at Beaver Meadow, 75 at Mill Brook).

Special Services enrollment history shows a decrease of students each year from 2008 to 2015. For all levels, a total of 811 students with disabilities were enrolled in 2008 and following a steady decline in overall enrollment, there were 696 students with disabilities enrolled in 2015.
Mr. Fennessy and Mr. Cogswell asked to see percentages of the 10-year trend for students with disabilities. Both Superintendent Forsten and Mr. Belmont agreed to provide these percentages.

Special Services in schools applies 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 (on-the-job training at Concord Hospital).

In response to a question from Ms. Redmond-Scura about attendance in the extended school year program, Mr. Belmont replied that enrollment is approximately 120 students.

The costs for Bill White and Associates Autism Services include autism specialists for preschool at $50,560.00 and autism consultation to staff, K-12 at $92,787.00. Summer/extended school year (ESY) costs include four behavior specialists for autism consultation to staff, grades preschool through 12 at $49,130.00. The total cost for Bill White and Associates Autism Services is $192,477.00.

The projected FY16/17 budget for Bill White and Associates Behavioral Services include eight behavior specialists at $366,744.00. The projected budget also includes consultation to staff for 100 days at a cost of $59,100.00, and summer and school year training costing $5,910.00. The total for Bill White and Associates Behavioral Services is $431,754.00. The total cost for Bill White & Associates is $624,231.00.

Mr. Croteau initiated a discussion about the need and effectiveness of contracting with Bill White & Associates. Mr. Cogswell suggested that effectiveness of these services should be assessed. Mr. Richards recalled that a study was done addressing seven students, with results that three had progressed, stated that $624,000 is very expensive for these results, and asked if the district can be doing something else. Superintendent Forsten explained that the administration is aware of the associated costs; however, Bill White & Associates and their behavior specialists are a continuum of support for students with autism and behavioral issues. Ms. Patterson added that in addition to current students, these services are needed for new students coming in to the district, and added that the behavior specialists benefit the entire classroom. She suggested a separate work session to discuss these questions in more detail. Assistant Superintendent Donna Palley explained that this $624,000 supports all services for students with autism, developmental disabilities and behavior issues to be in regular classrooms. Without this support, the classrooms would not have the capacity for these students. Ms. Kimball noted that hiring additional instructional assistants alone would not reduce the cost and would not be adequate support for students. They need consultation and support to develop programs for students with challenging disabilities.

Proposed staffing changes include a .20 FTE increase for a Christa McAuliffe special services teacher and a 6.58 FTE increase in educational assistants. The reason for the increase at Christa McAuliffe is to create equity among the elementary schools.
Mr. Belmont further explained that instructional assistants support students in small group settings, and work with students one-to-one who have significant cognitive, medical and/or behavioral support needs in school. Program assistants, on the other hand, support students within a specific program setting. He displayed a history of the increase in educational assistants from FY11/12 to FY16/17.

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget Impact</th>
<th>Year</th>
<th>Budget Impact</th>
<th>Year</th>
<th>Budget Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/12</td>
<td>137.22</td>
<td>2014-2015</td>
<td>145.84</td>
<td>2012-2013</td>
<td>135.35</td>
</tr>
<tr>
<td>2013-2014</td>
<td>143.79</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Below is a comparison of educational assistants in the current year and the difference budgeted for FY16/17.

<table>
<thead>
<tr>
<th></th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>10.35</td>
<td>10.35</td>
<td>0</td>
</tr>
<tr>
<td>Elementary</td>
<td>65.35</td>
<td>74.93</td>
<td>(+) 9.58</td>
</tr>
<tr>
<td>Middle</td>
<td>25.10</td>
<td>24.10</td>
<td>(-) 1.0</td>
</tr>
<tr>
<td>High</td>
<td>39.64</td>
<td>37.64</td>
<td>(-) 2.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>140.44</td>
<td>147.02</td>
<td>(+) 6.58</td>
</tr>
</tbody>
</table>

In response to a question from Ms. Redmond-Scura about why more educational assistants are needed if student enrollment is lower, Mr. Belmont replied that the majority of the educational assistants overall are for small groups or programs, not individual students. Mr. Cogswell noted that he would like to see how the district compares with others in the state regarding numbers of educational assistants.

Mr. Belmont explained that the FY17 out-of-district tuition is $1,638,210. This accounts for 22 students in the community preschool, 34 slots at Second Start alternative high school, 1 foster placement, 2 court placements, 17 day school placements and 2 residential placements. Out-of-district placement costs for foster students will increase from $0 to $47,987 in FY17, but out-of-district placements to private schools for day placements will decrease by $246,036.

In-district Student Services transportation costs total $555,622 and includes the cost of transporting students with disabilities, ELL students to Broken Ground and homeless students according to the McKinney-Vento Act. The McKinney-Vento Act states that a student will be transported for the school year either to the school district where they are residing or to the district where they were last residents. Out-of-District transportation costs are $400,000, and include contracted services for 22 students attending school outside the district. The total cost of transportation for Student Services is $955,622. A history of out-of-district placement costs was displayed.

<table>
<thead>
<tr>
<th></th>
<th>Budget Impact</th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2011</td>
<td>$1,319,089</td>
<td>8</td>
<td>8</td>
<td>23</td>
<td>39</td>
</tr>
<tr>
<td>2011-2012</td>
<td>$1,580,706</td>
<td>2</td>
<td>6</td>
<td>19</td>
<td>27</td>
</tr>
<tr>
<td>2012-2013</td>
<td>$1,578,612</td>
<td>6</td>
<td>9</td>
<td>21</td>
<td>30</td>
</tr>
<tr>
<td>2013-2014</td>
<td>$1,518,896</td>
<td>1</td>
<td>5</td>
<td>21</td>
<td>27</td>
</tr>
</tbody>
</table>
Ms. Kimball commented that it is important for these students to stay in New Hampshire to keep transportation costs down. Mr. Cogswell inquired where elementary students are sent out of the district. Mr. Belmont replied that students who fall into “severe and profound needs” could be sent to a few different private schools; Cedarcrest in Keene is one of these. He also noted that Medicaid pays their residence costs, while the district pays the cost of education. Ms. Palley added that Easter Seals, Lighthouse and Spaulding are other alternatives for elementary out-of-district placements although there are not many. In response to a question from Ms. Redmond-Scura why, if there are fewer students, the cost is increasing, Ms. Palley replied that the tuition costs at these schools continue to rise and the needs of students are increasing.

Mr. Belmont explained that 56 students have experienced homelessness in district during the current year.

<table>
<thead>
<tr>
<th>District</th>
<th>Students</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot-Downing</td>
<td>63</td>
<td>1 Reading Specialist FTE .40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Tutors @ FTE 2.37</td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>73</td>
<td>1 Reading Specialist FTE .20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 Tutors @ FTE 2.85</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>81</td>
<td>1 Reading Specialist FTE .33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 Tutors @ FTE 3.72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Family Literacy Facilitator FTE .43</td>
</tr>
<tr>
<td>Christa McAuliffe</td>
<td>97</td>
<td>1 Reading Specialist FTE .16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 Tutors @ FTE 3.28</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>115</td>
<td>1 Reading Specialist FTE .40</td>
</tr>
</tbody>
</table>

Mr. Richards asked how the district keeps track of homeless students if they do not necessarily stay in the same place. Mr. Belmont replied that this factor presents a challenge, but that the school guidance counselors and building principals continue to reach out to the parents.

Mr. Belmont explained that the focus of Title I funding is to improve the academic achievement of disadvantaged students. Funding is distributed to districts based on socioeconomic needs. Currently, Title I funds are distributed to the elementary and middle schools in our district. Title I staff and students include the following:
Ms. Patterson asked how students get into the Title I summer program. Ms. Palley answered that there is a rank order of those students who are most in need.

Forty-four different languages are spoken amongst the English Language Learners in the district: 181 Nepali, 47 Kinyarwanda, 40 Swahili, 24 Arabic, 19 Spanish, 11 French, 10 Chinese, 10 Somali, 9 Rundi, 9 Krahn (Liberia), 7 Kirundi, 6 Lingala, 6 Maay (Somalia), 5 Pashto (Pakistan), 5 Royinga (Malaysia), 5 Liberian English, 4 Portuguese, 3 Bosnian, 3 Korean and 35 “other.” Between July 1, 2015 and January 29, 2016, 62 ELL students arrived in the district. 41 students entered in the elementary schools, 4 at the middle school and 17 at the high school level. Many of these students have had interrupted education. The ratio of students learning English to ELL staff in FY15/16 is listed below. These amounts do not include preschool.

<table>
<thead>
<tr>
<th>Students</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot-Downing</td>
<td>14 .1 Teacher, 1 Tutor</td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>9 .1 Teacher, 1 Tutor</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>50 1.5 Teachers, 2 Tutors</td>
</tr>
<tr>
<td>Christa McAuliffe</td>
<td>15 .1 Teacher, 1 Tutor</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>63 .3 Teacher, 2 Tutors</td>
</tr>
<tr>
<td>ELEMENTARY</td>
<td>151 2.1 Teachers, 7 Tutors</td>
</tr>
<tr>
<td>Rundlett</td>
<td>59 1.5 Teachers, 2 Tutors</td>
</tr>
<tr>
<td>Concord High</td>
<td>130 3 Teachers, 1 Reading Specialist, 4 Tutors</td>
</tr>
<tr>
<td>TOTAL</td>
<td>340 7.6 Teachers, 13 Tutors</td>
</tr>
</tbody>
</table>

The following programs are those for which the district receives its revenue to support special services, socioeconomically disadvantaged and English Language programs. The number of students is based on the Average Daily Membership (ADM) in enrollment, not actual number of students.

<table>
<thead>
<tr>
<th>State Adequacy Aid</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>$15,290,170.29</td>
</tr>
<tr>
<td>Free or reduced lunch</td>
<td>1,576.81</td>
<td>$1,780.63</td>
<td>$2,807,715.19</td>
</tr>
<tr>
<td>Students w/disabilities</td>
<td>703.66</td>
<td>$1,915.86</td>
<td>$1,348,114.05</td>
</tr>
<tr>
<td>English learners</td>
<td>322.48</td>
<td>$ 696.77</td>
<td>$ 224,694.39</td>
</tr>
<tr>
<td>3rd graders not proficient</td>
<td>35.81</td>
<td>$ 696.77</td>
<td>$ 24,951.33</td>
</tr>
</tbody>
</table>

Superintendent Forsten explained the revenue the district receives from the IDEA grant. The majority of this revenue pays for special services teachers.
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 - $1,113,171

Preschool Entitlement Grant
2011/2012 - $27,586
2012/2013 - $27,625
2013/2014 - $25,985
2014/2015 - $25,805
2015/2016 - $25,826

Mr. Belmont explained that the amount the district pays before Catastrophic Aid is received typically increases approximately 2 - 3% or $1,500 to $2,000 every year. The amount that the district will pay for the current school year is $46,000.

Catastrophic Aid History

<table>
<thead>
<tr>
<th>Year</th>
<th># of Students</th>
<th>Entitlement to Concord</th>
<th>Prorated</th>
<th>Shortfall</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY08</td>
<td>37</td>
<td>$336,318.87</td>
<td>100%</td>
<td>$ -</td>
</tr>
<tr>
<td>FY09</td>
<td>40</td>
<td>$525,762.29</td>
<td>90.75%</td>
<td>($48,659.30)</td>
</tr>
<tr>
<td>FY10</td>
<td>48</td>
<td>$601,246.63</td>
<td>83.21%</td>
<td>($89,473.92)</td>
</tr>
<tr>
<td>FY11</td>
<td>39</td>
<td>$673,775.73</td>
<td>68.31%</td>
<td>($153,370.90)</td>
</tr>
<tr>
<td>FY12</td>
<td>24</td>
<td>$310,544.34</td>
<td>71.80%</td>
<td>($96,219.01)</td>
</tr>
<tr>
<td>FY13</td>
<td>31</td>
<td>$569,670.87</td>
<td>69.45%</td>
<td>($160,675.61)</td>
</tr>
<tr>
<td>FY14</td>
<td>26</td>
<td>$496,432.27</td>
<td>74.50%</td>
<td>($122,992.63)</td>
</tr>
<tr>
<td>FY15</td>
<td>18</td>
<td>$472,333.52</td>
<td>74.43%</td>
<td>($120,785.18)</td>
</tr>
<tr>
<td>FY16</td>
<td>14</td>
<td>$526,344.39</td>
<td>75.23%</td>
<td>($130,398.40)</td>
</tr>
</tbody>
</table>

To further identify the difference between the district Catastrophic Costs and Aid, Superintendent Forsten displayed a graph showing the comparison of the amounts above. Costs have exceeded aid each year.

The district has had assistance with Medicaid from MSB, a contracted service, since FY11. Currently, Medicaid is being billed for 160 students.

Medicaid for Schools Program Revenue History

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY10</td>
<td>$757,149.00</td>
</tr>
<tr>
<td>FY11</td>
<td>$569,566.00</td>
</tr>
<tr>
<td>FY12</td>
<td>$804,484.00</td>
</tr>
<tr>
<td>FY13</td>
<td>$1,336,797.00</td>
</tr>
<tr>
<td>FY14</td>
<td>$1,136,367.00</td>
</tr>
<tr>
<td>FY15</td>
<td>$1,258,173.59</td>
</tr>
<tr>
<td>FY16</td>
<td>$1,125,000.00</td>
</tr>
</tbody>
</table>

* - Projected
Ms. Redmond-Scura asked if there are any situations where a student needs to be with a medical professional for their entire school day. Mr. Belmont replied that there is one LPN; the administration is proposing another in the FY16/17 budget. He added that the LPN is in the classroom with the student and interactive with other students.

In addition to regular education tuition revenue, the Deerfield revenue for Special Services was budgeted at $660,000 in FY14/15, budgeted at $540,000 for FY15/16 and projected to be $530,846 for 27 students in FY16/17.

In response to a question from Mr. Fennessy whether the district bills Deerfield for their students’ work with Bill White & Associates, Mr. Belmont answered that it does.

The Title I Part A Grant for FY15/16 is budgeted at $1,248,252.72. Title Ia Priority/Focus Set Aside at Beaver Meadow, which is 10% of the Title I grant, is budgeted at $112,489.25 for FY15/16. The district will not know what FY16/17 Title I revenue is until the summer of 2016.

Mr. Belmont displayed the history of the Title 3 limited English proficient students revenue history. He noted that the district has the fastest growing ELL population in the state.

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</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>$67,730.11</td>
</tr>
</tbody>
</table>

The summary of proposed changes for FY16/17 includes an overall 2.49% increase from FY15/16, an increase of a .20 FTE Christa McAuliffe special services teacher, an increase of 6.58 FTE educational assistants and an increase in Student Services transportation costs.

Mr. Richards noted that the original budget shows a 3.3% overall increase; Mr. Dunn explained that the change to 2.49% reflects the revised increase in educational assistants. This change, along with changes in other areas of the budget, will be updated in the budget document.

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

The meeting adjourned at 7:02 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board President Clint Cogswell called the meeting to order at 5:39 p.m., noting that this was the fourth meeting to discuss the FY 2016-2017 Superintendent’s proposed budget. Business Administrator Jack Dunn explained that the work session to discuss technology would be in two parts. Part one would include wireless infrastructure and a presentation titled "Elevate Learning; 1 to 1 devices in the CHS classroom." After Board feedback, part two would include a discussion of technology history and budget in the district. Mr. Dunn introduced Director of IT Pam McLeod and CHS Technology Integrator Justin Bourque.

Ms. McLeod noted that wireless and wiring infrastructure at Concord High School is insufficient. She added that the new schools are good, but the old buildings (Concord High, Rundlett, Beaver Meadow and Broken Ground) do not have sufficient wiring and access points for the number of devices being used. Noting that her presentation would apply primarily to the high school, she displayed the district’s infrastructure goals. She also noted that the district receives a 60% rebate from the federal government for “e-rate.” Ms. McLeod recommended the following:

1. Bring Ethernet (cabling) to current standards (1055 drops at CHS)
2. Reach ideal wireless density:
   a. One wireless access point (“WAP”) per classroom
   b. Additional coverage in common areas
   c. 136 WAPs at CHS
3. Then Rundlett, Broken Ground and Beaver Meadow

A graph showing Wireless Access Points (WAPs) totals vs. classrooms was displayed.

<table>
<thead>
<tr>
<th></th>
<th>Current WAP</th>
<th>Proposed WAP</th>
<th>Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS</td>
<td>96</td>
<td>136</td>
<td>110</td>
</tr>
<tr>
<td>BMS</td>
<td>22</td>
<td>36</td>
<td>31</td>
</tr>
<tr>
<td>BGS</td>
<td>18</td>
<td>34</td>
<td>23</td>
</tr>
</tbody>
</table>

page 39 of 207
She explained the FCC e-rate category two process.

- Open bid process (completed 2015) in process for more updated pricing
- 60% reimbursement on qualified wiring and hardware
- E-rate funding cap: ~$659,000 over 5 years, district-wide
- Work may begin April 2016

Project Estimate:

- $587,000 e-rate eligible portion
- $615,000 total wiring/wireless

Jennifer Patterson asked if the $587,000 is reimbursable and if more is available. Ms. McLeod replied that it is reimbursable and approximately $70,000 more is available. Mr. Dunn explained that the funds are spent and then reimbursed; reports are filed quarterly and reimbursements are received quarterly. Ms. McLeod added that e-rate is district-wide. She displayed the timeline for wireless/wiring. The completion goal for Concord High is August 1, 2016.

April:
- Begin wiring install
- Purchase wireless controllers

May:
- Continue wiring install
- Configure and test wireless controllers with a few access points (WAPs)

June:
- Continue wiring install (ramp up as school ends)

July:
- Complete wiring install
- Plug in wireless access points (1 week)
- Continue configuration and testing of wireless system

Ms. McLeod stated that the SAU will be tested first. Tom Croteau inquired about an installation company. She noted that bidding for installation is currently in process. Mr. Croteau also asked what “real life” means for students and staff. Ms. McLeod explained that there will be no “bottlenecks” and students and staff will be able to get to their devices in places that are currently not available (i.e. CHS cafeteria).

Nathan Fennessy asked if there is a policy to control the downloading of music and/or videos. Ms. McLeod stated that the “onboard guest devices” register each device so the district is aware of which device belongs to who. He asked if there is a means to shut it down if music and/or videos are being downloaded. She explained that once policies are in place, bandwidth can be limited. She added that this system has good reporting features. Barb Higgins asked what if a student whose bandwidth has been limited is in class needs to work. Ms. McLeod noted that her department will know what the student
is working on and the bandwidth restriction can be lifted for classwork. Ms. Patterson noted that the Board’s social media policy will be separate from these projected policies; Ms. McLeod agreed but stated that the Board policy will enforce these policies. Ms. McLeod explained the key components of the CHS 9th and 10th Grade Technology:

- Wired/wireless infrastructure
- 1:1 Chromebooks w/cases
- Teacher laptops
- Classroom projectors

In response to a question from Ms. Patterson whether students would be able to take the Chromebooks home, Ms. McLeod replied that that is the goal. She listed the Technology Committee members:

- Clint Cogswell, Concord School Board
- Jack Dunn, Business Administrator
- Pam McLeod, Technology Director
- Kaileen Chilauskas, Assistant Principal
- Justin Bourque, Technology Integrator
- Helen Dugan, Library Media Specialist
- Nicholeen McDonough, Parent
- Dan Kaplan, Parent
- Faith Mark, Student

Ms. McLeod displayed some of the essential questions regarding the pilot program comparing 1:1 to BYOD devices in 9th grade classrooms.

1. How might students use their own devices (BYOD) effectively in the classroom?
2. If provided a device (1:1 scenario), what are the learning outcomes?
3. Will Chromebooks meet the needs of district math and science classrooms?
4. How will teachers adjust to devices and what is the learning curve for use of Chromebooks?
5. How will taking a device home benefit students and how much damage to the devices can be expected?

She explained that for the pilot, teachers were chosen. She added that the decision was made to let the students take the devices home and see what happened as far as damaged or lost devices. She described the pilot framework:

- Four classrooms: Math, Science, ELA, History
- Two BYOD classrooms
- Two 1:1 classrooms
- Allow 1:1 students to take the device home
- Six weeks (extended)

Results:
• “Wild west” BYOD is not effective (unable to get devices on network, functionality)
• Teachers in 1:1 classrooms asked to extend pilot
• Take-home resulted in some damage – four Chromebooks (lost or not brought back)
• Very quick evolution of classroom

Mr. Bourque reiterated that the teachers were excited about extending the pilot and the students were even more excited, which increased their engagement. He showed a video with feedback from students and staff and their thoughts and experience with the pilot.

He explained that there are four points to consider with the 1:1 devices and the question asked regarding any tool: is it improving, substituting or replacing?

1. **Equity** – does everyone have equal access to internet
2. **Organization Skills** – for both students and teachers
3. **Increased differentiation** – collaboration and creativity

He referenced a history class where students were using Chromebooks and a student discovered a button to adjust the reading level.

1. **Personal agency, self-empowerment** – seeing the goal to the end

Ms. Redmond-Scura noted that the pilot is adapting to all classes, including art. Ms. McLeod added that use of the Chromebook could even support specialized labs. Mr. Croteau inquired if the amount of use differed from the beginning of the pilot to the end.

Mr. Bourque stated that he expected a slower ramp-up; however, teachers and students were engaged within a few weeks and there was extensive use. He added that he is excited to find out what works well as usage increases.

In response to a question from Jim Richards about the criteria used to select teachers for the pilot, Kaileen Chilauskas explained that this was not necessarily based on the most tech-savvy teachers, but those who are flexible and can recover when things do not work. They selected 9th grade teachers they felt were innovative, creative and resilient.

In response to a question from Mr. Richards whether the program would meet the needs of science and math, Mr. Bourque replied affirmatively, and noted the math teacher pilot participant’s enthusiasm. Ms. McLeod added that additional infrastructure features are planned, such as students being able to remotely access labs and remotely connecting to a desktop to access more sophisticated software that requires more than a browser.

In response to Mr. Richards’ request about the lifetime of the Chromebook, Ms. McLeod stated that the Chromebooks are expected to last three years, the same timeframe as the iPads.

Although no thought had yet been given to 9th graders keeping their Chromebooks through high school and over the summer, Mr. Bourque noted that this would make sense as the students might feel a sense of ownership and therefore take better care of their devices.
In response to a question from Ms. Redmond-Scura whether the Chromebooks would be a competition for the teacher, Mr. Bourque replied that the plan is for teachers to blend use of the Chromebooks with how they currently conduct their classrooms. Ms. Patterson noted that use of the Chromebooks will free up classroom time by allowing teachers to conduct labs in their classrooms and for students to hear teacher lectures on their Chromebooks at home.

Mr. Cogswell provided an historical perspective, stating that in FY13 the three new schools were given iPads and one cart was put together for Broken Ground and Beaver Meadow, followed by Grade 6 with 1:1 at Rundlett and 1:2 at Broken Ground and Beaver Meadow in FY14. In FY15, Grade 7 at Rundlett received 1:1, as well as 1:1 at Broken Ground and Beaver Meadow. Grade 8 at Rundlett received 1:1 in FY16. Next year, 9th graders will pilot the Chromebooks. These are being piloted mainly because of the keyboard feature.

In response to a question from Mr. Richards about teacher training, Ms. McLeod explained that summer training, as well as creating a full-time tech integrator position versus the current half-time position, will aid in teacher learning. Teachers will be given a Chromebook to take home for the summer. Mr. Fennessy asked if there will be an expectation or requirement that teachers use the Chromebooks in their classrooms; Ms. McLeod replied that the administration at the high school will determine this.

At the end of the pilot, two classes (approximately 30 students) were asked to rate the pilot from 1 (not helpful at all) to 5 (helps a lot) based on the following questions.

**Did the devices help you:**
1. Organize your work?
2. Communicate with your teacher?
3. Find and catch up on missing work?
4. Data analysis?
5. Find your own answers to the questions you have?

The students wrote an evaluation paragraph and shared it in class to develop an analysis by the entire class. Mr. Bourque stated that he was vague in reporting the results, believing the students would not be interested; however, they urged him to show them more information. Assistant Superintendent Palley explained that each school has a Technology Integrator and a Technology Assistant who are in the classroom working with the students. Mr. Croteau said he would like to see job descriptions for both.

Mr. Dunn began part two of the presentation, displaying the proposed technology staffing changes. Currently there are 5.5 Technology Integrators and 5.6 Technology Assistants in the district. It is proposed to increase the Technology Integrators to 6.5 and the Technology Assistants to 7. This increases the Technology Integrator position by 1.0 and the Technology Assistant position by 1.4.

Infrastructure improvements in the district subtotal $586,991.45. The allowed e-rate allocation is $659,850 leaving an allocation remaining of $72,858.55. Clearpass (which is
ineligible for e-rate reimbursement) is $27,812.85, bringing the improvements in the
district to a total of $614,804.30.

Projected end user costs include:

<table>
<thead>
<tr>
<th></th>
<th>Quantity</th>
<th>Cost</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell 11 Chromebooks</td>
<td>800</td>
<td>$270</td>
<td>$216,000</td>
</tr>
<tr>
<td>Laptops</td>
<td>150</td>
<td>$900</td>
<td>$135,000</td>
</tr>
<tr>
<td>Classroom Interactive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projector Setup</td>
<td>100</td>
<td>$2,500</td>
<td>$250,000</td>
</tr>
<tr>
<td>Electrical Service</td>
<td>100</td>
<td>$400</td>
<td>$40,000</td>
</tr>
<tr>
<td>Projector Whiteboard or Pull-Down Screen</td>
<td>100</td>
<td>$500</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$691,000</strong></td>
</tr>
</tbody>
</table>

Annual costs (beginning in 2017-2018 budget) include:

<table>
<thead>
<tr>
<th></th>
<th>Annual Cost</th>
<th>incl. e-rate reimbursement</th>
<th>Net Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controller Support</td>
<td>$6,237.10</td>
<td>$3,742.26</td>
<td>$2,494.84</td>
</tr>
<tr>
<td>Airwave Support</td>
<td>$5,951.00</td>
<td>$3,570.60</td>
<td>$2,380.40</td>
</tr>
<tr>
<td>Clearpass Support</td>
<td>$8,000.00</td>
<td>Not Eligible</td>
<td>$8,000.00</td>
</tr>
<tr>
<td><strong>TOTAL ANNUAL COST</strong></td>
<td><strong>$20,188.10</strong></td>
<td><strong>$7,312.86</strong></td>
<td><strong>$12,875.24</strong></td>
</tr>
</tbody>
</table>

Mr. Dunn displayed what the conventional estimated payment schedule for three years
would look like.

<table>
<thead>
<tr>
<th>Lease</th>
<th>Amount</th>
<th>Payment</th>
<th>Interest</th>
<th>Principal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP Financial</td>
<td>$10,280</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,305,804.30</td>
<td></td>
</tr>
<tr>
<td>SunTrust</td>
<td>$75,079</td>
<td>$449,292.00</td>
<td>$20,924.97</td>
<td>$428,367.03</td>
<td>$877,437.27</td>
</tr>
<tr>
<td>Apple</td>
<td>$159,112</td>
<td>$449,292.00</td>
<td>$14,060.57</td>
<td>$435,231.43</td>
<td>$442,205.84</td>
</tr>
<tr>
<td>Apple</td>
<td>$110,003</td>
<td>$449,292.00</td>
<td>$7,086.16</td>
<td>$442,205.84</td>
<td>$0.00</td>
</tr>
<tr>
<td>Apple/Self-Finance*</td>
<td>$449,292</td>
<td>$449,292.00</td>
<td>$7,086.16</td>
<td>$442,205.84</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$1,305,804.30</strong></td>
<td><strong>$1,347,876.00</strong></td>
<td><strong>$42,071.70</strong></td>
<td><strong>$1,305,804.30</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

Rate Factor: .34254

Next he showed THE current and proposed technology lease schedule.

<table>
<thead>
<tr>
<th>Lease</th>
<th>Amount</th>
<th>Term</th>
<th>Expiration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP Financial</td>
<td>$10,280</td>
<td>3</td>
<td>FY17</td>
<td>Laptops</td>
</tr>
<tr>
<td>SunTrust</td>
<td>$75,079</td>
<td>5</td>
<td>FY18</td>
<td>Servers &amp; Switches</td>
</tr>
<tr>
<td>Apple</td>
<td>$159,112</td>
<td>4</td>
<td>FY18</td>
<td>RMS – 7th Grade iPads</td>
</tr>
<tr>
<td>Apple</td>
<td>$110,003</td>
<td>3</td>
<td>FY18</td>
<td>RMS – 8th Grade iPads</td>
</tr>
</tbody>
</table>
| Apple/Self-Finance*    | $449,292 | 3    | FY19       | CHS Wireless Upgrades,
|                        |         |       |            | CHS Student Teachers,
|                        |         |       |            | Equipment and District Wireless Upgrade   |

**TOTAL** $803,766
Ms. Patterson asked if the district will be replacing any old devices. Mr. Dunn replied that replacement is not included in this budget; however, a replacement cycle is needed. Mr. Cogswell suggested the Board consider implementing a technology fee of $25 toward the cost of the technology devices in the schools.

Mr. Dunn explained the services for category one and category two on the e-rate eligible program. Category one includes Internet broadband at 60%. Voice (land lines and cell phones) are subject to phase-down (20% in FY17; down from 40% in FY16). Websites have been phased out (60% in FY15 and 0% in FY16). Category two includes internal connection services and equipment necessary to bring into and provide throughout schools and libraries. Before the competitive bid process, the proposed amount is $586,991.45 and 60% is for equipment. The revised budget revenue is 60% x $586,000 = $351,000. The budget currently shows $300,000. Mr. Dunn will plan to revise the current budget to reflect the $50,000 increase in expenditures and e-rate revenue.

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

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District  
Special Board meeting  
February 17, 2016

**Board members**  Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barbara Higgins, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, Jim Richards  

**Administrators:**  Terri Forsten, Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order  
The meeting was called to order at 5:30 p.m. Board President Clint Cogswell noted that the meeting was called to act on the nomination of Tom Sica as Principal of Concord High School beginning July 1, 2016.

Thomas Sica, Principal, Concord High School, $119,031*, Step IV, budgeted at $119,031

The Board voted 9–0 to approve the administrator nomination as presented (moved by Jennifer Patterson, seconded by Nathan Fennessy).

Superintendent Forsten noted that the comprehensive committee included teachers, administrators, an educational assistant, a parent, a School Board member, and students. The committee interviewed three candidates. Tom Sica is the finalist, having worked at CHS for 8 years as Assistant Principal and at RMS for the past 6 years. He worked in New York City and Brooklyn for many years as an English teacher and Dean of freshmen students. He wrote in his cover letter that “at the heart of what [he does] is a deep belief in the power of education to change lives and to instill hope.” This philosophy informs his educational leadership and instructional practices, work to integrate technology at the middle school, and his promotion of teacher leadership. Following a very positive interview and extensive conversation, the committee moved quickly to nominate Mr. Sica for the position.

Board Vice President Jennifer Patterson also spoke in favor of Mr. Sica’s candidacy and the work of the search committee, noting that the committee’s consideration was thorough at every level for each candidate.

Mr. Cogswell noted that Mr. Sica was a tremendous asset at Concord High School when he was an Assistant Principal there, and staff at Rundlett are now very sad to see him leave. He commented that the positive atmosphere at Rundlett clearly has Mr. Sica’s stamp on it.

Board members Nathan Fennessy and Maureen Redmond-Scura also spoke to parents’ favorable view of Mr. Sica, his helpfulness to the Board, and his positive effect on staff and students at Rundlett Middle School.
Agenda Item 3. Adjournment

The Board voted 9-0 to adjourn (motioned by Ms. Redmond-Scura, seconded by Jim Richards).

The Board adjourned at 5:40 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District  
**Regular monthly meeting**  
**March 7, 2016**

**Board members**  
Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barbara Higgins, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, Jim Richards, and Jordyn Macri and Rebecca Proulx (student representatives)

**Administrators:**  
Terri Forsten, Donna Palley, Jack Dunn, Larry Prince, Matt Cashman

Agenda Item 1. Call to Order
The meeting was called to order at 6:58 p.m.

Agenda Item 2. Approval of Agenda

*The Board voted 9-0 to approve the agenda (motioned by Barb Higgins, seconded by Jim Richards).*

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Recognitions

District Music Coordinator Jim Foley introduced four students to perform several pieces for the Board during March “Music in the Schools” month. Each of the students qualified for NHMEA All-State all four of their high school years. The students were Rylie Ray, viola; Nathan Smith, vocal; Fiona MacWhinnie, clarinet; and Della Dolcino, vocal, accompanied by Nathan Pace on violin. Board members were very impressed by these student musicians.

Student representatives Jordyn Macri and Rebecca Proulx noted that in CHS sports, the boys’ wrestling team was the runner-up in the state championships; the boys’ and girls’ hockey teams are both in the playoffs (the boys’ team is currently ranked third and the girls’ team is ranked fourth); the boys’ and girls’ Nordic ski team won the state championship for the ninth year in a row. On March 12, the Be the Change Club will host a Leadership Summit with a focus on developing leadership skills. The Leadership Summit has had great success in the past. Invitations were made based on teacher recommendations of students who have shown leadership qualities both in and out of
school. The SAT was administered to juniors last week and was free to students without the essay. Juniors will have their first National Honor Society meeting on March 8; the organization is hosting its own tassel ceremony this year as there are such large numbers of juniors being nominated. The Winter Carnival hosted by the Varsity Club is coming up; each grade gets a period out of their day to go to the gym to participate in a variety of fun activities.

Mr. Cogswell also reported that a team of five CRTC culinary students, four seniors and one junior, from Chef Bob McIntosh’s and April Hall’s CRTC Culinary Arts class won the statewide ProStart competition at UNH on March 5 and will go on to the national ProStart competition in Dallas, Texas on April 23 representing New Hampshire. The student team included Anthony Costello of Pembroke Academy; Brandon Diaz of John Stark Regional; Megan Fraser of Hillsboro-Deering; Chase Haines of Concord High School; and Katherine Killam of Hopkinton. Student teams prepared a three-course gourmet restaurant-grade meal in a defined window of time. They prepared and planned all elements of the competition including costing and menus, and the meal had to be plated in the last three minutes. Professional chefs from throughout the region were the judges. The winning students won scholarships to the Culinary Institute of America, Johnson and Wales, and New England Institute.

Other recognitions in the Board packet include:

- Recognition by WZID of CHS Administrative Assistant to the Principal Lisa Lamb as one the area’s “20 Outstanding Women.” CHS Principal Gene Connolly noted that “Lisa is the heart and soul of Concord High School, dealing with numerous and changing responsibilities daily. She remains unflappable while seamlessly adjusting to constant changes. The secret to Lisa’s excellence is her pride and love for CHS. Working here is more than her job. She cares – and that comes across in everything she does. We are very fortunate to have an individual with Lisa’s level of commitment working at Concord High; she is a gem.”

- Notice that the CASL (Capital Area Student Leadership) Committee has selected the following Concord students to participate in its leadership program: Nicole Cacciola, Hailey Cerrato, Ella Fabozzi, Brooke Jackson, Kathryn Jepson, Ashley Kelley, Anna LeBrun, Joseph Nyhan, Logan Stevens, and Jonathan Weinberg.

- Recognition of Ethan Tessier, who represented Concord High School at the NHMEA Jazz All-State Festival held at Pinkerton Academy on February 4, 5, and 6. He was selected for this festival after a competitive trumpet audition held last fall. Ethan, who is a sophomore, performed as a member of the NHMEA Jazz Band.

- Anna-Marie DiPasquale, ELL School Social Worker, reported that 55 Concord High School students participated in a tour of Keene State College. They represented CHS incredibly well. Dottie Miller, the director of Diversity and Kevin Justice, the admissions counselor, organized this exciting opportunity for our students. Ms. Miller and Mr. Justice both commented that they were impressed with the questions our
students had prepared, their enthusiasm for learning and their “absolute politeness” while on campus.

- Jarrett Thomas, a sixth grade student, won the Rundlett Middle School competition of the National Geographic Bee. He has qualified to represent RMS at the state level of the National Geographic Bee on Friday, April 1, 2016 at Keene State College. One winner from each state will advance to the national competition from May 22 - 25 in Washington, D.C. We are proud of Jarrett’s good work and wish him the best of luck as he prepares to compete at the state level. If you are interested in learning more about this event, and viewing some excellent educational resources, visit National Geographic’s homepage: http://www.nationalgeographic.com/

- Concord School District’s Special Education program has gained full compliance as noted by the NHDOE Bureau of Special Education. Principals, Special Education Coordinators, and Special Education Staff performed excellent work toward compliance.

Agenda Item 5. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the organizational meeting and the regular monthly meeting on February 1.

The Board voted 9–0 to approve the minutes of the regular monthly meeting on February 1, 2016 and the Special Board meeting on February 17 (moved by Maureen Redmond-Scura, seconded by Ms. Higgins).

Agenda Item 6. Personnel – administrator nomination

Mr. Prince presented an administrator nomination.

Michele Vance, Principal, Beaver Meadow School, $95,022*, Step III. Michele replaces Interim Principal Benjamin Greene (Step IV = $98,725). Budgeted at $98,725

The Board voted 9–0 to approve the administrator nomination as presented (moved by Tom Croteau, seconded by Mr. Richards).

Tom Croteau served on the Beaver Meadow Principal search committee and enthusiastically endorsed Ms. Vance. A considerable number of BMS staff and committee members attended the Board meeting in support of Ms. Vance. She thanked the Board and noted that one can only be as strong as the people one works with, and that she was looking forward to joining the Beaver Meadow School community.

Leave of absence

Mr. Prince presented one leave of absence.

The Board voted 9–0 to approve the leave of absence as presented (moved by Jennifer Patterson, seconded by Ms. Higgins).
Agenda Item 7. Finance Committee

The Board had four work sessions in February. Finance Chair Tom Croteau reported on the February 3 Board Work Session #1, which was a presentation of the proposed budget. The goals for the budget for regular education are to maintain class sizes within the guidelines in the School Board’s policy and to respond in a responsible manner to the changes in enrollment; for curriculum and instruction, to support the integration of the “next generation science standards across our district; for special education programs and services, to develop effective programs and intervention services to support the needs of students with serious social, emotional and behavioral challenges; for technology, to provide equitable personnel support in terms of Technology Integrators, Technology Program Assistants and to begin the 1:1 technology access at Concord High School; for capital purchases, to continue to use stable, sustainable methods for major purchases, capital improvements and for replacement plans within the constraints of the budget; and regarding debt service, to achieve the School Board’s goal of maintaining 5% of the operating budget for debt service while considering the growing needs in our four older school buildings - Beaver Meadow, Broken Ground, Rundlett Middle and Concord High Schools.

Major drivers of expenditures include:

- Increase due to salary steps, increases, and additional staff* +1,290,156
- Increase in health insurance premiums* + 409,196
- Increase in Workers Compensation +45,175
- Increase in special education and pupil contracted services +51,743
- Increase in capital leases for buses +74,098
- Increase in capital lease for computers +142,765
- Increase in out-of-district transportation and homeless transportation +70,000
- Increase in steam heat +70,000
- Increase in software purchases +142,765
- Decrease in replacement vehicles and furniture (97,225)
- Decrease in bond interest payments (126,032)
- Decrease in bond principal payments (421,865)

Major drivers of revenues include:

- Increase in activity fees (athletics) +4,660
- Increase in Project SEARCH tuition (4,968)
- Decrease in Deerfield tuition (118,981)
- Increase in building rentals +20,000
- Increase in state adequacy +389,924
- Decrease in state education tax (575,579)
- Increase in state Catastrophic Aid +44,396
- Increase in federal Medicaid +25,000
Mr. Croteau also reported on the February 8 Board Work Session #2, a discussion of enrollment, staffing and benefits. Enrollment and demographic trends and projections were noted. In a review of the past 10 years, the district’s enrollment has decreased 13%, while school enrollment in the state of New Hampshire has decreased 12%. Students who qualify for Free and Reduced Meals currently over 36% of district students, an increase of over 15% in ten years. The district’s student population has also become more racially diverse – growing nearly 50% in racial diversity. English Language Learners comprise 7% of district students compared to 2% in New Hampshire. The superintendent is projecting a decrease overall in student enrollment of just over 1% for 2017.

Proposed staffing changes for 2016–2017 include the following reductions (a total of 6.1 FTEs):

- 2.0 classroom teachers at CHS
- 1.5 classroom teachers at MBS
- 1.0 classroom teacher at ADS
- 0.6 Program Assistant at BGS
- 1.0 Special Education Director RMS

Proposed staffing changes include the following additions (a total 8.18 FTEs):

- 1.0 classroom teacher at BGS
- 2.0 classroom teachers at RMS
- 0.5 Tech Integrator for CHS
- 0.5 Tech Integrator for BGS
- 1.0 Program Assistant for CHS
- 1.0 Program Assistant for RMS
- 1.0 Program Assistant for RMS
- 0.2 Special Ed teacher CMS
- 0.2 Out-of-district Coordinator for RMS
- 0.78 Special Education Coordinator RMS

In terms of benefits, the cost of health insurance is anticipated to increase by $409,196. The district is self-insured for dental costs and minimal change is anticipated. The total cost of Workers Compensation is not to exceed $279,260.

Board president Clint Cogswell reported on the February 15 Board Work Session #3 related to Special Education, Title I, and English Language Learners. Special Education costs were discussed, and the following points were highlighted. Total special education expenditures are $19,219,408.00. Of this, $1,138,997 is offset by a Federal grant. Fifteen percent of district students are identified as having educational disabilities. The proposed budget includes an increase at CMS of .20 Special Education Teacher (this will add one day per week and aligns with other schools); and an increase of 6.58 Educational Assistants (FTE). This increase is due in most part to the continuing increase of students, especially young children, who are struggling with behavioral and mental health needs. Title I, a federal grant comprising $1,124,892.50, is focused on improving academic achievement for socioeconomically disadvantaged students. Title I funds programs at the elementary schools and the middle school (tutors and teachers). 10% of district students
are currently participating in Title I to support academic achievement. English Language Learners are supported by a federal grant totaling $67,730.11. This serves 340 students across the school district, for a total of 7% of students. Mr. Cogswell mentioned that Director of Student Services Bob Belmont did a very fine job presenting the budgetary needs of special education, ELL and Title I-eligible students.

Board president Clint Cogswell reported on the February 17 Board Work Session #4, a discussion of technology. The history of technology in district schools was discussed, including the implementation of 1:1 (one device per child) in the elementary through middle school with the elementary school consolidation/construction project. The Board was presented with proposed implementation of 1:1 technology at Concord High School as well. It was noted that the entire wireless infrastructure must be completely upgraded to support 1:1 at the high school.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell 11 Chromebook</td>
<td>800</td>
<td>$270</td>
<td>$216,000</td>
</tr>
<tr>
<td>Laptops</td>
<td>150</td>
<td>$900</td>
<td>$135,000</td>
</tr>
<tr>
<td>Interactive Projector</td>
<td>100</td>
<td>$2,500</td>
<td>$250,000</td>
</tr>
<tr>
<td>Electrical Service</td>
<td>100</td>
<td>$400</td>
<td>$40,000</td>
</tr>
<tr>
<td>Whiteboard or Screen</td>
<td>100</td>
<td>$500</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$691,000</strong></td>
</tr>
</tbody>
</table>

A pilot program of 1:1 technology for freshman teachers and students at CHS this year was discussed. The administration will explore conventional and self-finance options.

**Agenda Item 8. Communications Committee**

Ms. Patterson noted that several policies were being presented for a second reading and vote, including Policy #124 School Board Standing Committees; Policy #761 Indoor Air Quality; and Policy #592 Non-Educational Questionnaires, Surveys and Research. Each policy was thoroughly vetted by the Committee and discussed by the Board.

The Board voted 9–0 to approve Policy #124 School Board Standing Committees as revised (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

The Board voted 9–0 to approve Policy #761 Indoor Air Quality as presented (moved by Ms. Patterson, seconded by Rusty Cofrin).

The Board voted 9–0 to approve Policy #592 Non-Educational Questionnaires, Surveys and Research as presented (moved by Ms. Patterson, seconded by Nathan Fennessy).

**Agenda Item 9. Early Childhood Education Steering Committee Update**

The Steering Committee meets monthly to consider the essential question of “What are the best practices in kindergarten programming and how do these practices connect with
early childhood programs in our school community?” The Committee has gathered the following information about preschool, kindergarten and before/after school care options in Concord.

CSD Developmental Preschool (center-based programs for ages 3-5 with both morning and afternoon sessions and attendance from 2 to 5 days per week) include 17 students with IEPs at Beaver Meadow and 15 students without IEPs for a total of 32; 34 students with IEPs at Mill Brook and 39 students without IEPs for a total of 73. The total number of students with IEPs served in the preschool programs is 51 with IEPs and 54 without IEPs.

Community outreach programs (for students ages 3-5 with IEPs) include Crimson Tide Preschool (at ADS) with 4 students; Emerson Preschool with 8 students; Head Start with 11 students; Child and Family Development Center at NHTI with 4 students; and Woodside School with 10 students, for a total of 37.

Crimson Tide Preschool is a laboratory school for Concord Regional Technical Center’s Teacher Preparation Program and offers full- and half-day enrollment options.

The Preschool Family Resource Centers (for students ages birth-5) are funded by the Safe Schools/Healthy Students grant and located at Mill Brook School; the Heights Community Center; and Jennings Drive (and soon, Beaver Meadow School). The programs serve 70 families per week and provide connections to community partners.

A new initiative called Ready for Kindergarten (new) is supported by a Title I grant and serves a cohort of up to 50 parents of children ages birth-5 in the Mill Brook neighborhood. The program consists of three 2-hour sessions per year led by trained staff, with a focus on age-level targets in three areas: language/literacy; math and reasoning; and social/emotional development.

The district’s current kindergarten program has two sessions: a morning session from 7:45 to 10:30 a.m.; and an afternoon session from 11:45 a.m. to 2:30 p.m. Abbot-Downing has 61 students in four sessions (two teachers; class sizes range from 12 to 17); Beaver Meadow has 50 students in three sessions (1.5 teachers; class sizes range from 15 to 18); Christa McAuliffe School has 56 students in three sessions (1.5 teachers; class sizes range from 18 to 19); Mill Brook has 102 students in six sessions (three teachers; class sizes range from 16 to 18).

Extended kindergarten programs include a Title I program that serves approximately 60 students for 75-105 minutes per day and a Special education preschool that serves approximately 10 students for an average of 45 minutes per day.

Private kindergartens in the Concord area include Children’s Learning Center at St. Paul’s (5 students); Concord Family YMCA (4 students); Early Enrichment Center (2 students); Woodside School (4 students); St. John’s School (10 students); Shaker Road School (11 students); Trinity Christian School (15 students). In total, an estimated 43 Concord residents attend full-day kindergarten at private kindergarten programs and 22 attend half-day kindergarten programs.
A total of 81 Concord residents attend before/after kindergarten child care in private programs.

Beginning in the 2010-2011 school year, every public school district has been required to offer a minimum of a half-day kindergarten program. Kindergarten attendance is optional. The State adequacy formula for funding kindergarten states that no kindergarten pupil shall count as more than ½ day attendance per calendar year.

Agenda Item 10. Negotiations
Jim Richards reported that the Negotiations Committee met on February 29, and that participation by committee members was thorough and robust. Currently, negotiations center around Transportation, Tutors, and Administrators.

Agenda Item 11. Other Business
Superintendent Forsten provided an update on the work of the search committee for a new principal for Rundlett Middle School. Six applications have been received to date. Superintendent Forsten met with the RMS faculty last Thursday and discussed with them the characteristics needed in a RMS principal. The application deadline is March 11. The RMS search committee will begin to review candidate applications the week of March 21 and will choose several candidates to interview. Superintendent Forsten said she hopes to bring a candidate to the Board for approval at its May 2 meeting.

Mr. Cogswell noted that he has asked Patrick Taylor if he would be willing to serve another year as Deputy School Board Clerk and Mr. Taylor has agreed to do so.

The Board voted 9–0, with thanks, to appoint Patrick Taylor as Deputy School Board Clerk (moved by Mr. Cogswell, seconded by Mr. Croteau).

Agenda Item 12. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board committee meetings for March and April, noting the continuing series of Board Work Sessions, and two Public Hearings on March 21 and March 23.

Mr. Fennessy noted that Roger Phillips was presented an award for public service at the NH Bar Association mid-year meeting.

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

Agenda Item 14. Adjournment
The Board voted 9-0 to adjourn (motioned by Ms. Higgins, seconded by Mr. Cofrin).

The Board adjourned at 8:00 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District
Board of Education
Special School Board meeting
March 21, 2016

Members present: Clint Cogswell, Jennifer Patterson, Tom Croteau, Maureen Redmond-Scura, Jim Richards, Rusty Cofrin, Nathan Fennessy

Members absent: Barb Higgins, Alana Kimball

Others present: Superintendent Terri Forsten

The meeting was called to order by Board President Clint Cogswell at 6:20 p.m.

Mr. Cogswell shared plans for a special recognition. He is working with the City of Concord Facilities Naming Committee to move this forward, and shared a document that Superintendent Forsten created to be sent to that Committee to request the naming of a City landmark. Those Board members present agreed that this was a good idea and all were interested in receiving updates on its progress.

Jennifer Patterson made a motion to move into non-public session at 6:26 p.m. under RSA 91-A:3 II (a) “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her ...” and RSA 91-A:3 II (c) that states, in part: “… Matters which, if discussed in public, would likely affect adversely the reputation of any person ...”

The Board voted 7-0 by roll call to move into non-public session at 6:26 p.m. under RSA 91-A:3 II (a) and RSA 91-A:3 II (c) (motioned by Ms. Patterson, seconded by Mr. Cogswell).

Maureen Redmond-Scura moved to come out of non-public session at 6:49 p.m.

The Board came out of non-public session (motioned by Ms. Redmond-Scura, seconded by Jim Richards).

The public session reconvened.

The Board by roll call voted 7-0 to seal the minutes of the non-public session under RSA 91-A:3 II (a) – public employee and RSA 91-A:3 II (c) - adverse effect on reputation (motioned by Ms. Patterson, seconded by Ms. Redmond-Scura).

The Board voted 7-0 to adjourn the Special Board meeting (motioned by Ms. Patterson, seconded by Ms. Redmond-Scura).

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Terri Forsten, Recorder
Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards

Board members absent: Barb Higgins

Administration: Superintendent Terri L. Forsten, Business Administrator Jack Dunn, Director of School Nutrition Services Donna Reynolds

Board Vice President Jennifer Patterson called the meeting to order at 5:33 p.m. and made a motion to recess to non-public session under RSA 91A:3 II.(d) which states “Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.”

The Board voted 7-0 by roll call to go into non-public session at 5:34 p.m. under RSA 91A:3 II.(d) (motioned by Ms. Patterson, seconded by Nathan Fennessy).

The Board came out of non-public session at 6:29 p.m.

The Board came out of non-public session and voted by roll call vote 8-0 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 Tom Croteau).

Board President Clint Cogswell noted that this was the fifth meeting to discuss the FY 2016-2017 Superintendent’s proposed budget; the topic would be School Nutrition Services.

Business Administrator Jack Dunn noted that the agenda would consist of a discussion of School Nutrition Services programs and changes, meals sales, current meal revenue by status, sample tray and beverage costs, à la carte, beverages, student debt and projected deficit, budget and other opportunities.

He explained each of the federal and state programs the district participates in. The federal programs include the National School Lunch Program (NSLP), which provides the 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 à la carte sales, provide the 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. The district is currently enrolled in this program, but does not participate.

Under the USDA Commodity, Concord School District qualifies for over $85,000 in federal surplus commodity foods. These items include whole grain pastas, turkey, ham, cheese, and canned fruits and vegetables.

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.

State program participation includes the breakfast program, for which the NH Department of Education provides additional funding to the NSLP based on reimbursable breakfasts served and an additional $0.03 per meal.

The Fresh Fruit and Vegetable Program (FFVP) is a federally-funded grant program that provides free fruit and vegetables at snack time at the elementary level.

The district is a member of the New Hampshire Buying Group. The original buying group consisted of seven New Hampshire districts: Derry, Portsmouth, Pinkerton Academy, Nashua, Keene and Concord. The first bid contained 32 line items, and was awarded in June, 1998. Everything was done with pencil and paper on a single page. In 2000, the group became The Buying Group of New Hampshire School Food Services and had grown to 11 districts. The bid grew as well, with nearly 100 items. Separate paper, ice cream and pizza bids were added. The group began to use technology as a means to distribute information to vendors, and the bids became fully electronic. Now representing 47 districts and nearly 80,000 students, The Buying Group is one of the largest school purchasing groups in New England, accounting for nearly 40% of New Hampshire students. The group currently publishes a 330-line grocery bid, a paper bid and an ice cream RFP. Bids are typically released to vendors in early spring for a mid-May opening. The group takes pride in its creativity and professionalism, and believes in creating mutually successful partnerships with its vendors.

Changes in the district meals program in FY16 include:

- Bringing back chocolate milk
- Increased use of US commodities (monthly purchases)
- Student survey (parent permission)
- Focus on new à la carte items (muffins, kettlekorn, parfait, coffee, veg sticks)
- Grab-n-Go at CHS (coffee bar/new fridge)
- Meal system and district finance software integration
- Low balance notifications (Tuesdays, negative and Fridays, low)
- Speeding up checkout (configuration changes [RMS & CHS] and new terminals)
- Monthly email of menus and paper copy of elementary menus
- Expanding breakfast program at Abbot-Downing School (Grab-n-Go, smoothies)
- Streamlining payments by centralizing receipts (elementary)
• Explore: satellite food to other schools (*adult meals*)
• Smoothies (*currently at ADS and CMS; coming to CHS*)

Current enrollment in the breakfast and lunch program as of October 2015 was 4,585 students. 594 breakfasts and 1,852 lunches are served daily from eight kitchens with a total of 27 cooks and assistants.

Mr. Dunn displayed a “Total Meals Served Comparison” by school showing the change from FY15 to FY16. In summary in enrollment was 4,585 in FY16, a decrease of 44 students from FY15. There have been 60,539 breakfasts served in the current year as compared to 57,282 in FY15 and there have been 181,760 lunches served in FY16; 8,509 more than FY15. Abbot-Downing alone has served 1,275 more breakfasts and 3,244 more lunches in FY16. St. John’s Regional School is not included in this comparison.

On average, there are 32 more breakfasts and 83 more lunches served in FY16 than in FY15 per day. Of this amount Abbot-Downing has, on average, served 13 more breakfasts and 32 more lunches per day in FY16 than in FY15. The following is total breakfast revenue by meal type based on student pricing for the current year.

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Free</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupil Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NSLP</td>
<td>$1.69</td>
<td>$1.69</td>
<td>$1.69</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1.69</td>
<td>$1.69</td>
<td>$1.69</td>
</tr>
<tr>
<td><strong>Reduced</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupil Cost</td>
<td>$0.30</td>
<td>$0.30</td>
<td>$0.30</td>
</tr>
<tr>
<td>NSLP</td>
<td>$1.39</td>
<td>$1.39</td>
<td>$1.39</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1.69</td>
<td>$1.69</td>
<td>$1.69</td>
</tr>
<tr>
<td><strong>Paid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupil Cost</td>
<td>$1.50</td>
<td>$1.75</td>
<td>$1.75</td>
</tr>
<tr>
<td>NSLP</td>
<td>$0.32</td>
<td>$0.32</td>
<td>$0.32</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1.82</td>
<td>$2.07</td>
<td>$2.07</td>
</tr>
</tbody>
</table>

The following is total lunch revenue by meal type based on student pricing for the current year.

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
<th>High Deli</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Free</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupil Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NSLP</td>
<td>$3.13</td>
<td>$3.13</td>
<td>$3.13</td>
<td>$3.13</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$3.13</td>
<td>$3.13</td>
<td>$3.13</td>
<td>$3.13</td>
</tr>
<tr>
<td><strong>Reduced</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupil Cost</td>
<td>$0.40</td>
<td>$0.40</td>
<td>$0.40</td>
<td>$0.40</td>
</tr>
<tr>
<td>NSLP</td>
<td>$2.73</td>
<td>$2.73</td>
<td>$2.73</td>
<td>$2.73</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$3.13</td>
<td>$3.13</td>
<td>$3.13</td>
<td>$3.13</td>
</tr>
</tbody>
</table>
Paid  

| Pupil Cost | $2.50 | $2.75 | $3.00 | $3.50 |
| NSLP       | $0.35 | $0.35 | $0.35 | $0.35 |
| TOTAL      | $2.85 | $3.10 | $3.35 | $3.85 |

Tray Cost Example #1: Yogurt Parfait

<table>
<thead>
<tr>
<th>Product</th>
<th>USDA</th>
<th>BG/Fruit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yogurt</td>
<td>$.25</td>
<td>$.25</td>
</tr>
<tr>
<td>Granola</td>
<td>$.25</td>
<td>$.25</td>
</tr>
<tr>
<td>Strawberries or blueberries</td>
<td>$.02</td>
<td>$.50</td>
</tr>
<tr>
<td>Cup/dome/spoon</td>
<td>$.04</td>
<td>$.04</td>
</tr>
<tr>
<td>Milk</td>
<td>$.20</td>
<td>$.20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$.76</td>
<td>$1.24</td>
</tr>
</tbody>
</table>

*Lunch – no reimbursable meal

Tray Cost Example #2: Mitchell’s Fresh Salsa Bag-O-Taco

<table>
<thead>
<tr>
<th>Product</th>
<th>FY15</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tortilla chips</td>
<td>$.65</td>
<td>$.67</td>
</tr>
<tr>
<td>Mitchell’s Fresh Salsa*</td>
<td>$.34</td>
<td>$.37</td>
</tr>
<tr>
<td>Sour cream</td>
<td>$.20</td>
<td>$.23</td>
</tr>
<tr>
<td>Miles Smith ground beef</td>
<td>$.75</td>
<td>$.01</td>
</tr>
<tr>
<td>USDA commodity cheddar cheese</td>
<td>$.01</td>
<td>$.01</td>
</tr>
<tr>
<td>Shredded iceberg lettuce</td>
<td>$.08</td>
<td>$.09</td>
</tr>
<tr>
<td>SUBTOTAL – Bag-o-Taco cost</td>
<td>$2.03</td>
<td>$1.38</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>FY15</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit (NH apple, fresh orange)</td>
<td>$.22</td>
<td>$.22</td>
</tr>
<tr>
<td>Vegetable (BG)</td>
<td>$.33</td>
<td>$.28</td>
</tr>
<tr>
<td>Milk</td>
<td>$.20</td>
<td>$.20</td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td>$.13</td>
</tr>
<tr>
<td>TOTAL Tray Cost</td>
<td>$2.91</td>
<td>$2.08</td>
</tr>
</tbody>
</table>

Tray Cost Example #3: Coffee

<table>
<thead>
<tr>
<th>Product</th>
<th>Cost</th>
<th>Sell</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 oz. hot coffee *</td>
<td>$.37</td>
<td>$1.50</td>
</tr>
<tr>
<td>16 oz. hot coffee *</td>
<td>$.42</td>
<td>$1.75</td>
</tr>
<tr>
<td>16 oz. hot coffee *</td>
<td>$.35</td>
<td>$1.75</td>
</tr>
<tr>
<td>24 oz. hot coffee *</td>
<td>$.40</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

*Includes cup, dome, straw, sugar and creamer

Food Nutrition Services Director Donna Reynolds explained that all students, regardless of lunch benefit qualifications, pay the same amount for à la carte items. She noted that snack items before the new standards included chocolate sandwich cookies, fruit-flavored candies, donuts, chocolate bars and regular cola. After the new standards, smart snacks in school included peanuts, light popcorn, low-fat tortilla chips, granola bars, fruit cups with
100% juice and no-calorie flavored water. Below is the average à la carte sales by day by level.

<table>
<thead>
<tr>
<th></th>
<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>
<td>n/a</td>
</tr>
<tr>
<td>Middle</td>
<td>$506.71</td>
<td>$385.63</td>
<td>$269.66</td>
<td>$268.04*</td>
</tr>
<tr>
<td>High School</td>
<td>$790.00</td>
<td>$718.19</td>
<td>$679.57</td>
<td>$740.49*</td>
</tr>
</tbody>
</table>

*as of 2/17/16

Mr. Dunn explained that, before the coffee bar was installed during the holiday vacation, the à la carte sales for the food service program as of December 19, 2015 were lagging behind last year; however, after the coffee bar was opened sales have begun to exceed last year sales.

Ms. Reynolds displayed a table detailing Health Hunger Free Kids Act of 2010 beverage options. These options are of varying availability and sizes depending on the school level (elementary, middle, high school). They include plain bottled water, 100% juices, other caloric beverages and diet beverages, which are not offered at the elementary and middle school levels, unflavored milk and flavored milk. Caffeine is permitted at the high school level and naturally occurring trace amounts are allowed at the elementary and middle school levels. Carbonation is permitted at all three levels. She listed and showed labels of some of the current beverage vendor offerings as well as the coffee options offered at the high school. Milk sales include the following:

<table>
<thead>
<tr>
<th>Product</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 oz. 1% (Low-fat) milk</td>
<td>49,700</td>
</tr>
<tr>
<td>8 oz. Fat free chocolate milk</td>
<td>131,854</td>
</tr>
<tr>
<td>8 oz. Skim milk</td>
<td>6,000</td>
</tr>
<tr>
<td>8 oz. Fat free strawberry milk</td>
<td>41,750</td>
</tr>
<tr>
<td><strong>Total Units Sold</strong></td>
<td><strong>229,304</strong></td>
</tr>
</tbody>
</table>

*HHFKA Compliant

Ms. Reynolds and Mr. Dunn distributed blueberry and strawberry yogurt parfaits and smoothies to the Board for sampling. Ms. Reynolds explained that the yogurt parfait is a reimbursable item for breakfast; however, not at lunch, as the yogurt in the parfait would have to be doubled.

Mr. Fennessy asked how often the elementary schools receive fruit deliveries for the FFVP, to which Ms. Reynolds replied it was three days per week. She stated that some of the fresh fruits and vegetable offerings include pineapple spears, cantaloupe, honeydew, sugar snap peas, carrots, celery and many other combinations of fruits and vegetables. She added that apples from local farms are purchased in the fall. Most schools make these fruits and vegetables available at the morning snack time, setting them out in the cafeteria for students to pick up. Mr. Fennessy asked if this program is ongoing each year. Ms. Reynolds explained that it is based on each January’s claim of free and reduced numbers at each of the elementary schools. All district elementary schools are involved in the program in the current year.
She explained that milk is offered with each reimbursable meal but water is not part of the reimbursable meal; however, water is sold at the middle and high schools. Alana Kimball asked what the students at the elementary level are offered if they are unable to drink milk. For these students, Lactaid is available.

Mr. Dunn began the budget portion of the meeting, explaining the student account debt listed by grade and by school. This debt includes PreK and Kindergarten students. The grand total for debt is a negative -$12,455.75 with prior year debt being $5,700.00 for a total year to date FY16 debt of negative -$6,755.75. This is mostly for paid students and contains ongoing debt. Budget projection for FY16 as of February 26, 2016 is as follows.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>$1,586,491</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$1,511,716</td>
</tr>
<tr>
<td>DIFFERENCE</td>
<td>$(74,775)</td>
</tr>
</tbody>
</table>

Mr. Dunn explained that expenses include salaries, benefits, supplies, etc. and negative student balances. Revenue includes one-time revenue FFVP, sales, catering, federal and state reimbursement and adult meals.

Ms. Reynolds explained the Paid Lunch Equity (PLE) tool. She stated that the PLE tool was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and non-federal source contributions to meet the requirements in Section 205 of the Healthy, Hunger-Free Kids Act of 2010. If the pricing requirements calculated by the tool are not met or are exceeded, the tool will also calculate any amounts carried over into the next year. Note that the weighted average prices calculated in the tool are the weighted average of all paid lunch prices in the SFA. She added that overall prices should be all set for FY16/17; however, prices will definitely have to be raised in FY17/18. She showed the Weighted Average Price (WAP) requirement for FY16/17 based on the FY15/16 WAP calculator, which is determined by multiplying the number of monthly paid lunches (for October) by the paid lunch price and totaling the monthly revenue. The average paid lunch price is then determined from the total monthly revenue.

Proposed meal prices for FY 2016-2017 are:

<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>$2.00*</td>
</tr>
<tr>
<td>Adult</td>
<td>n/a</td>
<td>n/a</td>
<td>$2.50*</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>$3.50*</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>$4.00*</td>
</tr>
</tbody>
</table>

*Proposed Price Increase
The price increases proposed include a $.25 increase at the high school level and $.50 increase for adults for breakfast; a $.50 increase at the high school level and a $.25 increase for adults for lunch.

Rusty Cofrin asked why the high school, besides adults, is experiencing the only price increase. Mr. Dunn explained that the high school currently has some of the lowest participation. In FY18, it is likely the district will be required to raise prices, which will likely impact participation; the administration hopes to increase prices a year earlier to limit the impact by connecting it to the increase in new offerings. Ms. Patterson inquired whether free and reduced participants have options other than the regular lunch. Ms. Reynolds replied that they are able to get the deli and other options.

In comparison, the FY16/17 proposed budget expenditure is ($18,583) less than the FY15/16 budget and $18,583 more than the FY15/16 revenues budget for a net total of $0. The February claim of $58,000 (projected) is not included in this revenue.

Budget additions include USDA professional standards effective July 1, 2015 at a cost of approximately $1,411 and an additional hour for each of the three elementary schools (Mill Brook, Abbot-Downing and Christa McAuliffe) at a cost of $7,522. Contributing to the additional hours is the elimination of Styrofoam trays, preparation of adult meals and preparation for expanded breakfast items. Other possible opportunities include vending with USDA Smart Snacks in the district.

A discussion of the pre-paid meal plan ensued, with Board members requesting the administration offer meal plans that do not commit students to buying lunch every day if they do not care for what’s on the menu, but rather to be able to pick and choose which days they buy lunch. Their suggestions included determining which meals a student is buying most, what they like to eat, when they eat, etc. They also thought that determining which commodities the students are eating would be beneficial information. Ms. Reynolds noted that the commodities are used to keep the cost of meals down.

Maureen Redmond-Scura asked about the status of the Wellness Committee. Ms. Reynolds explained that she is in the planning stages, with four district employees on the Committee and one of the four representing parents. She is working with Lise Bofinger to get students involved and will also reach out to PTO members.

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

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board President Clint Cogswell called the meeting to order at 5:35 p.m. He explained that this was the sixth meeting to discuss the FY 2016-2017 Superintendent’s proposed budget. Business Administrator Jack Dunn reviewed the agenda, which included summer projects, building and grounds, capital improvement plan projects, principal and interest, current debt schedules, revenues and reserves as well as a revisit to the elementary project. He displayed a chart summary of the Buildings and Grounds budget by function.

<table>
<thead>
<tr>
<th>Function Title</th>
<th>FY16 Budget</th>
<th>FY17 Budget</th>
<th>Change($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings and Grounds</td>
<td>$6,327,886.20</td>
<td>$6,424,004.00</td>
<td>$96,117.80</td>
<td>1.50%</td>
</tr>
<tr>
<td>Construction Services</td>
<td>$184,180.00</td>
<td>$300,000.00</td>
<td>$115,820.00</td>
<td>38.61%</td>
</tr>
<tr>
<td>Bond Principal/Interest</td>
<td>$5,589,738.00</td>
<td>$5,041,840.70</td>
<td>($547,897.30)</td>
<td>-10.87%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$12,101,804.20</td>
<td>$11,765,840.70</td>
<td>($335,959.50)</td>
<td>-2.86%</td>
</tr>
</tbody>
</table>

The Buildings and Grounds function (2600) consists of salaries, benefits, professional services, purchased property, purchased services, supplies, books and utilities, equipment and dues, fees and interest. The total for Buildings and Grounds projected for FY17 is $6,424,004, a $96,117.80 or 1.5% increase from FY16.

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>$191,917.52 **</td>
</tr>
<tr>
<td>2017</td>
<td>$300,000.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2,231,513</td>
<td>$1,759,902.74</td>
</tr>
</tbody>
</table>
*Requested for FY17

**Balance to be spent in the spring/summer

Summer projects for FY17 include:

**Broken Ground School**
Paint exterior trim – 30-year life span $13,000
Replace 3rd grade carpet – 15-year life span $25,000
Topcoat basketball court – 30-year life span $10,000

**Beaver Meadow School**
Paint and repair exterior trim - 30-year life span $15,000
Replace fire alarm - 30-year life span $42,000
Replace concrete walkways - 25-year life span $15,000

**Rundlett Middle School**
Update 12 bathrooms – 25-year life span $70,000
Replace main hallway tile – 25-year life span $14,000
Music classroom carpet – 15-year life span $12,000

**Concord High School**
Add baseboard heat to Music Room – 30-year life span $25,000
Repair and refinish gym floor – 30-year life span $30,000
Replace gym doors – 30-year life span $23,000

**Central**
Landscape screening – 30-year life span $6,000

In response to a question from Mr. Croteau about updates to the 12 bathrooms at Rundlett, Director of Facilities Matt Cashman explained that all the bathrooms are original and the plan is to completely renovate them with moisture-free sheetrock, tile floor, new toilets and new sinks. These bathrooms serve both adults and students.

Maureen Redmond-Scura inquired if the replacement of the gym doors is for interior or exterior doors and if the replacement is because of a safety issue. Mr. Cashman replied that although it is not yet a safety issue, the administration hopes to stay ahead of this, as the interior doors are very warped.

Mr. Cogswell explained that he remembered a request for more money for these projects last year. Jim Richards noted that he had made that suggestion; however, after last year’s public hearing it was removed the budget. He stated that he noticed that some of the issues, such as concrete damage at the middle school, have been repaired but not corrected and asked Mr. Cashman what he would do if another $200,000 was available. Mr. Cashman noted that he would put any additional funds into roofs and mechanicals. There was discussion about addressing big-ticket items such as roofs and heating, as well as capital projects and bonding. Mr. Cogswell asked Mr. Cashman to create a list of additional projects if another $100,000 or $200,000 was available. This will be discussed at the question-and-answer work session on Wednesday.
As a side note, Mr. Richards commented that proper signage at the schools was important to maintain as it supports safety.

Plans for the unused CRTC building previously used for preschool across the street from the high school were also discussed. The last estimate for renovation was approximately $350,000; currently there are no plans to renovate. In response to a question from Nathan Fennessy about the current cost to maintain the preschool building, Mr. Cashman explained that electricity to run the heat, and monthly pest protection (approximately $35) were the only expenses. Mr. Dunn added that the yearly cost to maintain the building was approximately $6,000 to $8,000.

Ms. Redmond-Scura asked if insurance was a factor in any of the repairs, to which Mr. Dunn replied that there was no insurance coverage for any of the required repairs.

Mr. Dunn displayed a Bond Principal and Interest chart comparing dues, fees and interest, along with principal and transfers from FY16 to FY17.

<table>
<thead>
<tr>
<th></th>
<th>FY16</th>
<th>FY17</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues, Fees &amp; Interest</td>
<td>$2,846,288.00</td>
<td>$2,720,255.70</td>
<td>($126,032.30)</td>
<td>-4.63%</td>
</tr>
<tr>
<td>Principal and Transfers</td>
<td>$2,743,450.00</td>
<td>$2,321,585.00</td>
<td>($421,865.00)</td>
<td>-18.17%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$5,589,738.00</td>
<td>$5,041,840.70</td>
<td>($547,897.30)</td>
<td>-10.87%</td>
</tr>
</tbody>
</table>

Mr. Dunn noted that most of the reduction in debt service is from the high school.

He distributed information on short-term debt planning and explained that the total Buildings and Grounds debt for FY17 is for NORESCO at $155,764.01. Transportation is $266,020.12 for FY17 for the runout of bus leases and the copier/printer lease for FY17 is $243,671.16 which includes 7.4 million copies, after which the cost is per page. The FY17 cost for Technology is $803,761.16 and includes the financing for FY16 equipment. Mr. Dunn displayed two options for technology financing.

**Finance Option #1** - assumes the district would borrow today:

<table>
<thead>
<tr>
<th>Date</th>
<th>Funding</th>
<th>Payment</th>
<th>Interest</th>
<th>Principal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/17/16</td>
<td>$1,305,804.30</td>
<td></td>
<td></td>
<td></td>
<td>$1,305,804.30</td>
</tr>
<tr>
<td>7/10/16</td>
<td></td>
<td>$14,056.62</td>
<td>($14,056.62)</td>
<td></td>
<td>$1,319,860.92</td>
</tr>
<tr>
<td>7/10/16</td>
<td>$ 451,768.71</td>
<td></td>
<td>$ 451,768.71</td>
<td>$ 868,092.21</td>
<td>$1,319,860.92</td>
</tr>
<tr>
<td>7/10/17</td>
<td>$ 451,768.71</td>
<td>$23,525.30</td>
<td>$ 428,243.41</td>
<td>$ 439,848.80</td>
<td>$1,319,860.92</td>
</tr>
<tr>
<td>7/10/18</td>
<td>$ 451,768.71</td>
<td></td>
<td>$11,919.91</td>
<td>$ 439,848.80</td>
<td>$1,319,860.92</td>
</tr>
<tr>
<td>7/10/19</td>
<td>$1,305,804.30</td>
<td>$1,355,306.13</td>
<td>$49,501.83</td>
<td>$1,305,804.30</td>
<td>$1,305,804.30</td>
</tr>
</tbody>
</table>

**Finance Option #2** –

- Transfer money from the Facilities and Renovation Trust to General Fund to pay for facility upgrades to Technology (fixed to the building)
• Create a payback schedule similar to Option #1 into the Facilities and Renovation Trust Fund

<table>
<thead>
<tr>
<th>Balance</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,963,399*</td>
<td>$658,399</td>
<td>$1,110,167</td>
<td>$1,561,935</td>
<td>$2,013,703</td>
</tr>
<tr>
<td>0</td>
<td>$1,305,000</td>
<td>$451,768</td>
<td>$451,768</td>
<td>$451,768</td>
</tr>
</tbody>
</table>

*projected balance as of 6/30/16

Advantages to Option #2 include flexible terms, greater return on funds (potential), more favorable to bond counsel, and better than earning .01%. The disadvantage to Option #2 is that there are fewer stabilization funds available.

Mr. Dunn noted, after a question from Jennifer Patterson, that there would be no difference in support from Apple Computer for either option. Several Board members noted that there a risk in Option #2 is that nothing catastrophic happens next year for which those funds from the Facilities and Renovation Trust would need to be used. Mr. Cogswell reminded the Board that the money in this fund is being built up to be used to renovate or replace Rundlett Middle School.

Mr. Dunn then explained the bond history of Capital Projects.

**Bonds**

<table>
<thead>
<tr>
<th>Year</th>
<th>Project</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)</td>
<td>$4.3 million</td>
</tr>
<tr>
<td>2010</td>
<td>Elementary Consolidation Project (BAB) &amp; SAU*</td>
<td>$55 million</td>
</tr>
</tbody>
</table>

*Authorized $62,539,605

**Bond Authorizations**

<table>
<thead>
<tr>
<th>Year</th>
<th>Projects</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 displayed the current debt schedule, explaining that the debt has remained at the same level since 2005. In the FY17 budget, the administration proposes to maintain a level debt service that makes up 5% of the budget. Based on this level debt service, the administration proposes depositing $489,928 in the Facilities and Renovation Trust fund (stabilization fund).

He explained the differences among work done with the 10-year bond, contracted summer work, and routine school year maintenance.
Next, he showed a comparison of local revenues for tuition from FY16 to the proposed FY17.

<table>
<thead>
<tr>
<th>Tuition Description</th>
<th>FY16</th>
<th>FY17 (proposed)</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Child Care Program</td>
<td>$52,080</td>
<td>$53,642</td>
<td>$1,562</td>
</tr>
<tr>
<td>Summer School – Academic</td>
<td>$6,500</td>
<td>$4,500</td>
<td>($2,000)</td>
</tr>
<tr>
<td>Summer School – CRTC Summer Camp</td>
<td>$4,000</td>
<td>$6,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Summer School – Enrichment – Robotics</td>
<td>$3,000</td>
<td>$ ( )</td>
<td>($3,000)</td>
</tr>
<tr>
<td>Regular Ed – Deerfield</td>
<td>$2,067,853</td>
<td>$1,938,026</td>
<td>($129,827)</td>
</tr>
<tr>
<td>Project Search Tuition</td>
<td>$165,672</td>
<td>$170,640</td>
<td>$4,968</td>
</tr>
<tr>
<td>Vocational Center Students</td>
<td>$662,894</td>
<td>$671,905</td>
<td>$9,011</td>
</tr>
<tr>
<td>Vocational Center Students – local portion of capital improvements fee</td>
<td>$38,251</td>
<td>$46,686</td>
<td>$8,435</td>
</tr>
<tr>
<td>Adult Education</td>
<td>$160,000</td>
<td>$100,000</td>
<td>($60,000)</td>
</tr>
<tr>
<td>Preschool</td>
<td>$35,000</td>
<td>$35,000</td>
<td></td>
</tr>
<tr>
<td>Foster Care Children</td>
<td>$520,000</td>
<td>$530,846</td>
<td>$10,846</td>
</tr>
<tr>
<td>Total Tuition</td>
<td>$3,715,250</td>
<td>$3,557,246</td>
<td>($158,004)</td>
</tr>
</tbody>
</table>

A comparison of local revenues for transportation from FY16 to the proposed FY17 include:

<table>
<thead>
<tr>
<th>Description Description</th>
<th>FY16</th>
<th>FY17 (proposed)</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHS Bus Passes</td>
<td>$8,500</td>
<td>$8,831</td>
<td>($331)</td>
</tr>
<tr>
<td>Transportation Charter (includes Elem &amp; RMS PTO Trips, Extended Day, Extended Year Programs) (21C)</td>
<td>$148,194</td>
<td>$150,617</td>
<td>$2,423</td>
</tr>
<tr>
<td>Total Transportation</td>
<td>$156,694</td>
<td>$159,448</td>
<td>$2,754</td>
</tr>
<tr>
<td>Earnings on Investments</td>
<td>$50</td>
<td>$4,000</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

Lastly in local revenues a comparison of other local sources from FY16 to the proposed FY17 include:

<table>
<thead>
<tr>
<th>Other Local Sources</th>
<th>FY16</th>
<th>FY17 (proposed)</th>
<th>Change ($)</th>
</tr>
</thead>
</table>

*page 69 of 207*
Student Athletic Activity Fees:

<table>
<thead>
<tr>
<th></th>
<th>FY16</th>
<th>FY17</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fees</td>
<td>$103,095</td>
<td>$107,755</td>
<td>$4,660</td>
</tr>
<tr>
<td>Athletic Gate Receipts</td>
<td>$10,000</td>
<td>$14,861</td>
<td>$4,861</td>
</tr>
</tbody>
</table>

Other Local Sources:

<table>
<thead>
<tr>
<th>Other Local Sources</th>
<th>FY16</th>
<th>FY17</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS student fees (parking, lost books)</td>
<td>$6,000</td>
<td>$2,000</td>
<td>($4,000)</td>
</tr>
<tr>
<td>Vending Machine Proceeds</td>
<td>$7,000</td>
<td>$0</td>
<td>($7,000)</td>
</tr>
<tr>
<td>Community Activity Rental</td>
<td>$130,000</td>
<td>$150,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Impact Fees</td>
<td>$40,000</td>
<td>$71,500</td>
<td>$31,500</td>
</tr>
<tr>
<td>Sale of Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement Card Rebate</td>
<td>$15,000</td>
<td>$18,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Payment in Lieu of Taxes (PILOT)</td>
<td>$95,000</td>
<td>$100,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Total of other local sources: $406,095

Total local revenue: $4,278,089

Some of the highlights for local revenue include:

- Deerfield tuition agreement adjustment – second year of new agreement
- Vending – potential management by Food Service
- Technical Center student tuition – state portion decreased so local portion tuition increases due to difference between the state and local obligation
- Vocational capital improvement fee – limited to 3% of tuition (CSD charged $600 per student)
- Deerfield special education tuition – reduction in the number of students with IEP services
- Adult Education (Community Ed) – Loss of revenue
- CHS parking fees - eliminated
- Impact fees – increase based on estimated calculation (potential elimination of fees in 2018)
- PILOT – payment in lieu of taxes – city agreement
- Building rental – Increase use of school facilities by both non-profit and for-profit

A comparison of state revenues from FY16 to the proposed FY17 is:

<table>
<thead>
<tr>
<th>State Program</th>
<th>FY16</th>
<th>FY17 (proposed)</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equitable Education Aid</td>
<td>$12,811,044</td>
<td>$13,200,968</td>
<td>$389,924</td>
</tr>
<tr>
<td>School Building Aid</td>
<td>$1,395,509</td>
<td>$1,107,588</td>
<td>($287,921)</td>
</tr>
<tr>
<td>Vocational Building Aid</td>
<td>$351,549</td>
<td>$395,945</td>
<td>$44,396</td>
</tr>
<tr>
<td>Vocational Aid</td>
<td>$930,612</td>
<td>$998,705</td>
<td>$68,093</td>
</tr>
<tr>
<td>Vocational Aid – State portion</td>
<td>$88,910</td>
<td>$95,416</td>
<td>$6,506</td>
</tr>
<tr>
<td><strong>TOTAL STATE REVENUE</strong></td>
<td><strong>$15,577,624</strong></td>
<td><strong>$15,828,622</strong></td>
<td><strong>$250,998</strong></td>
</tr>
</tbody>
</table>

Highlights of the state revenue are:

- Increase in state equitable aid
- Building Aid correction

Comparisons of FY16 to the proposed FY17 federal revenues include:
The highlights of the federal revenue include:

- Sequestration on interest rebates
- Medicaid dependent on claims
- E-Rate – Category II one-time money and declining Category I reimbursement

Revenues from Transfers proposed for FY17 are a $90,000 transfer from Other Special Revenue Funds (Indirect Cost), a $100,000 transfer from the Instructional Trust-Expendable Trust Fund and a $128,901 transfer from Risk Management Reserve for a total of transfers from trusts of $318,901. This is a decrease in revenue from transfers of $862,331 from FY16.

Transfers to Trusts on the Expenditure side are a $486,813 transfer to the School Buildings Renovation and Maintenance Expendable Trust Fund, a $75,000 transfer to the General Fund to the Food Service Fund, a $95,416 transfer to Vocational Capital Reserve (State) and a $46,686 transfer to Vocational Capital Reserve (sending district). The total transfers to trusts is $703,915 proposed for FY17, a decrease of $583,185 from FY16.

Mr. Dunn displayed a bar graph showing the history of ending balances for each of the reserves from 2008 to 2015. Totals for all of the reserves each year are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY08</td>
<td>$5,236,420.42</td>
</tr>
<tr>
<td>FY09</td>
<td>$6,309,726.85</td>
</tr>
<tr>
<td>FY10</td>
<td>$7,710,514.45</td>
</tr>
<tr>
<td>FY11</td>
<td>$7,031,290.37</td>
</tr>
<tr>
<td>FY12</td>
<td>$3,975,586.26</td>
</tr>
<tr>
<td>FY13</td>
<td>$5,520,404.17</td>
</tr>
<tr>
<td>FY14</td>
<td>$3,706,071.64</td>
</tr>
<tr>
<td>FY15</td>
<td>$3,150,049.37</td>
</tr>
</tbody>
</table>

He displayed the list of reserves showing how the projected balance for FY17 is reached. The table starts with the beginning balance as of July 1, 2015 then factors in deposits and donations, withdrawals and interest resulting in the ending balance. Funds obligated by the Board but not yet expensed are added to the ending balance to bring the amount to the available ending balance. The FY17 proposed amount is then added to the available ending balance to get the projected balance, which subtotals to $5,034,747.41 for Expendable Trust Funds and Reserve Funds for FY17.

Listed below is a description of all reserves.

**School District Risk Management Fund**
3/20/96 – School Board voted to create an expendable general trust fund under the provisions of RSA 198:20-c, to be known as the School District Risk Management Fund, for the purpose of establishing a reserve for the School District’s self-insured programs, including Health, Dental, and Disability. Furthermore, to name the School Board as agents to expend and to raise and appropriate the sum of $51,069 toward this purpose.

**School District Instructional Funds**

3/16/98 – School Board voted to create an expendable trust fund under the provision of RSA 198:20-c to be known as the School District Instructional Funds for the purpose of replacing and maintaining instructional materials for students. Furthermore, to name the School Board as agents to expend and to raise the appropriate the sum of Five Hundred and Thirty Seven Thousand Dollars ($537,000) toward this purpose, and to authorize the transfer/use of the June 30, 1998, fund balance for this purpose (this amount represents $537,000 Fund Transfer appropriated at the November 3, 1997, Special Meeting, but not utilized).

**School Buildings Renovation and Maintenance Fund**

6/24/05 – School Board voted to establish an expendable trust fund under the provisions of 198:20-c, to be known as the School Buildings Renovation and Maintenance Fund, for the purpose of renovation, repair, and maintenance of school buildings. Furthermore, to name the School Board as agents to expend and to raise and appropriate the sum of one hundred thousand dollars ($100,000) towards this purpose.

**Energy Trust Fund**

11/07/05 – School Board voted to establish an expendable trust fund under the provisions of 198:20-c, to be known as the “Energy Trust Fund,” for the purpose of covering excess energy costs. Furthermore, to name the School Board as agents to expend and to raise and appropriate the sum of two hundred thousand dollars ($200,000) towards this purpose.

**Vocational Capital Reserve**

11/13/06 – School Board voted to establish a Capital Reserve Fund for the purpose defined in RSA 188-E:7 for Vocational Centers and Equipment and that the District raise and appropriate the sum of $44,700 toward this purpose. Furthermore, that this account be funded from revenue collected in Fiscal Year 2006-2007 from the Vocational Center tuition rate differential in an amount up to $44,700. Then-Board member Megan DeVorsey recommended that the School Board be named as agents to expend from this fund.

**Facilities Purchase and Renovation Expendable Trust Fund**

11/13/06 – School Board voted to amend the following motion and include language (in bold) as follows: that Concord School District establish an Expendable Trust Fund under the provisions of RSA 198:20-c to be known as the Facilities Purchase and Renovation Expendable Trust Fund for the purpose of purchasing additional facilities and/or real property and renovating existing and new facilities and/or real property and raise and appropriate $2,685,000 toward this purpose. Then-Board member Megan DeVorsey
further recommended to fund this account with an amount up to $2,685,000 from revenue collected in Fiscal Year 2006-2007 from the State of NH Vocational Center Building Aid for the phase of the Vocational Center construction which is already complete plus from the sale of any School District facilities and/or real property. Ms. DeVorsey recommended that the School Board be named as agents to expend from this fund.

**Special Education Expendable Trust Fund**

11/05/07 – School Board voted to create an expendable trust fund under the provisions of RSA 198:20-c, to be known as the Special Education Expendable Trust Fund, for the purpose of funding unanticipated special education expenditures. Furthermore, to raise and appropriate the sum of eighty thousand dollars ($80,000) to be placed in this fund, with such amount to be funded from the June 30, 2007 unreserved fund balance available for transfer on July 1, 2007 and to name the School Board as agent to expend from this fund.

**Technology Expendable Trust Fund**

10/24/12 - School Board voted to create an expendable trust fund under the provisions of RSA 198:20-c, to be known as the Technology Innovation Expendable Trust Fund, for the purpose of self-insuring, researching and implementing new district hardware and software technology. Furthermore, to name the School Board as agent to expend and to raise and appropriate up to the sum of fifty thousand dollars ($50,000) with such amount to be funded from the June 30, 2012 unreserved fund balance available for transfer during the FY12-13 Budget Year. Motioned by then-Board member Betty Hoadley, seconded by then-Board member Tara Reardon.

Mr. Dunn revisited the elementary project showing debt service impact comparisons.

<table>
<thead>
<tr>
<th></th>
<th>1996</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget (General Fund only)</td>
<td>$39,548,413</td>
<td>$71,415,714</td>
</tr>
<tr>
<td>Debt Service (net of aid)</td>
<td>$4,653,756</td>
<td>$4,934,221</td>
</tr>
<tr>
<td>Debt as a Percent of Budget</td>
<td>11.77%</td>
<td>6.91%</td>
</tr>
<tr>
<td>Stabilization Fund</td>
<td>$1,667,475</td>
<td></td>
</tr>
<tr>
<td>Debt as a Percent of Budget</td>
<td>11.77%</td>
<td>4.57%</td>
</tr>
</tbody>
</table>

Next he displayed the debt service impact by year.

<table>
<thead>
<tr>
<th></th>
<th>Additional Stabilization</th>
<th>Tax Rate</th>
<th>Stabilization</th>
<th>Total Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$1,992,291</td>
<td>6.74%</td>
<td>0</td>
<td>11.35%</td>
</tr>
<tr>
<td>2013</td>
<td>$1,667,475</td>
<td>-0.31%</td>
<td>0</td>
<td>3.39%</td>
</tr>
<tr>
<td>2014</td>
<td>$1,806,500</td>
<td>4.71%</td>
<td>0</td>
<td>8.77%</td>
</tr>
<tr>
<td>2015</td>
<td>$1,228,562</td>
<td>4.80%</td>
<td>0</td>
<td>7.38%</td>
</tr>
<tr>
<td>2016</td>
<td>$130,606</td>
<td>3.94%</td>
<td>0</td>
<td>4.21%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$6,823,434</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

The chart showed the impact on the tax rate, if the debt service did not remain level.
The estimated total appropriation request for FY17 is $77,373,305. This is revised from the 2/3/16 amount of $77,470,787.

<table>
<thead>
<tr>
<th>Major Funds</th>
<th>FY17 Proposed 2/3/16</th>
<th>FY17 Proposed 3/7/16</th>
<th>Change ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund*</td>
<td>$77,470,787</td>
<td>$77,373,305</td>
<td>($97,482)</td>
</tr>
<tr>
<td>Amount to be raised in local and state taxes</td>
<td>$44,774,456</td>
<td>$44,676,974</td>
<td>($97,482)</td>
</tr>
<tr>
<td>Estimated Tax Rate</td>
<td>2.91%</td>
<td>2.71%**</td>
<td>(.20%)</td>
</tr>
<tr>
<td>Yearly impact on a home assessed at $250,000</td>
<td>$108</td>
<td>$100</td>
<td>($8)</td>
</tr>
</tbody>
</table>

*Affects the tax rate

**Contingent on rounding, tax rate could be 2.78%

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

The meeting adjourned at 6:42 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board President Clint Cogswell called the meeting to order at 5:30 p.m., noting that this was the seventh meeting to discuss the FY2016-2017 Superintendent’s proposed budget. The agenda was to answer Board member questions from past work sessions and to vote to post the preliminary FY2016-2017 budget. Business Administrator Jack Dunn explained that Director of Student Services Bob Belmont would discuss the Student Services portion of the question-and-answer work session.

Mr. Belmont began with Special Education numbers in the District by school.

<table>
<thead>
<tr>
<th>School</th>
<th>Students on IEPs</th>
<th>Total School Population</th>
<th>Percentage ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbot-Downing</td>
<td>70</td>
<td>430</td>
<td>16.28%</td>
</tr>
<tr>
<td>Beaver Meadow</td>
<td>59</td>
<td>337</td>
<td>17.51%</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>61</td>
<td>389</td>
<td>15.68%</td>
</tr>
<tr>
<td>Christa McAuliffe</td>
<td>52</td>
<td>407</td>
<td>12.78%</td>
</tr>
<tr>
<td>Mill Brook</td>
<td>52</td>
<td>362</td>
<td>14.37%</td>
</tr>
<tr>
<td>Rundlett</td>
<td>150</td>
<td>962</td>
<td>15.59%</td>
</tr>
<tr>
<td>Concord High</td>
<td>260</td>
<td>1,507</td>
<td>17.25%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>704</td>
<td>4,394</td>
<td>16.02%</td>
</tr>
<tr>
<td>Preschool-BMS/MBS</td>
<td>87</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In response to a question from Mr. Cogswell comparing the New Hampshire percentage and United States percentage of special education students, Donna Palley replied that the New Hampshire percentage is 15.8%.

Mr. Belmont displayed the Free and Reduced Lunch price count per school (grade 1-5).

<table>
<thead>
<tr>
<th>School</th>
<th>Enrollment</th>
<th>Free &amp; Reduced</th>
<th>% Free &amp; Reduced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Brook</td>
<td>257</td>
<td>124</td>
<td>48%</td>
</tr>
<tr>
<td>Broken Ground</td>
<td>389</td>
<td>175</td>
<td>45%</td>
</tr>
</tbody>
</table>
Mr. Belmont explained that homeless students are automatically eligible for free lunch. Ms. Palley added that students can use their identification cards for food. Tom Croteau confirmed with her that when the identification card is used it either deducts from the student’s lunch account balance or shows that the student is in the Free or Reduced Lunch price program. Superintendent Forsten added that the administration will examine ways to make it easier for high school students to sign up without being singled out.

Mr. Belmont displayed the disability percentage comparison of Concord to New Hampshire numbers.

<table>
<thead>
<tr>
<th></th>
<th>Concord</th>
<th>State of NH</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autism</td>
<td>12.67%</td>
<td>9.42%</td>
<td>3.25%</td>
</tr>
<tr>
<td>Deaf-Blindness</td>
<td>0.13%</td>
<td>0.04%</td>
<td>0.09%</td>
</tr>
<tr>
<td>Developmental Delay</td>
<td>11.67%</td>
<td>11.03%</td>
<td>0.64%</td>
</tr>
<tr>
<td>Emotional Disturbance</td>
<td>9.16%</td>
<td>7.31%</td>
<td>1.85%</td>
</tr>
<tr>
<td>Hearing Impairments</td>
<td>0.63%</td>
<td>0.77%</td>
<td>(0.14%)</td>
</tr>
<tr>
<td>Multiple disabilities</td>
<td>2.13%</td>
<td>1.3%</td>
<td>0.83%</td>
</tr>
<tr>
<td>Intellectual disability</td>
<td>3.14%</td>
<td>2.69%</td>
<td>.45%</td>
</tr>
<tr>
<td>Other Health Impairments</td>
<td>19.82%</td>
<td>18.19%</td>
<td>1.63%</td>
</tr>
<tr>
<td>Orthopedic Impairments</td>
<td>0.63%</td>
<td>.24%</td>
<td>0.39%</td>
</tr>
<tr>
<td>Specific Learning disabilities</td>
<td>24.34%</td>
<td>32.77%</td>
<td>(8.43%)</td>
</tr>
<tr>
<td>Speech or Language Impairments</td>
<td>14.93%</td>
<td>15.55%</td>
<td>(0.62%)</td>
</tr>
<tr>
<td>Traumatic Brain Injury</td>
<td>0.25%</td>
<td>0.24%</td>
<td>0.01%</td>
</tr>
<tr>
<td>Visual Impairments</td>
<td>0.50%</td>
<td>0.45%</td>
<td>0.05%</td>
</tr>
</tbody>
</table>

Mr. Belmont acknowledged Adrienne Shoemaker for her work with the visually impaired. She was recognized by the State of New Hampshire and traveled to Washington to represent the state. In response to a question from Mr. Cogswell about the difference between intellectual disability and developmental delay, Mr. Belmont explained that intellectual disability is when a student has cognitive impairments, while developmental delay is when students age three to nine have significant delays of three months or more.

Mr. Belmont displayed a table showing the number of students in summer 2015 extended school year programs at each school broken down by Title I, Title III and special education. He noted that there were no students at Abbot-Downing and Beaver Meadow Schools for special education because the program was held at Christa McAuliffe School.
Mr. Belmont noted that Concord is the fastest growing district in the state for immigrant children.

He showed the Board a history of Bill White and Associates preschool services working with students with autism or developmental delays at Mill Brook and Beaver Meadow Schools. In FY14/15 there were 27 preschool students with IEPs; in the current year there are 27 preschool students with IEPs; and there will be a projected 19 preschool students with IEPs in FY16/17. He displayed the history of consultation on students with autism and multiple disabilities, explaining that it is projected that 58 elementary students will be on IEPs in FY16/17, 4 more than the current year. There will be 25 middle school students with IEPs in FY16/17, 2 more than FY15/16. In high school there were 39 students with IEPs in FY15/16 and there will be 44 students on IEPs in FY16/17. In total there will be 127 students on IEPs who will receive consultation in FY16/17. In FY14/15 a total of 30 students (29 elementary and 1 middle) had behavioral and emotional challenges and 44 students (43 elementary and 1 middle) in FY15/16. The number is not projected to change in FY16/17.

Board members discussed costs associated with Bill White and Associates, and were referred to Work Session #3 for clarification of costs and number of students. Jim Richards noted a significant jump in the number of students from last year to this year. Ms. Palley stated that there was increased capacity following a request for more days to service all the students who need it.

In response to a question from Mr. Croteau about the status of the behavior specialists, Ms. Palley stated that they are placed on a scale between a teacher and an educational aide and may or may not be certified. Mr. Croteau asked why the district cannot hire them directly, to which Ms. Palley replied that when contracting, the district is not responsible for training, health or other benefits.

Mr. Richards asked how the district would accommodate $100,000 or more for three or four more students in need of these services. Mr. Cogswell explained that the use of contingency money is an option; Ms. Palley added that there is a Special Education Reserve specifically for those kinds of needs. Mr. Dunn stated that the Reserve has a $400,000 balance.
In response to a question about whether the majority of educational assistants are working with individual students or in groups, Mr. Belmont explained that educational assistants are working in small groups supporting 98 students on IEPs. As well, educational assistants are working individually with 103 students on IEPs.

Students with disabilities in out-of-district placements include foster students placed in the Lakes Region and educational day placement at Contoocook School in Contoocook. The district has educational day placements and court placements at Easter Seals in Manchester. Other out-of-district placements include the Wediko School in Windsor and the Lighthouse School in Chelmsford, Massachusetts.

The district currently transports 46 homeless students to or from Concord using the providers STS, Lakes Region, or Safeway. In addition, seven parents are being reimbursed for their own students’ homeless transportation to Concord. In addition, seven students living in shelters in Concord have requested to return to their “school of origin” in Manchester, Bow, Allenstown, Penacook, Goffstown and Hillsboro-Deering. The cost of these seven students’ transportation is shared with the sending school districts. The total cost of homeless transportation for the last two years has been $65,000, but the district has some cost-sharing revenue with other districts which results in a net cost of about $40,000; the FY17 budget contains $40,000 for this.

$1.6 million is the district’s out-of-district cost for the New Hampshire Department of Education “catastrophic aid.” The district was able to file 14 catastrophic aid claims for $1,600,000 - $1,304,531.95 to equal $295,468.15. These 14 student claims show different amounts per claim. The total claim is $1,304,531.95 - $707,988.26 and the cap is 14 students multiplied by $50,570.59, which equals the difference. $647,419.16 then 75% is $596,543.69.

Mr. Belmont added that the claim process starts in July and the district tries to recoup as much as possible.

In response to a question from Maureen Redmond-Scura about the cost of a regular education, Mr. Dunn replied that tuition is approximately $13,000.

Mr. Belmont displayed the continuum of special services personnel: Classroom Teacher/Title I Tutor/Special Education Teacher/Educational Assistant (group)/Educational Assistant (1:1)/Behavior Specialist (group)/Behavior Specialist (1:1)/Special Education Teacher (1:1).

- Continuum of supports are available to support our students
- Special education teams consider individual learning needs
- Focus on least restrictive learning space
- Focus on integration with peers
- Students with individual educational assistant support
  - Have significant educational disabilities
  - Are unable to function without this support in our schools
At this point in the meeting, Superintendent Forsten suggested that while the administration had intended to offer more detailed information to the Board in a non-public setting, in the interest of time, she recommended that the Board not go into non-public session for this purpose. The Board agreed.

Mr. Dunn described the job descriptions for Technology Integrators and Technology Assistants and explained the proposed parent fee if the Chromebook insurance was implemented at the high school.

<table>
<thead>
<tr>
<th>Status</th>
<th>Enrollment</th>
<th>Fee</th>
<th>Amount Raised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>446</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Reduced</td>
<td>89</td>
<td>$15</td>
<td>$1,335</td>
</tr>
<tr>
<td>Paid</td>
<td>1,148</td>
<td>$25</td>
<td>$28,700</td>
</tr>
<tr>
<td>TOTALS</td>
<td>1,683</td>
<td></td>
<td>$30,035</td>
</tr>
</tbody>
</table>

This fee would be used toward Chromebooks repairs. Mr. Cogswell thought training on the Chromebook would be beneficial as the device must last the student through all four years in high school. In response to a question from Mr. Croteau about how the district currently handles damaged devices, Mr. Dunn noted that most are fixed in-house and extras are available for students while theirs are being repaired. He asked if the Board agreed that the district should adopt this fee. Ms. Patterson and others agreed that the fee should be adopted.

Mr. Dunn displayed a history of School Nutrition Services participation by status for breakfast and lunch from 2012 to 2016. He provided nutrition facts on grass fed/grain-finished ground beef as requested at the School Nutrition Services work session #5. He briefly explained that a pre-paid meal plan is currently being researched.

He then asked the Board to review the list below of summer projects discussed at the March 7 work session #6.

**Broken Ground School**
- Paint exterior trim – 30-year life span
  - $13,000
- Replace 3rd grade carpet – 15-year life span
  - $25,000
- Topcoat basketball court – 30-year life span
  - $10,000

**Beaver Meadow School**
- Paint and repair exterior trim - 30-year life span
  - $15,000
- Replace fire alarm - 30-year life span
  - $42,000
- Replace concrete walkways - 25-year life span
  - $15,000

**Rundlett Middle School**
- Update 12 bathrooms – 25-year life span
  - $70,000
- Replace main hallway tile – 25-year life span
  - $14,000
- Music classroom carpet – 15-year life span
  - $12,000

**Concord High School**
- Add baseboard heat to Music Room – 30-year life span
  - $25,000
- Repair and refinish gym floor – 30-year life span
  - $30,000
Replace gym doors – 30-year life span $23,000

Central
Landscape screening – 30-year life span $6,000

Below is a list of options the administration would recommend if the Board wanted to add an extra $100,000 or $200,000 for summer projects.

1. Classrooms (CHS – 4th floor West) $87,766
2. Maintaining grounds (mulch, playground mulch and irrigation) $68,975
3. Educational Program study (RMS) $150,000
4. Renovate CHS café serving area $50,000

Matt Cashman explained that the plan is to (1) replace carpet and furniture in the classrooms at Concord High; (2) replace playground mulch (required every 3-5 years; and (4) renovations, including opening up the entrance and exit in the Café, replacing lighting and replacing the kitchen floor.

As far as the Educational Program study at Rundlett (3), the plan is to conduct a study with staff and community to see what a new school would look like, including the cost of consultants. The Board agreed this is something that should be done right away.

Below is a list of items that were also discussed during work session #6 and the costs associated with these items:

- Roof (BGS) $150,000
- HVAC (BGS) $554,000
- HVAC (BMS) $315,000
- Roof (CHS – west to gym) $618,882
- 220 windows (RMS) $440,000
- Lockers (RMS) $186,000
- 6 Roof within 10 years (RMS) $1,035,000

The following shows the Facilities and Renovation Trust Fund, assuming the Board continues the savings plan of depositing 5% of the operating budget ($3.5 million) in each of the next several budget years.

<table>
<thead>
<tr>
<th>Facilities and Renovation Trust Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td>Beginning</td>
</tr>
<tr>
<td>Deposit</td>
</tr>
<tr>
<td>Repayment</td>
</tr>
<tr>
<td>BALANCE</td>
</tr>
</tbody>
</table>

Conventional Financing

<table>
<thead>
<tr>
<th>Loan Amortization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>2/17/16</td>
</tr>
</tbody>
</table>
7/10/16 $14,056.62 ($14,056.62) $1,319,860.92
7/10/16 $451,768.71 $451,768.71 $868,092.21
7/10/17 $451,768.71 $23,525.30 $428,243.41 $439,848.80
7/10/18 $451,768.71 $11,919.91 $439,848.80
7/10/19$1,305,804.30 $1,355,306.13 $49,501.83 $1,305,804.30

The following shows the Facilities and Renovation Trust Fund, assuming that this technology for CHS is funded using funds that would normally be deposited. There would be a couple of board action items in order to achieve this.

**Facilities and Renovation Trust Fund**

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>$1,151,135</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td>$122,309</td>
<td>$629,604</td>
<td>$725,254</td>
<td>$826,179</td>
</tr>
<tr>
<td>Repayment</td>
<td></td>
<td>$451,768</td>
<td>$451,768</td>
<td>$451,768</td>
<td></td>
</tr>
<tr>
<td>BALANCE</td>
<td>$1,151,135</td>
<td>$1,725,212</td>
<td>$2,806,584</td>
<td>$3,983,606</td>
<td>$4,809,785</td>
</tr>
</tbody>
</table>

Below is a comparison of the two funds showing 5% of the operating budget and financing technology.

**Facilities and Renovation Trust Fund – 5% of Operating Budget**

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>$1,963,399</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td>$486,813</td>
<td>$629,604</td>
<td>$725,254</td>
<td>$826,179</td>
</tr>
<tr>
<td>Repayment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BALANCE</td>
<td>$1,963,399</td>
<td>$2,450,212</td>
<td>$3,079,816</td>
<td>$3,805,070</td>
<td>$4,631,249</td>
</tr>
</tbody>
</table>

**Facilities and Renovation Trust Fund – Financing Technology**

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>$1,151,135</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td>$122,309</td>
<td>$629,604</td>
<td>$725,254</td>
<td>$826,179</td>
</tr>
<tr>
<td>Repayment</td>
<td></td>
<td>$451,768</td>
<td>$451,768</td>
<td>$451,768</td>
<td></td>
</tr>
<tr>
<td>BALANCE</td>
<td>$1,151,135</td>
<td>$1,725,212</td>
<td>$2,806,584</td>
<td>$3,983,606</td>
<td>$4,809,785</td>
</tr>
</tbody>
</table>

The concern is about not having funding available to support other projects. Board questions from work session #6 included exploring tuition arrangements with other districts and increased athletic fees. Below is a list of current fees and proposed fees.

<table>
<thead>
<tr>
<th>Prior to 2011</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School</td>
<td>$60</td>
<td>$80</td>
</tr>
<tr>
<td>High School</td>
<td>$60</td>
<td>$85</td>
</tr>
<tr>
<td>High School (Hockey)*</td>
<td>$85</td>
<td>$285</td>
</tr>
</tbody>
</table>

*Athletic fees reviewed February 14, 2011 and 2013-2014

**Discounts/Surcharges**

- Current Policy: Anyone unable to pay this fee should request a waiver from the Athletic Director’s office.
Mr. Dunn explained that the $100 increase is due to the increase in the cost of rental and increased insurance costs. In response to Ms. Patterson’s question whether there was any objection to the current $285 and Mr. Richards’ question whether there was a drop in participation, Mr. Dunn stated that there was no objection and no drop in participation, nor was there an increase in attendance at athletic events when the Board waived the gate fees for Concord students.

Mr. Dunn also informed the Board of a reduction in staff of (1) FTE at Rundlett and a reduction of (0.8) FTE at Concord High (due to projected enrollments in various classes).

Below is the tax impact depending on the option the Board chooses.

**Tax Impact**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Tax Rate</th>
<th>Tax Percent</th>
<th>Assessment of $250,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>15.14</td>
<td>2.57%</td>
<td>$95</td>
</tr>
<tr>
<td>$100,000</td>
<td>15.17</td>
<td>2.78%</td>
<td>$103</td>
</tr>
<tr>
<td>$150,000</td>
<td>15.18</td>
<td>2.85%</td>
<td>$105</td>
</tr>
<tr>
<td>$200,000</td>
<td>15.19</td>
<td>2.91%</td>
<td>$108</td>
</tr>
</tbody>
</table>

*Assumes an estimated .80% valuation increase and the tax rate and tax rate percentage if a combination of local and state taxes. Final valuation will not be done until late October 2016.*

The Board chose to post the FY16/17 preliminary budget with an additional $150,000 to cover the cost of an educational specification study.

**The Board voted 7-0 to post the preliminary FY 2016-2017 Fiscal Year Budget for all funds of $83,560,291 with the General Fund portion totaling $77,438,862 with an amount of $52,959,571 to be raised in local and state taxes. (motioned by Mr. Cogswell, seconded by Rusty Cofrin).**

Mr. Dunn noted the budget posting locations: district website; City Hall kiosk; Concord Public Library, ConcordTV; Public Hearings

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

The meeting adjourned at 7:26 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District  
FY2016-2017 Board Work Session #8  
March 16, 2016

Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards

Board members absent: Nathan Fennessy, Barb Higgins

Administration: Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Concord High School Principal Gene Connolly, Assistant Principal Tom Crumrine, Assistant Principal/Director CRTC Steve Rothenberg

Board President Clint Cogswell called the meeting to order at 5:35 p.m., noting that this was the ninth meeting to discuss the FY 2016-2017 Superintendent’s proposed budget; in particular, Concord High School (CHS) and Concord Regional Technical Center (CRTC) enrollments.

Superintendent Terri Forsten noted that the agenda included a review of the overall enrollment trend for high school for 2016-2017; an explanation of how enrollment drives staffing; a focus on CHS and CRTC; proposals for staffing changes; and a review of upcoming meetings. She also included a draft copy of the course selections by high school students.

She displayed a bar graph showing the history of CHS enrollment including Deerfield, demonstrating a slow decline of 11% or approximately 200 students from FY08/09 through FY15/16. That is a decrease of about 25 students per year. Enrollment changes projected at CHS from 2015-2016 to 2016-2017 include a decrease in Grade 9 enrollment of 145 students; an increase in Grade 11 of 121 students; and a decrease in Grade 11 of 46 students. Only one fewer student is projected in Grade 12. The total difference of CHS student enrollment from 2015-2016 to 2016-2017 is a decrease of 71 students.

Board Policy #641 Class Size Guidelines was displayed, showing average class size by level. The policy is detailed below.

The average class size objectives shall be:

- Kindergarten = 17     Example: 14–17–20
- Primary = 21          Example: 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.

Adopted January 4, 1983

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

The cautions are:

- The number of requests is as of February 2016.
- Requests will likely change between now and August.
- The projected staffing is determined before scheduling has occurred.
- Students may not be scheduled for all of their requested courses.
- Fewer sections lead to greater challenges in meeting student requests.

The factors are:

- The number of requests by students for Fall 2016
- The number of sections (separate classes of the same course) that would be needed to meet the requests for this class and maintain average if class size is 24
- 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 ½ year class is .1

Mr. Cogswell noted that a teacher teaches five periods a day and there are eight periods in a day, and asked what the teachers are doing for the remaining periods. Assistant Principal Tom Crumrine replied that in addition to the classes they teach, each teacher has a prep period, a half hour lunch and duties.

Superintendent Forsten described how it is determined how many teachers, in full time equivalents (FTE), and with the Factors and Cautions known, are needed next fall to teach Biology if the average class size is 24.

- A total of 339 students request Biology (full-year course)
- An average class size should be 24 students per class for Biology
- 339 students divided by 24 students per class = 14 sections
• A teacher teaches five class periods. Each class period represents .2

• 14 sections divided by 5 sections/full time teacher = 2.8 FTE teachers

For Biology at CHS in Fall 2016, 2.8 FTEs are projected to be needed, a decrease of 5 sections or reduction of 1.0 FTE. Superintendent Forsten explained that Biology is a Freshman class; therefore, the reduction in enrollment is reflected in this scenario.

In another example, Superintendent Forsten explained that requests for all Science classes for FY16/17 total 1,977, a decrease of 79 students from FY15/16. The Science department will need to decrease its staff of 15.7 FTEs to 14.6 FTEs. This is a decrease of 1.1 FTEs from FY15/16 to FY16/17.

A list of course requests and projected staffing by department at CHS for fall 2016 was displayed.

<table>
<thead>
<tr>
<th>Department</th>
<th>Number of Student Requests</th>
<th>FTEs (2016)</th>
<th>Change in FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>832</td>
<td>3.2</td>
<td>0.2</td>
</tr>
<tr>
<td>Business</td>
<td>361</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Digital Education</td>
<td>173</td>
<td>0.7</td>
<td>-0.2</td>
</tr>
<tr>
<td>English</td>
<td>1,951</td>
<td>13.5</td>
<td>-0.2</td>
</tr>
<tr>
<td>Life Studies/Health/PE</td>
<td>3,827</td>
<td>6.05</td>
<td>-0.05</td>
</tr>
<tr>
<td>Math</td>
<td>1,608</td>
<td>12.1</td>
<td>-0.5</td>
</tr>
<tr>
<td>Music</td>
<td>591</td>
<td>2.2</td>
<td>0</td>
</tr>
<tr>
<td>Science</td>
<td>1,977</td>
<td>14.6</td>
<td>-1.1</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2,486</td>
<td>12</td>
<td>-0.5</td>
</tr>
<tr>
<td>Industrial Arts</td>
<td>316</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>World Language (CHS)</td>
<td>984</td>
<td>8.2</td>
<td>-0.6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15,106</td>
<td>75.55</td>
<td>-2.95</td>
</tr>
</tbody>
</table>

In response to Maureen Redmond-Scura’s statement that some students may not ever get to take an AP class because when they choose to take it their senior year there may not be enough students to fill the class and the class will not be run, Principal Gene Connolly stated that enrollment, unfortunately, is not an exact science.

Jennifer Patterson noted that sometimes when certain specialized classes do not have sufficient enrollment, two classes are combined and the course is renamed. She asked, if there is a point when certain classes consistently have low enrollment, at what point the administration will redesign and combine or will these courses continue to be listed separately. Mr. Crumrine explained that the administration is examining that question.

Jim Richards noted that it appears that certain AP classes (for example, AP Physics) are too crowded with 30 students. Mr. Crumrine replied that he would like to be able to get these classes to a lower enrollment; however, the AP Physics teacher is able to move students around to accommodate the class sizes. Mr. Connolly noted that the classes are made smaller for the younger students at the high school.
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 2016-2017 school year.

**Art**
More: Intro to Digital Art (2 to 4); Photo 1 (2 to 3); Photo 2 (0 to 1); Ceramics (5 to 6)
Less: Color and Design (12 to 11);

**Business**
More: Accounting (1 to 2)
Less: AP Economics (2 to 1)

**English**
More: English 10 (12 to 16); Journalism (1 to 3); Film Study (3 to 5); Public Speaking (3 to 5);
Career Communications (1 to 3)
Less: English 9 (18 to 15); English 11 (15 to 13)

**Life Studies/Health/PE**
More: Fitness Components (4 to 10); Yoga (2 to 5); Self-Defense Women (2 to 5)
Less: Health 1 (17 to 14); Health 2 (16 to 12); ROPE (2 to 1)

**Math**
More: Adv. Algebra 2 (4 to 5); Calculus (1 to 2); Adv. Pre-Calculus (2 to 3)
Less: Algebra 1 (10 to 9); Geometry (13 to 10); Adv. Geometry (5 to 4)

**World Languages**
More: Spanish 1 (3 to 4); Spanish 3 (4 to 6)
Less: Spanish 2 (8 to 6); Spanish 4 (4 to 2); German 1 (2 to 1); German 4 (3 to 1)

**Science**
More: Human Psychology (3 to 5); AP Physics (2 to 3)
Less: Biology (19 to 14); Chemistry (19 to 18); Physics (16 to 14)

**Social Studies**
More: Economics (6 to 9); Civics (8 to 12); US History (14 to 16)
Less: Geography & Cultures (18 to 15)

Mr. Cogswell asked if the administration knew why History is experiencing a drop in enrollment from 80 students to 41 students. Mr. Crumrine answered that he is not sure what is causing the decline, but his conversations with students had indicated they were excited about the class.

Mr. Connolly and Mr. Crumrine were excused and Superintendent Forsten began the Concord Regional Technical Center (CRTC) portion of the work session. She displayed a bar graph showing the history of CRTC enrollment from FY10/11 through FY15/16. It shows a sharp decline from 608 students in FY10/11 to 539 in FY11/12. After this there were small increases and decreases bringing the current year to 545 students.
CRTC enrolls students from Bow, Hillsboro-Deering, Hopkinton, John Stark, Kearsarge, Merrimack Valley, Pembroke and Pittsfield. Superintendent Forsten displayed a bar graph showing a history by percent from 2007 through 2015 of the sending school juniors and seniors enrolled in CRTC. CRTC Director Steve Rothenberg explained that teachers are aggressively recruiting students and interviewing applicants for CRTC, making sure they have good candidates. He stated that these classes are high risk, in that students will drop out but cannot be replaced in CRTC like they can in regular education classes. Each CRTC student brings in approximately $5,147 in tuition revenue. He reminded the Board of the crisis five years ago when the state legislature decided it would not fund transportation costs for CRTC students. All the sending schools dropped out, forcing CRTC to reduce programming. Some of these classes have slowly been incremented back.

Mr. Rothenberg introduced Construction Technology teacher John Hubbard. He explained that the Trades Organization (electrical, plumbing, heating, etc.) has not been strong in using the career and technical schools for recruiting. The NH Automobile Dealers Association, on the other hand, is robust in its recruiting. He asked the Board to consider adding a module to Construction Technology 1 and 2 to include electrical, plumbing and heating. He explained that internships are currently not feasible with the 90 minutes available in the Construction course. His plan is to adopt a three-block model next year in which Blocks A and C would be for first-year students and Block B would be for seniors. He explained if Blocks A and C have low enrollment, one could be cut.

In response to a question from Mr. Cogswell about students’ next steps upon completion of their programs, Mr. Rothenberg replied that the next step is Career Connections; everything is designed to form strong pathways.

Mr. Rothenberg explained that Health Science Technology is a popular class; he is requesting to add a second instructor to meet student needs. He added that class size for first-year students is 24 and second year is 30. Business Administrator Jack Dunn noted that if there is offsetting tuition from the added students, the revenue could offset an increase to the general fund.

Mr. Rothenberg informed the Board that Stage Craft, Fire Science 1 (Fire Fighter) and Fire Science 2 (EMT) are grant-funded. Upon completion of Fire Science 1 and 2, the EMT exam can be taken when students are 17 years old; however, they will not receive their licenses until they are 18 years old and have completed 180 hours.

The following enrollment shows the Fall 2016 requests, the number of Concord High students in each CRTC class and the open seats in each class.

<table>
<thead>
<tr>
<th>Course</th>
<th>Enrollment</th>
<th>2016 Requests</th>
<th>CHS Students</th>
<th>Open Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Tech 1</td>
<td>52</td>
<td>68</td>
<td>22</td>
<td>(14)</td>
</tr>
<tr>
<td>Automotive Tech 2</td>
<td>34</td>
<td>46</td>
<td>11</td>
<td>(10)</td>
</tr>
<tr>
<td>Construction Tech 1</td>
<td>34</td>
<td>19</td>
<td>9</td>
<td>17</td>
</tr>
<tr>
<td>Construction Tech 2</td>
<td>21</td>
<td>24</td>
<td>10</td>
<td>(6)</td>
</tr>
<tr>
<td>Cosmetology 1</td>
<td>34</td>
<td>37</td>
<td>15</td>
<td>(1)</td>
</tr>
</tbody>
</table>
At the conclusion of Mr. Rothenberg’s presentation, Superintendent Forsten listed CHS
and CRTC staff reductions and additions.

Reductions
2.8 classroom teachers at CHS

Additions
.5 Tech Integrator for CHS
1.0 Program Assistant for CHS Technology Integration

Mr. Cogswell asked Superintendent Forsten to poll Board members to ensure all members
will be attending the March 30 work session to finalize the preliminary FY17 budget.

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

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board President Clint Cogswell called the meeting to order at 5:38 p.m., noting that it was a Special Board meeting and the ninth meeting to discuss the FY16/17 Superintendent’s Proposed Budget. The purpose of this meeting was to approve the proposed FY16-17 budget.

Before the budget presentation, Building Administration nominations for the FY2016-2017 school year were requested for approval. Director of Human Resources Larry Prince displayed the following nominations.

- Tom Sica: Concord High School Principal
- Thomas Crumrine: Concord High School Assistant Principal
- Benjamin Greene: Concord High School Assistant Principal
- Steven Rothenberg: Concord High School Assistant Principal
- Vacancy: Concord High School Assistant Principal
- Steven Mello: Director of Physical Education and Sport
- Vacancy: Rundlett Middle School Principal
- Heather Barker: Rundlett Middle School Assistant Principal
- Ann Rines: Rundlett Middle School Assistant Principal
- Kathleen Riordan: Abbot-Downing School Principal
- Michele Vance: Beaver Meadow School Principal
- Susan Lauze: Broken Ground School Principal
- Kristen Gallo: Christa McAuliffe School Principal
- Philip Callanan: Mill Brook School Principal

The Board voted 8-0 (motioned by Tom Croteau, seconded by Jim Richards) to approve the nominations.

Superintendent Forsten added that Ronna Cadarette, Concord High School Assistant Principal, had offered her resignation.

The agenda for the Special Board meeting included a brief technology discussion, a review of future budget consideration cost estimates, a review of the posted budget.
General Fund, Food Service Fund and Grant Fund. In conclusion, the motions for approval include passing the preliminary FY16-17 budget with deposits into the Expendable Trust Funds; withdrawals from the Expendable Trust Funds and a total appropriation; as well as approving lease financing for technology and buses.

Business Administrator Jack Dunn noted that a Finance Committee meeting to discuss technology leasing is scheduled for April 20, and that the Board would have the opportunity to review potential, more cost-effective options to financing the technology. He asked that the Board proceed with the current proposed budget and that the administration would work within the proposed appropriation. Mr. Cogswell explained that funding of technology leasing would not affect the preliminary budget being approved.

Future budget considerations include:
- June 2016 – NHRS rate change (affects FY18 budget)
- Bi-Annual Budget for 2018
- Technology development plan – Juniors, Seniors
- Technology replacement plan – elementary and middle school iPads
- Full day kindergarten
- Preschool program development
- Capital projects

Below are highlights of the estimated cost summary for future budget considerations.

- NHRS rate change (est. June 2016)
  - Ongoing operating expense
  - Provided a range from a .5% to 1.5% for both non-teacher and teacher rates
  - Provided history of increases
  - Range: $

- Bi-Annual Budget for 2018
  - Potential positive or negative changes to the funding formulas

- Technology Development Plan (adding new grades)
  - Ongoing operating expense
  - Addition of new grades at CHS (grade 9 and perhaps grade 12 grade or other configuration)
  - Range: one grade and 100 teachers or two grades and 250 teachers (this is an ongoing operating expense)

- Technology Replacement Plan – Elementary and Middle School iPads
  - Ongoing operating expense
  - Replacement proposal plan – September 2016
  - Preliminary plan – start replacing elementary devices in 2018 (iPads or other? TBD)
  - Range: grade 5 to grades 3, 4, 5

- Full Day Kindergarten
- Ongoing operating expense
- Assumes technology, existing teachers and additional eight teachers at the budgeted rate, supplies, materials, and furniture
- **Range:** $900,000 - $1,200,000

- Preschool Program Development
  - Universal program for 4-year-olds
  - Grant-funded *(no tax impact)*

- Capital Projects (Bond)
  - Long-term debt – options to manage
  - 10 Year Capital Improvement Plan *(include RMS?)*
  - Heating plant conversion
  - Rundlett Middle School *(not included in the numbers)*
  - **Range:** $5 million to $13 million for 20 years
    - $5 million assumes the three older school projects and no RMS; $13 million assumes BMS, BGS, RMS and CHS, and heating plant conversion

Below is the estimated cost summary for FY18 budget considerations. Cost estimates could be higher or lower and are for planning purposes only. These amounts would be in addition to the estimated increase of $1.5 million in salary and benefits in FY2018.

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Estimated Budget ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHRS rate change</td>
<td></td>
</tr>
<tr>
<td><em>(Non-Teacher .5%-1.5%)</em></td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>$36,183</td>
</tr>
<tr>
<td>NHRS Rate Change</td>
<td>$142,884</td>
</tr>
<tr>
<td><em>(Teacher .5-1.5%)</em></td>
<td></td>
</tr>
<tr>
<td>Bi-Annual Budget</td>
<td>?</td>
</tr>
<tr>
<td>Technology development plan</td>
<td>$215,000</td>
</tr>
<tr>
<td><em>(financed)</em></td>
<td></td>
</tr>
<tr>
<td>Technology replacement plan</td>
<td>$115,150</td>
</tr>
<tr>
<td><em>(elementary and middle school iPads)</em></td>
<td></td>
</tr>
<tr>
<td><em>Proposed plan September 2016</em></td>
<td></td>
</tr>
<tr>
<td>Full day kindergarten</td>
<td>$900,000</td>
</tr>
<tr>
<td>Preschool program development</td>
<td>-</td>
</tr>
<tr>
<td><em>(Grant-funded)</em></td>
<td></td>
</tr>
<tr>
<td>Long-term debt</td>
<td>$5,150,000</td>
</tr>
<tr>
<td><em>(Capital projects)</em></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$6,559,217</td>
</tr>
</tbody>
</table>

**Proposed plan September 2016**

In response to a question from Mr. Cogswell whether the long-term debt included the upgrade to the heating plant, Mr. Dunn replied that it did. Jennifer Patterson reminded
the Board that this discussion was to look ahead but these figures are not included in the FY2016-2017 budget.

In response to a question from Mr. Richards about the plan for preschool and kindergarten, Superintendent Forsten explained that these plans are still in the early stages of planning. Nothing is definite. The reason these figures were included was to allow the Board to be aware of their potential budget impact on a future budget. As well, the Early Childhood Education Steering Committee will explore grants to support these programs.

Nathan Fennessy asked if there are grants in the FY2016-2017 budget that will not be available in the FY2017-2018 budget. Ms. Palley replied that the SAMHSA and 21C grants will end, but the district will reapply for each; these grants have five-year cycles. She explained that competitive grants do not continue and entitlement grants do continue.

Barbara Higgins arrived at 5:55 p.m.

Mr. Dunn stated that the list of Reserve Balances was only included for the Board’s reference. These were included in the Work Session #6 presentation on March 7.

In response to a question from Mr. Richards about which trust will be used for technology, Mr. Dunn replied that the Facilities Purchase and Renovation Expendable Trust Fund ($1.1 million balance) will be used. He added that there is a motion prepared for the Board to deposit funds into this trust.

The total proposed appropriation for FY2016-2017 is:

FUND March 30
General Fund  
- Operations excluding debt service $70,969,804  
- Operations debt service $5,765,143  
  (does not include offsetting interest rebates)  
- Transfer Facilities and Renovation Trust Fund $486,813  
- Transfer to Vocational Reserve $142,102  
  (revenue from state and local districts)  
- Transfer to the Food Service Fund $75,000  
Total General Fund $77,438,862  
  Food Service Fund $1,725,876  
Grant Fund $4,277,553  
CRTC Capital Projects Fund $118,000  
Total appropriations $83,560,291

The projected tax impact summary based on estimated valuation is below. Final valuation is determined in October.

Projected city valuation .80%  
Tax rate (local and state combined) $15.18 per thousand  
Percentage increase over prior year 2.85%
Other considerations in the FY16-17 budget include the Unreserved Fund balance, city valuation in October and another review of the budget in October.

Mr. Dunn displayed important contract issue dates for each employee group.

<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 31</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 13</td>
</tr>
<tr>
<td>Educational Assistants</td>
<td>NEA-CEAA</td>
<td>June 1</td>
</tr>
<tr>
<td>Custodians</td>
<td>UAW-Cust</td>
<td>June 1</td>
</tr>
<tr>
<td>Permanent Substitutes</td>
<td>N/A</td>
<td>June 3</td>
</tr>
<tr>
<td>Miscellaneous Unaffiliated</td>
<td>N/A</td>
<td>TBD</td>
</tr>
<tr>
<td>Food Service</td>
<td>UAW-FS</td>
<td>June 1</td>
</tr>
<tr>
<td>Tutors</td>
<td>N/A</td>
<td>August 15</td>
</tr>
<tr>
<td>Bus Drivers/Bus Monitors</td>
<td>UAW-Trans</td>
<td>June 3</td>
</tr>
<tr>
<td>Maintenance/Transportation</td>
<td>Maint/Trans</td>
<td>June 3</td>
</tr>
</tbody>
</table>

All budget presentations, minutes and videos are available at sau8.org under School Board 2016-2017 proposed budget.

The Board voted 9-0 to raise and appropriate the sum of $83,560,291 and to adopt the budget for fiscal year 2016-2017 as posted on March 9, 2016 inclusive of the following deposits to existing funds or expendable trust funds:

- Vocational Capital Reserve fund for an amount up to $142,102;
- Facilities and Renovation Trust fund for an amount up to $486,813
- Food Service fund for an amount up to $75,000

and also inclusive of the following withdrawals from expendable trust funds to fund appropriations:

- Health and Dental Medical Reserve for an amount up to $128,901;
- Instructional Trust for an amount up to $100,000;
- Vocational Capital Reserve for an amount up to $118,000

(motioned by Ms. Higgins, seconded by Ms. Patterson)

The Board voted 9-0 to authorize the financing of up to $1,315,000 for the purchase of technology and wiring infrastructure (motioned by Ms. Higgins, seconded by Mr. Richards).

Ms. Patterson asked why the financing of technology and wiring infrastructure and school buses needed to be approved at this meeting if these are already included in the budget. Mr. Dunn stated that the finance companies want to see in the budget each year where the funding was approved. Historically, the payment is displayed but the total amount being financed is not indicated. He noted that he will have specific information available at the April 20 Finance Committee meeting.
To show that these motions were not in addition to the budget that was just passed, Ms. Patterson suggested referencing “in the FY2016-2017 budget” to these motions. The revised motions were made and approved.

The Board voted 9-0 to authorize the financing of up to $1,315,000 for the purchase of technology and wiring infrastructure in the FY2016-2017 budget (motioned by Ms. Higgins, seconded by Mr. Richards).

The Board voted 9-0 to authorize the financing of up to $340,000 for the purchase of five new school buses in the FY2016-2017 budget (motioned by Ms. Higgins, seconded by Mr. Croteau).

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

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District
Public Hearing #1 on the FY2016-2017 proposed budget
March 21, 2016

Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards

Administration: Superintendent Terri L. Forsten, 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. The second Public Hearing will be on Wednesday, March 23 at Mill Brook School at 5:30 p.m. The purpose of the public hearing was to present the budget and receive community input. Superintendent Terri Forsten explained the goals for the FY 2016-2017 budget.

7. Regular Education Program – to maintain class sizes within School Board policy guidelines and to respond in a responsible manner to changes in student enrollment.

8. Curriculum and Instruction – to support the integration of the next generation science standards across the district.

9. Special Education Programs and Services – to develop effective programs and intervention services to support the needs of students with serious social, emotional and behavioral challenges.

10. Technology – to provide equitable personnel support to each of our schools and to begin 1:1 technology access at Concord High School (CHS).

11. Capital Purchases – to continue to use stable and sustainable methods for major purchases, capital improvements and replacement plans within budget constraints.

12. Debt Service – to achieve the School Board’s goal of maintaining 5% of the operating budget for debt service while considering the growing needs in the four older school buildings: Beaver Meadow, Broken Ground, Rundlett Middle and Concord High Schools.

Business Administrator Jack Dunn explained the details of the budget.

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY16 (proposed)</th>
<th>FY17 (proposed)</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (1100)*</td>
<td>$76,321,677</td>
<td>$77,438,862</td>
<td>$1,117,185</td>
<td>1.44%</td>
</tr>
<tr>
<td>Food Service (1221)</td>
<td>$1,725,929</td>
<td>$1,725,876</td>
<td>$(53)</td>
<td>-</td>
</tr>
<tr>
<td>Grants (1222)</td>
<td>$4,233,610</td>
<td>$4,277,553</td>
<td>$43,943</td>
<td>1.03%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$82,281,216</td>
<td>$83,442,291</td>
<td>$1,161,075</td>
<td>1.41%</td>
</tr>
</tbody>
</table>
The revenues in the budget include:

<table>
<thead>
<tr>
<th></th>
<th>FY16</th>
<th>FY17</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$4,278,089</td>
<td>$4,185,310</td>
<td>(-92,779)</td>
<td>-2.17%</td>
</tr>
<tr>
<td>State</td>
<td>$15,577,624</td>
<td>$15,828,622</td>
<td>250,998</td>
<td>1.61%</td>
</tr>
<tr>
<td>Federal</td>
<td>$1,937,498</td>
<td>$2,246,458</td>
<td>308,960</td>
<td>15.95%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$1,181,232</td>
<td>$318,901</td>
<td>(-862,331)</td>
<td>-73.00%</td>
</tr>
<tr>
<td>Unreserved Fund</td>
<td>$2,227,247</td>
<td>$1,900,000</td>
<td>(-327,247)</td>
<td>-14.69%</td>
</tr>
<tr>
<td>Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$25,201,690</td>
<td>$24,479,291</td>
<td>(-722,399)</td>
<td>-2.87%</td>
</tr>
</tbody>
</table>

Local and State Taxes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Rate</td>
<td>3.94%</td>
</tr>
<tr>
<td><em>(increase in FY17 Budget)</em></td>
<td>2.85%</td>
</tr>
</tbody>
</table>

*Based on an estimated valuation of .08%. Final valuation will be set in October.

Mr. Dunn noted that the decrease in local revenue is due to the decrease in Deerfield tuition, and the increase in state revenue is attributed to adequacy payments.

He explained that proposed expenditures within the General Fund are $77,438,862 with proposed revenues of $22,579,291 and the Unreserved Fund balance of $1,900,000. Based on .80% increase real growth in the City valuation, the increase to the tax rate would be 2.85%. The amount to be raised in both local and state taxes would be $52,959,571.

Superintendent Forsten explained the enrollment projections by elementary, middle and high school level.

<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>2015-2016</td>
<td>1,933</td>
<td>962</td>
<td>1,690</td>
<td>4,585</td>
</tr>
<tr>
<td>2016-2017</td>
<td>1,927</td>
<td>1,005</td>
<td>1,619</td>
<td>4,551</td>
</tr>
<tr>
<td>Change</td>
<td>-6</td>
<td>43</td>
<td>-71</td>
<td>-34</td>
</tr>
</tbody>
</table>

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

- Kindergarten: 17 students
- Primary: 21 students
- Intermediate: 25 students

If a 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 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 enrollment projections at each of the schools by grade level are listed below.

**Elementary Schools**

<table>
<thead>
<tr>
<th></th>
<th>K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>Total</th>
</tr>
</thead>
</table>
Superintendent Forsten displayed the elementary enrollment projections for FY2016-2017 explaining the staff changes for each of the elementary schools.

**Beaver Meadow**
Number of classes = 18
Number of teachers = 16.5 (no additions or reductions in staff)
Average Class Size = 18.7

**Broken Ground**
Number of classes = 18
Number of teachers = 18 (1 addition for FY2016-2017)
Average Class Size = 22.3

**Abbot-Downing**
Number of classes = 20
Number of teachers = 18 (1 reduction for FY2016-2017)
Average Class Size = 20.5

**Mill Brook**
Number of classes = 20
Number of teachers = 16.5 (1.5 reduction for FY2016-2017)
Average Class Size = 18.8

**Christa McAuliffe**
Number of classes = 19
Number of teachers = 17.5 (no additions or reductions in staff)
Average class size = 21.4

Total number of elementary students = 1,927
Total number of elementary classes = 95
Total number of elementary teachers (FTE) = 86.5
Average class size in elementary schools – 20.3

Superintendent Forsten explained the staffing change proposals for FY 2016-2017.

Reductions
- 2.8 classroom teachers at CHS (various subjects due to enrollments)
- Special Education Director at Rundlett Middle School (RMS)
- 1.5 classroom teachers at Mill Brook School
- 1.0 classroom teacher at Abbot-Downing School
- 0.6 Program Assistant at Broken Ground School

Additions
- 0.5 Tech Integrator for CHS (brings total to 1 FTE)
- 1.0 Program Assistant for CHS technology integration
- 1.0 Program Assistant for RMS technology integration
- 1.0 Program Assistant for RMS Office
- 0.2 Out-of-District Coordinator at RMS
- 0.78 Special Education Coordinator at RMS
- 1.0 classroom teacher at RMS
- 0.2 Special Ed teacher at Christa McAuliffe School (each elementary school will have 3 FTE sped teachers)
- 0.5 Tech Integrator for Broken Ground School technology (brings total to 1 FTE)
- 1.0 classroom teacher at Broken Ground School
- 6.58 FTE special education Educational Assistants (various elementary)

Mr. Dunn displayed the proposed meal prices for FY 2016-2017.

<table>
<thead>
<tr>
<th></th>
<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>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td>$0</td>
<td>$0.30</td>
<td>$1.75</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>$0</td>
<td>$0.30</td>
<td>$2.00*</td>
<td>($0.25 increase)</td>
</tr>
<tr>
<td>Adult</td>
<td>n/a</td>
<td>n/a</td>
<td>$2.50*</td>
<td>($0.50 increase)</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td>Free</td>
<td>Reduced</td>
<td>Paid</td>
</tr>
<tr>
<td>Elementary</td>
<td>$0</td>
<td>$0.40</td>
<td>$2.50</td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td>$0</td>
<td>$0.40</td>
<td>$2.75</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>$0</td>
<td>$0.40</td>
<td>$3.50*</td>
<td>($0.50 increase)</td>
</tr>
<tr>
<td>High (Deli)</td>
<td>$0</td>
<td>$0.40</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>n/a</td>
<td>n/a</td>
<td>$4.00*</td>
<td>($0.25 increase)</td>
</tr>
</tbody>
</table>

*Proposed price increase

Below is a list of current fees and proposed fees for Athletics.

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School</td>
<td>$ 80</td>
<td>$ 85</td>
</tr>
<tr>
<td>High School</td>
<td>$ 85</td>
<td>$ 90</td>
</tr>
<tr>
<td>High School  (Hockey)*</td>
<td>$285</td>
<td>$385</td>
</tr>
</tbody>
</table>

*Athletic fees reviewed February 14, 2011 and 2013-2014
Below is the proposed technology insurance fee. If the meal status of each student in grades 9–12 was used, the district would expect to raise $30,035 based on today’s census. Mr. Dunn was asked to provide the amount raised if fee is charged to grade 9 and 10 students only. He stated he would prepare that figure for the March 23 Public Hearing.

<table>
<thead>
<tr>
<th>Status</th>
<th>Enrollment</th>
<th>Fee</th>
<th>Amount raised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>446</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Reduced</td>
<td>89</td>
<td>$15</td>
<td>$1,335</td>
</tr>
<tr>
<td>Paid</td>
<td>1,148</td>
<td>$25</td>
<td>$28,700</td>
</tr>
<tr>
<td>TOTALS</td>
<td>1,683</td>
<td></td>
<td>$30,035</td>
</tr>
</tbody>
</table>

Mr. Dunn described the list of summer projects and the scope of the RMS facility study. These projects and the study total $450,000.

Summer Projects

Focused on four older schools – BGS, BMS, CHS, RMS
- BGS – Paint exterior trim, replace carpets, refinish gym floor
- BMS – Paint exterior trim, replace fire alarm, replace concrete walkways
- CHS – Repair baseboard heat in Music, refinish gym floor, replace doors
- RMS – Update bathrooms, replace hall tile, replace carpet in Music

RMS facility study
- Request for proposals to create educational specifications for RMS
- Support the development of defining facility and program needs
- Include educators, students, parents and community members
- Timeline – six to twelve months

Future budget considerations include:
- June 2016 – NHRS rate change (affect FY18 Budget)
- Bi-Annual budget for 2018
- Technology development plan – Juniors, Seniors
- Technology Replacement plan – elementary and middle school iPads
- Full-day kindergarten
- Preschool program development
- Capital projects

Mr. Dunn noted the upcoming public hearing on Wednesday, March 23 at 5:30 p.m. in the Mill Brook School Multipurpose Room. A work session is scheduled for Monday, March 28 at 5:30 p.m. at the Central Office, for which there is as yet no agenda. A Special Board meeting will be held on Wednesday, March 30 at 5:30 pm in the Central Office Board Room to finalize the budget. He informed all present that budget presentations, minutes and videos are available at sau8.org under School Board 2016-2017 proposed budget.

Mr. Cogswell opened the hearing for public comment.

Kass Ardinger, District Treasurer, Concord resident, and former School Board member, noted that on the slide that shows revenues for FY 2016-2017, it should be noted that 2.85% is the proposed tax rate increase. She also noted that the overall increase in the
General Fund is 1.46%. She explained that this is not a huge increase, taking into consideration the decrease in revenues. Ms. Ardinger also noted that it is important that when enrollment is down, revenue is decreased, and taxes go up, that staffing be reflected. Mr. Dunn noted that staffing has been decreased. She stated that staff reductions are important but difficult.

With regard to the RMS Facilities study, Ms. Ardinger asked if there was a request for proposal for an education specification study and who would do that. Superintendent Forsten replied that the New Hampshire School Administrators Association as well as architectural firms perform these type of studies. Ms. Ardinger added that staff and parents input should be included, with facilitation by experts at round table discussions. Jennifer Patterson noted that the funding of an educational study was added at the last budget work session. Mr. Dunn added that he has contacted the Department of Education to ask if the educational study would be reimbursable as part of the building aid program if that were to return. In response to Ms. Ardinger’s question about the percentage Concord School District would receive, Mr. Dunn noted that the district would likely receive 40%.

Ms. Ardinger’s last topic of discussion was bonding. She noted that with a budget of $300,000, these funds do not go far for the district’s building maintenance and repair. Ms. Patterson noted that the Board is exploring bonding options. Mr. Cogswell added that the Rundlett study will help them to decide what to do about RMS. Mr. Dunn noted that a Capital Facilities Committee meeting is scheduled for April 18 to discuss these issues. Ms. Ardinger stated that the budget looks good, with not a huge increase and a conservative amount for valuations. Ms. Patterson noted that the long-term debt is at 5% for FY 2016-2017. Ms. Ardinger said she thought that is very good and important to maintain.

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

The Board voted 9-0 (motioned by Barb Higgins, seconded by Maureen Redmond-Scura) to adjourn.

The Public Hearing adjourned at 7:32 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District
Public Hearing #2 on the FY2016-2017 proposed budget
March 23, 2016

Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards

Board members absent: Barbara Higgins

Administration: Superintendent Terri L. Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Facilities and Planning/Community Education Matt Cashman

Board President Clint Cogswell called the public hearing to order at 5:38 p.m. The purpose of the public hearing was to present the budget and receive community input. Superintendent Terri Forsten explained the goals for the FY 2016-2017 budget.

13. Regular Education Program – to maintain class sizes within School Board policy guidelines and to respond in a responsible manner to changes in student enrollment.

14. Curriculum and Instruction – to support the integration of the next generation science standards across the district.

15. Special Education Programs and Services – to develop effective programs and intervention services to support the needs of students with serious social, emotional and behavioral challenges.

16. Technology – to provide equitable personnel support to each of our schools and to begin 1:1 technology access at Concord High School (CHS).

17. Capital Purchases – to continue to use stable and sustainable methods for major purchases, capital improvements and replacement plans within budget constraints.

18. Debt Service – to achieve the School Board’s goal of maintaining 5% of the operating budget for debt service while considering the growing needs in the four older school buildings: Beaver Meadow, Broken Ground, Rundlett Middle and Concord High Schools.

Business Administrator Jack Dunn explained the details of the budget.

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY16</th>
<th>FY17 (proposed)</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (1100)*</td>
<td>$ 76,321,677</td>
<td>$ 77,438,862</td>
<td>$ 1,117,185</td>
<td>1.44%</td>
</tr>
<tr>
<td>Food Service (1221)</td>
<td>$ 1,725,929</td>
<td>$ 1,725,876</td>
<td>$ (53)</td>
<td>-</td>
</tr>
<tr>
<td>Grants (1222)</td>
<td>$ 4,233,610</td>
<td>$ 4,277,553</td>
<td>$ 43,943</td>
<td>1.038%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 82,281,216</td>
<td>$ 83,442,291</td>
<td>$ 1,161,075</td>
<td>1.41%</td>
</tr>
</tbody>
</table>
(*Affects the tax rate)

Below is the Object summary comparison:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY-16 Budget</th>
<th>FY-17 Budget</th>
<th>Change ($)</th>
<th>Change(%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[610000] Salaries</td>
<td>39,849,375.00</td>
<td>40,841,671.00</td>
<td>992,296.00</td>
<td>2.41%</td>
</tr>
<tr>
<td>[620000] Benefits</td>
<td>18,439,163.00</td>
<td>18,952,412.00</td>
<td>513,249.00</td>
<td>2.70%</td>
</tr>
<tr>
<td>[630000] Professional</td>
<td>2,031,135.03</td>
<td>1,970,328.00</td>
<td>(60,807.03)</td>
<td>-3.11%</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[640000] – Purchased</td>
<td>2,154,153.78</td>
<td>2,621,983</td>
<td>94,467,830.16</td>
<td>19.32%</td>
</tr>
<tr>
<td>property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[650000] - Purchased</td>
<td>2,763,120.90</td>
<td>2,641,109.00</td>
<td>(122,011.90)</td>
<td>-4.63%</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[660000] – Supplies,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and Utilities</td>
<td>3,699,267.02</td>
<td>3,966,649</td>
<td>67,297,382.65</td>
<td>7.67%</td>
</tr>
<tr>
<td>[670000] – Equipment</td>
<td>369,009.90</td>
<td>286,634.86</td>
<td>(82,375.04)</td>
<td>-28.74%</td>
</tr>
<tr>
<td>[680000] – Dues, Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTEREST</td>
<td>3,015,902.37</td>
<td>3,132,573.53</td>
<td>116,671.16</td>
<td>3.72%</td>
</tr>
<tr>
<td>[690000] – Principal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Transfers</td>
<td>4,030,550.00</td>
<td>3,025,500.00</td>
<td>(1,005,050.00)</td>
<td>-33.22%</td>
</tr>
</tbody>
</table>

**Total Expenditure Request**  
76,321,677.00 77,438,862.00 1,117,185.00 1.44%

The following is the Function summary comparison:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY-16 Budget</th>
<th>FY-17 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1100] Regular Ed</td>
<td>28,060,692.96</td>
<td>28,341,047.66</td>
<td>280,354.70</td>
<td>0.98%</td>
</tr>
<tr>
<td>[1200] Special</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>13,392,414.06</td>
<td>13,540,983.00</td>
<td>148,568.94</td>
<td>1.08%</td>
</tr>
<tr>
<td>[1300] Voc Education</td>
<td>1,112,781.00</td>
<td>1,198,716.00</td>
<td>85,935.00</td>
<td>7.17%</td>
</tr>
<tr>
<td>[1400] Co-Curricular</td>
<td>994,508.87</td>
<td>1,054,947.00</td>
<td>60,438.13</td>
<td>5.73%</td>
</tr>
<tr>
<td>[1600] Adult/Continuing Ed</td>
<td>382,476.00</td>
<td>394,339.00</td>
<td>11,863.00</td>
<td>3.01%</td>
</tr>
<tr>
<td>[2100] Pupil Services</td>
<td>5,319,638.46</td>
<td>5,524,943.50</td>
<td>205,305.04</td>
<td>3.72%</td>
</tr>
<tr>
<td>[2200] Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>3,348,235.45</td>
<td>3,829,186.32</td>
<td>480,950.87</td>
<td>12.86%</td>
</tr>
<tr>
<td>[2300] Board/District Admin</td>
<td>999,289.17</td>
<td>1,195,106.60</td>
<td>195,817.43*</td>
<td>16.38%</td>
</tr>
<tr>
<td>[2400] Building Admin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>3,588,975.73</td>
<td>3,838,817.00</td>
<td>249,841.27</td>
<td>6.51%</td>
</tr>
<tr>
<td>[2500] Fiscal Services</td>
<td>646,609.00</td>
<td>654,469.00</td>
<td>7,860.00</td>
<td>1.20%</td>
</tr>
<tr>
<td>[2600] Building and</td>
<td>6,327,886.20</td>
<td>6,478,683.0</td>
<td>150,796.80</td>
<td>2.35%</td>
</tr>
<tr>
<td>Grounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The revenues in the budget include:

<table>
<thead>
<tr>
<th>Revenue Type</th>
<th>FY16</th>
<th>FY17</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$4,278,089</td>
<td>$4,185,310</td>
<td>$(92,779)</td>
<td>-2.17%</td>
</tr>
<tr>
<td>State</td>
<td>$15,577,624</td>
<td>$15,828,622</td>
<td>$250,998</td>
<td>1.61%</td>
</tr>
<tr>
<td>Federal</td>
<td>$1,937,498</td>
<td>$2,246,458</td>
<td>$308,960</td>
<td>15.95%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$1,181,232</td>
<td>$318,901</td>
<td>$(862,331)</td>
<td>-73.00%</td>
</tr>
<tr>
<td>Unreserved Fund</td>
<td>$2,227,247</td>
<td>$1,900,000</td>
<td>$(327,247)</td>
<td>-14.69%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$25,201,690</td>
<td>$24,479,291</td>
<td>$(722,399)</td>
<td>-2.87%</td>
</tr>
</tbody>
</table>

The amount to be raised in both local and state taxes would be $52,959,571.

Superintendent Forsten explained the enrollment projections by elementary, middle and high school level.

<table>
<thead>
<tr>
<th>Grade</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-5</td>
<td>1,933</td>
<td>1,927</td>
<td>-6</td>
</tr>
<tr>
<td>6-8</td>
<td>962</td>
<td>1,005</td>
<td>43</td>
</tr>
<tr>
<td>9-12</td>
<td>1,690</td>
<td>1,619</td>
<td>-71</td>
</tr>
<tr>
<td>Total</td>
<td>4,585</td>
<td>4,551</td>
<td>-34</td>
</tr>
</tbody>
</table>

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

- Kindergarten: 17
- Primary: 21
- Intermediate: 25
If a 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 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 enrollment projections at each of the schools by grade level are listed below.

**Elementary Schools**

<table>
<thead>
<tr>
<th>Year</th>
<th>K</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>276</td>
<td>311</td>
<td>335</td>
<td>340</td>
<td>340</td>
<td>331</td>
<td>1933</td>
</tr>
<tr>
<td>2017</td>
<td>294</td>
<td>302</td>
<td>316</td>
<td>340</td>
<td>338</td>
<td>337</td>
<td>1927</td>
</tr>
<tr>
<td>Change</td>
<td>20</td>
<td>- 9</td>
<td>- 19</td>
<td>0</td>
<td>- 2</td>
<td>6</td>
<td>- 6</td>
</tr>
</tbody>
</table>

**Rundlett Middle School**

<table>
<thead>
<tr>
<th>Year</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>338</td>
<td>342</td>
<td>282</td>
<td>962</td>
</tr>
<tr>
<td>2017</td>
<td>326</td>
<td>336</td>
<td>343</td>
<td>1005</td>
</tr>
<tr>
<td>Change</td>
<td>-12</td>
<td>-6</td>
<td>61</td>
<td>43</td>
</tr>
</tbody>
</table>

**Concord High School**

<table>
<thead>
<tr>
<th>Year</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>482</td>
<td>371</td>
<td>418</td>
<td>419</td>
<td>1690</td>
</tr>
<tr>
<td>2017</td>
<td>337</td>
<td>492</td>
<td>372</td>
<td>418</td>
<td>1619</td>
</tr>
<tr>
<td>Change</td>
<td>-145</td>
<td>121</td>
<td>-46</td>
<td>-1</td>
<td>-71</td>
</tr>
</tbody>
</table>

Superintendent Forsten displayed the elementary enrollment projections for FY2016-2017 explaining the staff changes for each of the elementary schools.

**Beaver Meadow**

Number of classes = 18
Number of teachers = 16.5 (no additions or reductions in staff)
Average Class Size = 18.7

**Broken Ground**

Number of classes = 18
Number of teachers = 18 (1 addition for FY2016-2017)
Average Class Size = 22.3

**Abbot-Downing**

Number of classes = 20
Number of teachers = 18 (1 reduction for FY2016-2017)
Average Class Size = 20.5

**Mill Brook**

Number of classes = 20
Number of teachers = 16.5 (1.5 reduction for FY2016-2017)
Average Class Size = 18.8

**Christa McAuliffe**
Number of classes = 19
Number of teachers = 17.5 (no additions or reductions in staff)
Average class size = 21.4
Total number of elementary students = 1,927
Total number of elementary classes = 95
Total number of elementary teachers (FTE) = 86.5
Average class size in elementary schools – 20.3

Superintendent Forsten explained the staffing change proposals for FY 2016-2017.

**Reductions**
- 2.8 classroom teachers at CHS (various subjects due to enrollments)
- Special Education Director at Rundlett Middle School (RMS)
- 1.5 classroom teachers at Mill Brook School
- 1.0 classroom teacher at Abbot-Downing School
- 0.6 Program Assistant at Broken Ground School

**Additions**
- 0.5 Tech Integrator for CHS (brings total to 1 FTE)
- 1.0 Program Assistant for CHS technology integration
- 1.0 Program Assistant for RMS technology integration
- 1.0 Program Assistant for RMS Office
- 0.2 Out-of-District Coordinator at RMS
- 0.78 Special Education Coordinator at RMS
- 1.0 classroom teacher at RMS
- 0.2 Special Ed teacher at Christa McAuliffe School (each elementary school will have 3 FTE sped teachers)
- 0.5 Tech Integrator for Broken Ground School technology (brings total to 1 FTE)
- 1.0 classroom teacher at Broken Ground School
- 6.58 FTE special education Educational Assistants (various elementary)

Mr. Fennessy asked if the additional Educational Assistants are for new students. Superintendent Forsten replied that most are for current students who moved into Concord this year, preschool students moving to kindergarten, or kindergarteners going into 1st grade who continue to need support. Ms. Palley added that some of these positions are paid through grants and, although the needs are the same, costs have increased. Mr. Fennessy asked if this is expected to continue for several years. Superintendent Forsten noted that although it is hard to predict, the district continues to review these needs and encourages students to become independent of this support.

Mr. Dunn displayed the proposed meal prices for FY 2016-2017.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Free</th>
<th>Reduced</th>
<th>Paid</th>
</tr>
</thead>
</table>

*page 105 of 207*
Elementary $0  $0.30  $1.50
Middle  $0  $0.30  $1.75
High $0  $0.30  $2.00* ($.25 increase)
Adult n/a n/a $2.50* ($.50 increase)

Lunch Free Reduced Paid
Elementary $0  $0.40  $2.50
Middle $0  $0.40  $2.75
High $0  $0.40  $3.50* ($.50 increase)
High (Deli) $0  $0.40  $3.50
Adult n/a n/a $4.00* ($.25 increase)

*Proposed price increase

Ms. Patterson noted that lunches for adults are more expensive because they are different from the student lunches.

Below is a list of current fees and proposed fees for Athletics.

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School</td>
<td>$80</td>
</tr>
<tr>
<td>High School</td>
<td>$85</td>
</tr>
<tr>
<td>High School (Hockey)*</td>
<td>$285</td>
</tr>
</tbody>
</table>

*Athletic fees reviewed February 14, 2011 and 2013-2014

Below is the proposed technology insurance fee. If the meal status of each student in grades 9 and 10 was used, the district would expect to raise $14,230 based on today’s census.

<table>
<thead>
<tr>
<th>Status</th>
<th>Enrollment</th>
<th>Fee</th>
<th>Amount raised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>259</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Reduced</td>
<td>42</td>
<td>$15</td>
<td>$630</td>
</tr>
<tr>
<td>Paid</td>
<td>544</td>
<td>$25</td>
<td>$13,600</td>
</tr>
<tr>
<td>TOTALS</td>
<td>845</td>
<td></td>
<td>$14,230</td>
</tr>
</tbody>
</table>

Ms. Patterson explained that this fee covers the cost of any damage or loss from students taking their Chromebooks home.

Mr. Dunn described the list of summer projects and the scope of the RMS facility study. These projects and the study total $450,000.

Summer Projects

Focused on four older schools – BGS, BMS, CHS, RMS

- BGS – Paint exterior trim, replace carpets, refinish gym floor
- BMS – Paint exterior trim, replace fire alarm, replace concrete walkways
- CHS – Repair baseboard heat in Music, refinish gym floor, replace doors
- RMS – Update bathrooms, replace hall tile, replace carpet in Music

RMS facility study

- Request for proposals to create educational specifications for RMS
- Support the development of defining facility and program needs
- Include educators, students, parents and community members
- Timeline – six to twelve months

Future budget considerations include:
- June 2016 – NHRS rate change (affect FY18 Budget)
- Bi-Annual budget for 2018
- Technology development plan – Juniors, Seniors
- Technology Replacement plan – elementary and middle school iPads (5 years old)
- Full-day kindergarten
- Preschool program development
- Capital projects

Mr. Dunn noted that there is a Special Board meeting on Wednesday, March 30 at 5:30 pm in the Central Office Board Room to finalize the budget. He informed all present that budget presentations, minutes and videos are available at sau8.org under School Board 2016-2017 proposed budget.

Mr. Cogswell opened the hearing for public comment.

Pam Wicks has four students in the Concord School District, and is President of the PTA at Mill Brook School. She spoke about the reduction of classroom teachers and would like to know why the Board is trying to squeeze the number of grade 2 classes down to seven. She would like to see 17 students in each Grade 2 class and noted that she thinks the current amount of students in these classes is too high. Mr. Cogswell noted that the Board maintains class size guidelines and if needed, a contingency is available to hire another teacher if the number of students increases over the summer. Ms. Wicks further explained that her student’s teacher spends a significant amount of time with a student with limited English. She also strongly recommended, in order to recruit younger families, to lower class sizes in Grade 4 to fewer than 24 students. Mr. Cogswell explained that many communities like the way Concord’s Board maintains the class size guidelines. He added that the district is currently researching full-day kindergarten and preschool and if necessary will add teachers, but that these guidelines seem to work. Ms. Wicks stated that she appreciates all the work the Board has done; however, she does not want to see good teachers go.

Concord resident Jonathan Sadowski, who has two children at Mill Brook School, stated his support for increased funding for all day kindergarten.

There was no other public comment at this point so Superintendent Forsten asked if the Board wanted to maintain the work session for Monday, March 28. Ms. Patterson and the rest of the Board did not see the need to hold this work session. Mr. Richards added that there will be opportunity to discuss topics on Wednesday, March 30 at the Special Board meeting.

Mr. Fennessy stated that although he is not opposed to using the trust funds for technology, his primary concern was making sure there is enough money built up in the
trust fund to utilize for unforeseen issues. Ms. Patterson noted that use of this fund does not affect the budget and added that a Technology Trust Fund exists.

Mr. Cogswell asked Mr. Dunn if he could provide a list of the trust funds. Ms. Patterson noted that the list of trust funds is in the work session #6 presentation that was held on March 7.

Mr. Richards suggested the Board examine future considerations and attach approximate financial impact and timeframes for these considerations. Ms. Redmond-Scura added that while the district is benefiting from e-rate, the incentive is to purchase technology sooner and keep students at the same level.

Mr. Croteau noted that it is not too early for the Board to begin talking about bonding and the list of projects for the older buildings. Ms. Wicks asked at what point the Board would consider a new building for Rundlett students. Ms. Patterson explained that the educational specification study discussed in the overview is the first step to determine the educational needs for a new building. Ms. Wicks noted that the community is blessed with a good school district and Board.

Susan Gualtieri has lived in Concord for eleven years and has a student at Broken Ground School. She is impressed with the state-of-the-art new buildings and believes that environment impacts learning. She added that the comparison of learning space in the old schools compared to the new schools is not quite fair.

The Board went on to discuss their good experiences as educators and with their own children in the Concord Schools within the older schools, teachers and staff. Ms. Gualtieri explained that she is also an educator in another community, and asked the Board to consider equity for all to experience the feeling being in a new space.

Nick Skafidas is a Concord High School student and agreed that the new schools are amazing and colorful. He suggested adding color to the older schools to brighten things up and added that the tiling and murals at Concord High lift his mood and provide a better learning experience. Mr. Richards noted that this was a good observation; Ms. Patterson added that in the planning stages of the new elementary schools in all schools they visited, color was a big factor.

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

The Board voted 8-0 (motioned by Maureen Redmond-Scura, seconded by Rusty Cofrin) to adjourn.

The Public Hearing adjourned at 6:35 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District  
Regular monthly meeting  
April 6, 2016

**Board members**  Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, and Rebecca Proulx

**Absent:**  Barb Higgins, Jim Richards

**Administrators:**  Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Human Resources Director Larry Prince, Director of Facilities 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 amended agenda (motioned by Maureen Redmond-Scura, seconded by Tom Croteau).

The agenda was amended with the addition of a presentation by the Concord High theater group just prior to the recognitions section of the meeting.

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

Agenda Item 4. Recognitions

Drama Coach Clint Klose introduced the Concord High Drama Club, one of two high school groups in the state that were identified as state champions at the recent New Hampshire State Theater Competition on April 1-2. The group will now attend the New England Theater Festival on April 20-22 in Old Saybrook, Connecticut. Members of the cast presented a short scene from the show they performed in the competition.

Champions for Children

Abbot-Downing School – Theresa Brissette

A week not seeing Theresa Brissette’s smiling face volunteering at Abbot-Downing School seems as though something is missing indeed. Her calm presence could be easy to
overlook, yet staff who stop and chat are sure glad to have gotten to know her. She always has a sweet smile or wave … (following the ABCs of Abbot-Downing!) … and her gentle manner extends to all students whom she sees as she busily works on various tasks that facilitate teachers as well as students. Theresa, as a volunteer is reliable, dependable and genuinely positive – what more could we ask for? Well … kind, compassionate, patient and forgiving are but a few of the words our staff have used to describe her. Theresa’s immense care and concern for her grandson who lives with her and his grandfather has always been evident but with recent tragic events in their lives, Theresa has taken on an even larger caretaking role. Yet through it all, she remains a constant here at ADS, where we consider ourselves lucky to have this sparkling gem shine in our halls each and every week. – Kathleen Riordan

Beaver Meadow School – Jessica Thompson

The term Champion of Children clearly describes Jessica Thompson’s work with the children of Beaver Meadow Elementary School. She is a passionate advocate for her children and the students at BMS. Jess is involved in so many things at school it is hard to know where to begin. I met Jess as I began my tenure as interim principal when attending a PTO meeting. Jess is a very involved PTO parent and board member, always willing to help with any activity or project the PTO is organizing. One of Jessica’s strength on the board is keeping the focus on how the PTO can help students and teachers at Beaver Meadow School. A new event she recommended to the PTO and helped organize was a Family Dance. The event was a rousing success and Jess’s involvement made it happen. In addition to her involvement in the PTO, Jess took on the position of assistant director with the Student Actors Program at Beaver Meadow. Jess saw there was an unfilled need for an assistant director and she willingly took it on. At the same time, she also started working as a substitute teacher at BMS in addition to her volunteer work in the classrooms. Whether working as a substitute teacher or as a parent volunteer, Jess will do whatever is needed. Finally, Jessica is a strong advocate for her own children. She is involved in her children’s education and when she sees a need she will advocate for it. Jess is also a strong advocate for the other children in the building. She does a good job of reminding all of us that our student’s needs come first and we all need to do everything possible to meet that goal. Jessica Thompson is truly a Champion for Children and is most deserving of this award and I am honored to present this award to her. – Ben Greene

Broken Ground School – Claire Michlovitz

A whole generation grew up watching Mr. Rogers – who greeted us each day singing words like … I have always wanted to have a neighbor just like you … Would you be mine? Could you be mine? Won’t you be my neighbor? We are so very blessed at Broken Ground School to have neighbors who are always willing to lend a hand. In August 2009, Claire and her husband, Steve moved into a house next door to Broken Ground. As a second career, Claire had been an early childhood teacher in grades K–2 teaching for 16 years in Hartland, Vermont. Moving to Concord in her retirement, she would be close to three grandchildren, who lived in our neighborhood. Claire has been an outstanding volunteer in our classes for many years. Initially, she began volunteering in her
Granddaughter’s classes, then became a regular helper in reading and math groups. The students loved the extra attention and support her presence gave them. Over time, Claire made connections with teachers like Mr. Komorek and even as her grandchildren moved up the grades, she continued to help out in his class. Claire is a regular volunteer on Thursdays, working one-to-one with struggling readers, meeting with reading groups to give them that extra boost, or helping students with various math assignments. Always a smile on her face, she is a ray of sunshine. Claire has great rapport with students and knows many of them from outside school as well. Students respect her and look forward to her time in their class. Another long-standing partnership, Claire has also worked in Mrs. Foley’s fifth grade class for about three years now. Mrs. M., as she is fondly called, has worked with some of our most talented readers to give them the extra challenges they need and also supported students who benefit from one-to-one reading times. Mrs. M. is conscientious, flexible and such a great help to this class. In addition to the many ways Claire has supported students in our school, she is also very thoughtful and caring toward staff. She has shared freshly baked treats with the office staff and just been a neighbor we can count on. For example, one weekend evening a year or so ago, our administrative assistant came in to school to get a head start on a project. Trying to juggle too many things, she found herself locked out of the building with her cell phone and keys safe and secure – inside the building. There was no way to get inside the building as no one else was on-site. Fortunately, Claire was home to save the day. Then just this week, our Family Literacy Facilitator was looking for someone to help sign families in and pass out books for our Author’s Visit. Who did she call? Claire to the rescue. It is wonderful and comforting to know that we have a good neighbor like Claire, who is there for all of us at BGS. Just as Mr. Rogers taught us, good neighbors make our world a better place. Claire brightens our day when she visits our school and cares about others. She is truly a Champion for Children – whom we admire and respect. – Susan Lauze

Christa McAuliffe School – Clara Brogan

Clara Brogan was born in Texas on 12/31/23, which makes her date of birth 123 123 numerically. (Who doesn’t like a good math pattern?) Clara attended St. Mary College in Leavenworth, Kansas. Upon graduation, she attended Julliard in New York, and music has always been an integral part of her life. After moving to Concord in the late 1940s, Clara was first a substitute teacher. She taught piano from home – 5 or 6 students Monday through Friday, and 3 or 4 students on Saturday mornings – for more than 20 years. She returned to her work in schools at Merrimack Valley High in 1968 and later worked for the Merrimack Valley School District teaching music in several of their schools, one day a week at each school. Clara joined the Concord School District in the late 1970s and taught at Garrison, Conant, and Concord High until her retirement in 1985. Clara met her husband Edward while he was in the Air Force stationed in Texas during World War II. They became engaged on July 4, 1946 while attending the Boston Pops Fourth of July concert on the Esplanade in Boston. They were married in October of 1946 at St. Patrick’s Cathedral in New York City. They were married for 63 years, until Edward died in 2009. Since the late 1940s, Clara has been an active member of St. Peter’s/Christ the King Parish
as a Eucharistic minister and lecturer, as well as a Eucharistic minister to nursing homes. She was also an organist at St. Peter’s and conducted the Church Choir in the 1970s. Clara was involved with the Community Players beginning in 1960, both behind the scenes and onstage. Among her leading roles were Amanda in Tennessee Williams’ “The Glass Menagerie” and Eleanor of Aquitaine in “The Lion in Winter,” to name only a few. She also directed many plays for the Community Players including “A Man for All Seasons,” “Mame,” and “Fiddler on the Roof.” This is Clara’s 25th year as a Songweaver. She is a member of Stratford Club and former President. She was a member and officer of the Concord Music Club for several decades. Clara is still driving herself around town and has a new Fiat. She loves her dog Captain and her two wonderful children, Paul and Nancy, who were integral to providing us with this timeline of Clara’s experiences for this evening’s celebration. Clara has been a storyteller for more than 20 years. She began storytelling at Kimball School in 2002, and then at Kimball-Walker. She started in 4th grade for our New Hampshire history unit, then transitioned to 3rd grade, and now 2nd grade at Christa McAuliffe School. Even our older students will see Clara in the hallway and stop to tell her that they remember her and will always cherish their time with her. When asked recently about what makes Mrs. Brogan special, our CMS 2nd grade students had quite a lot to say:

- I love Mrs. Brogan because she tells us terrific tales.
- She comes and reads us books in her imagination.
- I enjoy everything. I loved when we were animals the most.
- Mrs. Brogan tells great 2nd grade stories that are humorous, comedy, and peaceful.
- Mrs. Brogan tells stories from her mind. She has a good imagination.
- She takes the time away from her day and tells us stories. I learn from every story she tells.
- I love her stories because they are very funny. They are fun when she gets into them and she makes them in her head.
- She has awesome storytelling skills. She taught me how to listen better, and she volunteers her time.
- Mrs. Brogan is special to me because she tells fun stories, and some of the stories have a lesson that go with them.
- Each time she tells us a story, it feels like I’m in the story because it’s so realistic.
- She tells us many great stories. I like them because we get to act in them. She has also taught me a lot of new words.
- I like her fiction stories because she makes them happy with all the motions. She is a reader star.

Thank you, Clara, for the time, commitment, and encouragement to our young students. And of course, for being our Reader Star! – Kristen Gallo

Mill Brook School – Pam Wicks
Who is the new person in the office? Who is the new person at the copy machine? Who is the new person in the teacher’s room? Who made the coffee cake for Coffee with Callanan? I have heard these comments since my first day in Concord School District about the presence of Pam Wicks at Mill Brook School. Pam has three children in Concord Schools: Evan is in Kindergarten at Mill Brook; Shaun is grade 2 at Mill Brook’ and David is in fourth grade at Broken Ground. Her husband, Charlie Wicks, works at Concord Hospital. They moved to Concord from Massachusetts several years ago, and quickly become a fixture in their neighborhood and our school community. Her first interaction with the district was through the Family Center at Dame School, which she still attends regularly. When she is there, she is not only playing with her youngest son, but also representing Mill Brook School to families in a positive light. A mom with three kids at the elementary level can stay quite busy without looking for additional things to do during the day, but not Pam. In her last term as PTA President, Pam is a fixture at Mill Brook every day. Her commitment to whole child development through PTA support is second to none. She is a planner with a clear vision on providing a variety of opportunities to our students that may not have been possible without her commitment. Her development of systems at Mill Brook are embedded in our daily routines and will last long after her sons move through the district. Under her leadership, the PTA found new ways to support Mill Brook School as the needs of the community changed. She has a keen awareness of the diversity within our school population, but even as a PTA member her expectations for success remains high for all students and families. Activities such as the Walk-a-Thon, coupon books, and this year a talent show, bring valuable dollars to Mill Brook in an effort to support the classroom teachers. Pam recognized that lack of transportation was a barrier for many of our families to attend and participate in school events. She filled this need by arranging bus transportation for PTA events and school-wide celebrations, so that all families had the chance to come. She continued this commitment even as fuel prices soared. Pam never slows down! During a recent PTA meeting, she announced her last term as President was coming to a close. She is looking for nominations to take over officer positions. In her plea to get volunteers, she convinced the group that her involvement would not be over at the end of the school year. Her commitment to the Mill Brook PTA will continue in some capacity that allows the children to benefit from programming that is unique, educational, fun, and culturally diverse! We will continue to find her at public budget hearings and also baking goods for our Coffee with Callanan events. Her role as PTA President has kept her in the building as the “new person” whom HR and Payroll has no idea exists. We want to keep it that way! – Phil Callanan

Rundlett Middle School – Steven O’Connor

It’s lunchtime at Rundlett Middle School. We’ve been on a run of some cold, rainy days which have resulted in three days without any recess. Today’s weather, however, is slightly improved. Although it remains cold and damp, the heavy down-pours have subsided. The best that the gray clouds have to offer is an occasional spritz. The eighth graders are eager to get outside. Fifteen minutes of throwing a ball around, a game of tag, or a short walk with a friend would do everyone a world of good. A table of students,
who are gobbling down the last bites of lunch, calls me over and asks, “Are we going to be able to go outside today?” The truth be known, I am wondering the same thing. We are understaffed for cafeteria duty; going outside does not seem like an option. Just as I am about to respond to the question, I see the tall Lincoln-esque figure, albeit with a slightly longer beard, enter the cafeteria. He’s in the process of zipping up his red winter jacket, and quietly speaks, “Tom, I’ve got an unexpected pocket of time. If you would like, I am happy to bring the kids outside.” I turn back to the table of students who are about to hear the response that they’ve been hoping for: “Yes, we are going outside today!” Happily, they turn to the man in the red jacket, “Thanks Mr. O’Connor!” A simple gift of kindness, an act of generosity, wrapped in fifteen minutes of personal time, has transformed a gloomy looking day into a splash of sunshine. From sixth grade science teacher to eighth grade social studies teacher, he does it all. For the past 11 years, Steve O’Connor has worked at Rundlett Middle School as a permanent substitute teacher. Regardless of his assignment or location in the building, Steve is a teacher. In word and example, he embodies what it means to be an authentic, caring person. On those days when a middle school student might have missed a bus ride home, Steve, without fanfare, is the first person to volunteer to sit and wait with the student. His gentle approach and reassuring manner lets the student know that everything will turn out all right. In quiet and humble acts of service, he consistently goes above and beyond in serving students and staff at RMS. Steve is that special someone – a trusted and reliable resource – whom you can always count on. Should a one-to-one educational assistant be absent, Steve is often the person to whom people will turn for help. His calm, peaceful demeanor inspires the same in others. Unfailing in the respect that he extends to others, young and old alike, Steve powerfully challenges us to be our best, to be extraordinary in the ordinary. It is with deep gratitude and great pride that Rundlett Middle School presents Steven O’Connor as a nominee for the 2016 Champions of Children award. – Tom Sica

Concord High School – Jared Rardin

I would like to nominate Jared “Jed” Rardin for the Champion for Children Award. Jed has been doing the CHS “Morning Men’s Group” for three years. He had approached Anna Marie DiPasquale, our ELL Social Worker, about “doing something to help.” At that time, we had several new students arriving from various countries in Africa who felt very disenfranchised. Jed and Ms. DiPasquale determined that a men’s group, where the boys could connect to each other, and connect to Jed, as a way to experience a community, would be just what the boys needed. Jed did not hesitate to come in every week. This group is a place where the newcomers are welcomed by the veteran boys. It is a place where friendships are formed, and a place where real issues that African men face are discussed without judgment. No topic is off limits; school, friendships, family, girls, and college, are discussed to name a few. Jed brings his compassion, heart, his incredible enthusiasm, and his immense love for the boys each week. Whenever Ms. Di Pasquale says “Thank you Jed, I am so grateful that you volunteer your time,” he always replies “It is I who am thankful for the opportunity.” Jed truly is a Champion for Children. – Gene Connolly
Student representative Rebecca Proulx highlighted events presented by three clubs at Concord High. The CHS Feminism Now Club will hold a Clothesline Project from April 11-15 on Main Street. The Clothesline Project is a national project that seeks to help eliminate violence against women by providing an opportunity for women affected by violence directly and/or indirectly to share their experiences and emotions by decorating and displaying t-shirts. The Junior Class Student Government recently held ‘Mr. CHS,’ a friendly competition that included a variety of events leading to the crowning of Mr. CHS. Interact Club members volunteered their time to paint several rooms at the Crisis Center in Concord. The Crisis Center provides services to survivors of domestic violence, sexual assault, elder abuse, stalking, and child abuse. Concord High School will host the New Hampshire Music Educators Association All-State Music Festival on Thursday, April 7, and Friday, April 8. The event will celebrate the 400 best high school musicians in the state.

Other recognitions that were included in the Board materials highlighted a number of student activities and achievements:

- Congratulations to the CHS Drama Club for its win at Regionals, sponsored by the NH Educational Theatre Guild, held at Oyster River High School. The Drama Club traveled to Kingswood Regional High School on April 1 and 2 for the state-level theatre competition. The club was proud to represent the Crimson Tide at this event.

- NHIAA recognized CHS student athletes Matthew Adams, Katherine Andy, Taylor Bolton, Brendan Cacciola, Cailin Casey, Colleen Casey, Katelyn Caswell, Michaella Conery, Christopher Cummings, Trevor Devanny, Maria Emmons, Jared Grondin, Zoe Honigberg, Daniel Kelleher, Peyton Kopp, Joshua Larner, Matthew LaTourette, Kirshjah Martin, Sydney McClellan, Stephen Moran, Andrew Nadeau, Jamie Nelson, William Parker, Sylvia Peterson, Maxwell Rand, Emily Redlon, Skye Reese, Stephanie Resnick, Alexander Saveliev, Justin Wilson, and Briana Wright.

- The Be the Change Club hosted its 5th annual Youth Leadership Summit on March 12, at CHS. The summit brought together more than 70 students to participate in a day-long event that focused on leadership skills in a multicultural world. The club raised the money for the day. The Summit began with keynote speaker Richard Haynes, Director of Admissions for Diversity at UNH. His words to the more than 70 attendees focused on empowering students to work hard to obtain the GPA that’s needed to attend the college of their choice.

- The 9th USA National Brain Bee Championship, a neuroscience competition for high school students, was held in Baltimore on March 18, 19, and 20. Winners from 53 regional competitions in 28 states tested their knowledge of the human brain, including topics such as intelligence, emotions, memory, sleep, vision, hearing, sensations, Alzheimer’s disease, Parkinson’s disease, schizophrenia, addictions, and brain research. The competition involved a neuroanatomy laboratory practical exam with real human brains, patient diagnosis with patient actors, neurohistology, brain imaging identification, and orals. CHS Junior Srilekha Nuli competed at this event.
representing the State of New Hampshire Chapter, sponsored by Dartmouth Medical College, Neuroscience Department.

- **Skills USA Results:** Graphic Arts - Advertising Design: Marty Ferland – CHS (1st), Chance Spinney – CHS (3rd); Automotive Service Technology: Ian O’Dea – CHS (2nd), Nate Cushman – CHS (3rd); Cosmetology: Cassie Carey – MV (2nd); Customer Service: Allison McLemore – HD (Cosmo, 3rd); Cosmetology - Job Skills Demo: Sofia Keiser – CHS (1st), Sarah Irving – MV (2nd), Allison Arcand – Bow (3rd); Cosmetology - Prepared Speech: Emily Schwartz (1st). Kudos to Statewide Student Officers: Ally Arcand (Cosmo – Bow), Tia Bunten (Cosmo – CHS), Chase Haines (Culinary/Baking – CHS), Sarah Irving (Cosmo – MV). Kudos to Board Member Bob McIntosh

- **CRTC Health Science & Technology HOSA Results:** 1st Place - Forensic Science: Danielle Baker and Rebecka Drewry (MV); Medical Photography: Lauryn Masse (MV); Physical Therapy: Willow Sockalexis (MV); Veterinary Science: Bria Moore (CHS); Sports Medicine: Sierra Pepper (CHS); Public Service Announcement: Brianna Ball (CHS), Delia Barry (CHS), Madysen Audet (CHS), Theodora Daukopulos (CHS); 2nd Place - Job Seeking Skills: Drew Wunderli (Bow)

- **CRTC Culinary Team Off to Dallas, Texas for Nationals.** Winners of Statewide ProStart Competition - A team of five CRTC culinary students, four seniors and one junior, from Chef Bob McIntosh’s and April Hall’s class won the statewide ProStart competition at UNH on March 5. The team goes on to the national ProStart competition in Dallas, Texas on April 23 representing New Hampshire. The student team included: Anthony Costello of Pembroke Academy; Brandon Diaz of John Stark Regional; Megan Fraser of Hillsboro-Deering; Chase Haines of Concord High; Katherin Killam of Hopkinton. The competition was completely team-based. Students were given a defined window of time to prepare a three-course gourmet restaurant-grade meal. Students must prepare and plan all elements of the competition including costing and menus. The meal must be plated in the last three minutes. Students competed against nine other technical centers. Professional chefs from throughout the region were the judges. Critiques were hard and intense. The winning students won scholarships to Culinary Institute of America, Johnson and Wales, and New England Institute. *(ProStart® is a nationwide, two-year high school program that unites the classroom and industry to develop the best and brightest talent into tomorrow’s restaurant and food service leaders.)*

Agenda Item 5. Approval of Board Minutes

Clint Cogswell reviewed the minutes of the regular monthly meeting on March 7 and the Special Board meeting on March 21.

*The Board voted 9–0 to approve the minutes of the regular monthly meeting on March 7 and the Special Board meeting on March 21 (moved by Nathan Fennessy, seconded by Ms. Redmond-Scura).*
Agenda Item 6. Personnel

Mr. Prince presented several staff nominations.

Malgorzata Borawska, School Psychologist, Concord High School, $69,299, rate of M+30-10. Margie replaces William Dinan (M+30-14 = $81,530) – retirement. Budgeted at $81,530

Amy Chase, Guidance Counselor, Concord High School, $57,070, rate of M-6, one year only. Amy replaces Joanne McLaughlin (M-8 = $61,963) – LOA. Budgeted at $61,963


Meeta Brown, Special Education Coordinator, Rundlett Middle School, $63,593, rate of M+30-14 at 78%, one year only. Meeta held this position one-year-only for 2015-2016. Budgeted at $63,593

Larissa Makris, Classroom Teacher, Christa McAuliffe School, $43,211, rate of B-2, Larissa replaces Andrea McGahan (B-13 = $71,747) – retirement. Budgeted at $54,625

The Board voted 9–0 to approve the staff nominations as presented (moved by Mr. Croteau, seconded by Rusty Cofrin).

Mr. Prince presented the full roster of CEA nominations.

The Board voted 9–0 to approve the CEA nominations as presented (moved by Mr. Cofrin, seconded by Ms. Redmond-Scura).

Superintendent Forsten presented the Central Office administrator nominations.

The Board voted 9–0 to approve the Central Office administrator nominations as presented (moved by Mr. Croteau, seconded by Jennifer Patterson).

Mr. Prince presented several coach nominations.

Stephen Shippos, Boys JV Lacrosse Coach, Concord High School, $2,997, Step 3, Group 8, 7.5%. Steve replaces Christopher Kelleher

Taylor Warden, Boys Freshman Lacrosse Coach, Concord High School, $1,998, Step 1, Group 11, 5.0%. Taylor replaces Charles Swift

Meghan Malone, Assistant Track Coach, Rundlett Middle School, $799, Step 1, Group 14, 2.0%. Meghan replaces Young McWhinnie

The Board voted 9–0 to approve the coach nominations as presented (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

Mr. Prince presented the list of staff on the Veterans Salary Scale for 2016-2017.

The Board voted 9–0 to approve the list of staff on the Veterans Salary Scale for 2016-2017 as presented (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).
Agenda Item 7. Finance Committee

The Board had five work sessions in March for the purpose of reviewing the proposed FY 2016-2017 budget. Finance Chair Tom Croteau and Board President Cogswell reported on these work sessions, and the two Public Hearings.

On March 2, the work session focused on School District Food Services, including program development and changes to increase program participation; meal sales and revenues, with a look at the increase in free and reduced price meal applications; sample tray and beverage costs; current student debt and projected student debt; and a budget proposal to support the food service program. Samples of smoothies and yogurt parfaits were shared.

On March 7, the work session focused on facilities and capital improvements. Summer projects were proposed at each of the schools with a special focus on the four older schools, including interior and exterior painting; updating and upgrading the bathrooms; and new furnishings for RMS and CHS. The current debt schedule was reviewed and projections were shared. The Board was interested in adding $100,000-200,000 to capital improvements and requested a proposal from administrators for how to use additional funds. An overview of expendable trust funds was provided.

The March 9 work session was comprised of a review of questions from Board members from prior meetings and a vote to post the proposed FY 2016-2017 budget. Clarifications were made in the budget areas of special education, technology, summer projects, capital improvements, and expendable trusts. The Board voted to post the proposed FY 2016-2017 budget.

CHS and CRTC Projected Course Enrollments 2016-2017 were presented at the March 16 work session. Given the smaller freshman class next year, and given that class size drives the enrollment, several related staff reductions were recommended. Overall, there will be a reduction of between 2.8-2.95 FTEs at the high school. CRTC has strong enrollment in Health Science and will be introducing Stage Craft next year.

The Board reviewed the proposed budget at each of the Public Hearings on March 21 and 23. Input from the public was supportive to increase the number of elementary teachers, consider full-day kindergarten, with a positive comment about the overall increase being so low especially given the decrease in revenue.

At the March 30 work session, the Board reviewed technology initiatives and heard a projection of potential upcoming projects that may impact future budgets (for example, full-day kindergarten, RMS facility project). The Board voted to approve the proposed FY 2016-2017 budget with deposits to expendable trusts and lease financing. The proposed budget represented a 2.85% increase in the budget from last year.

Agenda Item 8. Negotiations Committee
Ms. Patterson reported that the Negotiations Committee met on March 21 and is recommending approval of a collective bargaining agreement with the Transportation group. She noted that Jack Dunn, Terry Crotty and Larry Prince worked toward this agreement, which includes a 2% salary increase in each of the next three years, at a total cost for salary of $77,184.53. The District will contribute 95% toward the cost of health insurance in the first year of the contract, 92.5% in the second and 90% in the third for existing employees. New employees will pay 15% of their health insurance premiums. There is an increase in the declination payment for those who decline health insurance. One additional holiday (Martin Luther King day) was added.

The Board voted 9–0 to approve the contract for the Transportation collective bargaining unit for 2016-2019 as presented (moved by Ms. Patterson, seconded by Mr. Fennessy).

Agenda Item 11. Other Business
Superintendent Forsten provided an update on the work of the search committee for a new principal for Rundlett Middle School. The search committee has reviewed candidate applications and will complete its interviews this week. Four candidates were interviewed last week by a committee of 15, and one more candidate will be interviewed later this week. Mr. Cogswell is the Board representative on the committee. Next steps will include visits to selected candidates’ schools and having them visit Rundlett.

Agenda Item 12. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board committee meetings for April and May. Adjustments were made to the calendar. Concord Trust Awards are on Tuesday, May 17. The Communications and Policy Committee meeting will move to May 25. The Instructional Committee will move to Monday, May 16.

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

Agenda Item 14. Adjournment
The Board voted 9-0 to adjourn (motioned by Ms. Patterson, seconded by Mr. Croteau).

The Board adjourned at 8:11 p.m.
Respectfully submitted,

Tom Croteau, Secretary
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 7-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Alana Kimball).

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

Agenda Item 4. Recognitions
Distinguished Educators
Rachel Hamilton – Broken Ground School
Rachel Hamilton is a creative, passionate, and inspiring music educator who strives to bring out the best in all students each and every day. She models an enthusiasm for learning and life that is contagious for her colleagues as well as her students. Rachel goes above and beyond to find ways to connect students in the school community and to engage them as active community participants. Her positive, can-do attitude promotes school spirit and facilitates many school improvement efforts. Rachel can be described as the “spark” that lights the flame and enthusiasm in all of us. Rachel is viewed as a strong academic leader in our district. She sets high academic learning standards for her students and will go to any length to help students attain these goals. Her classroom is filled with positive energy, laughter and delight. Even those students who might be described as shy...
or withdrawn will take risks and do their best for Mrs. Hamilton. Each and every year, her students perform amazingly intricate and creative concerts and shows, integrating the arts and helping students to find their talents. Parents are in awe of her graceful and dynamic presence as she leads a performance of 130–140 students. Rachel is one of the directors of the Broken Ground School after school theater program called *Kids In Action*. She spends hours and hours each winter working with 65–70 students to produce first-class productions such as *Lion King*, *Annie*, *Seussical*, *Aladdin*, or *Beauty and the Beast*. She is an amazing collaborator who models respect and teamwork. You never know what job Rachel might take on: organizing parent volunteers to support all parts of the production; meeting with students individually to coach their vocal skills; finding props; working with a small group to hone their acting skills on a particular scene; designing costumes; even engaging her family members to paint the material needed for costumes. Rachel has an abundance of energy and creativity; she will find a way to make things happen for the benefit of students and our school. With the move toward creating a more unified curriculum across the district, Rachel has stepped up to participate on summer curriculum projects and has taken an active role in continuing this work throughout the year with music colleagues. She is truly a teacher who encourages others to work together to solve problems, while focusing on developing students’ natural curiosities and creative abilities. Rachel takes the initiative to support classroom teachers and school-wide events, like our monthly all-school meetings. Rachel is an educator who sees the possibilities and never settles for the easy way out. For example, when a student expressed interest in singing at the State House with a select group, she knew that this might be difficult given the expectation that these students had to attend early morning rehearsals. Rachel made the commitment to call that family from her home every morning to make sure they were up and going so that the student would make the bus each day. That is Rachel Hamilton—a dedicated educator who will go to great lengths to see that students succeed. She is without a doubt an amazing educator and leader in our school community.

Heather Drolet – Christa McAuliffe School

Heather Drolet began her tenure at Christa McAuliffe School in its first school year 2012-2013 as our technology integrator. During the summer before the new building opened, Heather walked around the school, gazing like a small child in a toy store, grinning ear to ear over the learning spaces and one-to-one technology. She snapped pictures around every corner and exclaimed, “I can’t wait to send these to my husband!” Heather’s enthusiasm has never waned from that first encounter. She continues to bring her energy, creativity, and expertise to classrooms every day. Her first collaborative work with staff, Tech20s, were short seminars about educational apps and activities. She purposefully focused her work with staff on technology support, integration, and instruction. From that first year, staff knew that Heather would provide numerous opportunities for professional growth and enhanced student learning. Collaborative planning and co-teaching defined Heather’s daily work at CMS. Extending and enriching grade-level curriculum became a strong focus, but over time Heather insisted that staff continue to push beyond the apps available through iPads. She wanted students to design and think...
flexibly and critically with no limits on their creativity. This drive led to the Maker Movement, Fab Labs, and Science, Technology, Engineering, and Math (STEM) initiatives. Heather worked alongside teachers to design materials to support the creation of student challenges, encouraging students to experience learning as an engaging, hands-on, collaborative process. As these challenges became integrated into common practice, Apple reached out to Heather and invited her to apply for the Apple Distinguished Program award, which celebrates programs that model innovation, leadership, and educational excellence, as well as Apple’s vision of exemplary learning environments. Consequently, Heather with the help of several staff, created an extensive, interactive iBook of CMS’s iPad program highlighting excellence in visionary leadership; innovative teaching and learning; curriculum design; ongoing professional development; compelling evidence of success; and flexible learning environments. CMS was granted this award from 2014-2016. After receiving this honor, Heather went on to deliver the Hour of Code curriculum to every class in the school, and created and organized a school-wide Engineering Week, inviting local engineers into classrooms. A requirement of receiving the Apple Distinguished award is that the school host professional development opportunities for other schools. On April 29, staff from several NH and MA schools visited CMS’ classrooms and learned about digital tools and STEM initiatives. Heather attended an intensive training last summer to bring Project Lead the Way to our school. CMS is the first NH elementary school to implement modules from the PLTW curriculum: it not only provides STEM challenges tightly aligned with grade-level standards, but explicitly teaches the engineering design process that Heather has instilled in students: ask, explore, model, evaluate, and explain. As technology continues to transform, students continue to evolve as “digital citizens” and Heather responds to these developing needs by paying close attention to students’ interests and activities. She introduced MinecraftEDU to all staff and students this year, where students maneuver through virtual environments that she creates for them. As part of their social studies unit, for example, fifth graders are colonizing a new land! Heather also developed a Christa’s Coders class for 4th grade girls when she learned that in middle school, 74% of girls express interest in STEM, but when choosing a college major, just 0.4% of high school girls select computer science. Heather wants to inspire girls to pursue their passion for coding beyond the elementary and middle school years. In fact, she intends to follow this cohort of girls when they leave CMS, encouraging them to continue their passion for coding. After four years as CMS’ technology integrator, Heather has created and nurtured a culture of academic inquiry for staff and students alike.

Margie Borawska – Rundlett Middle School

Margie Borawska began working at Rundlett Middle School in 2007 as a Special Education teacher and Behavior Specialist. In 2009, after earning her Certificate of Advanced Graduate Studies, Margie assumed a new position, that of School Psychologist. While her role at the middle school changed, Margie’s professionalism, genuine care for students and dedication to building a vibrant school community remained firmly set as the touchstone of all her work with faculty, students, and families of RMS. During her
tenure, Margie has helped lead the school and district in implementing the three-tiered system and structure of PBIS. This past spring, Margie marked an important milestone in her professional life. After successfully defending her doctoral thesis, she was formally awarded her doctoral degree. Long before the official title “Dr. Borawska,” Margie earned the respect and trust of the faculty and administration. In both formal and informal meetings, Margie contributes valuable ideas and expertise to teacher teams to further the school’s and district’s mission. Her collaborative efforts with colleagues have had positive impact in the classroom for both teachers and students. Not surprisingly, the job of a school psychologist involves a great deal of paperwork. Administering assessments and writing up reports and evaluations demands a tremendous investment of time. Margie never allows this aspect of her work to take control of what matters most: connecting with students. Whether meeting with a group of students at lunch, or taking a student for a calming walk outside, Margie consistently shows respect, empathy, and fairness to students. Helping young adolescents understand and meet the challenges of growing up and developing into healthy young men and women is work that Margie joyfully embraces. At both the building and district level, Margie has given generously of her time and talent by serving on a variety of committees. Whether it is the Substance Abuse and Mental Health Services Administration (SAMHSA) Committee, or the PBIS Tier II and III teams at the middle school, Margie has remained focused on working to improve the lives of students. As a result of her work with students and teachers, coupled with her own academic endeavors, Margie has developed a deep understanding of how to create the structures and systems for implementing Positive Behavioral Interventions and Supports. Knowledge of her professional reputation and expertise has grown beyond the Concord School District. On a number of occasions, she has been invited to present at conferences. Margie is a professional who communicates respectfully and proactively with parents, and is consistently sensitive to diverse needs of families. She makes sure that parents hear positive news about their children. In conferences, meetings, and informal talks, Margie provides parents detailed and helpful feedback on student progress.

Rick Bragg – Rundlett Middle School

The 1990s were a time of globalization in which science and technology saw notable growth. The decade brought some of the greatest scientific findings and technological inventions in human history. Nineteen ninety-eight (1998) in particular was filled with exciting developments and innovation. Google filed for incorporation in California; Japan released the first MP3 player; Blogs began to appear on the internet; Apple introduced its iMac – Concord School District hired Rick Bragg as a teacher of Technology Education for students in grades six through eight. During the 17 years Rick has worked at RMS, the world has seen incredible advancement and improvement in technology. This evening, however, we pause to celebrate a teacher who, during a time that has been marked by great change, has remained a constant source of inspiration, a wellspring of positive energy and enthusiasm. The Technology Education Program fits within the exploratory course offerings at RMS and Rick plays a vital role in this program. His colleagues know him as always willing to contribute to the work of curriculum development. He brings to
the table great expertise and always a keen wit, a highly developed tool that Rick uses at just the right moment. During this school year, Rick, and his colleague Jim Harvey helped advance the school’s work of designing performance task assessments. During a curriculum work time, Rick and Jim shared with faculty their rocketry project and led a discussion on the assessment of student work. Teachers who gathered for this session left with a deeper understanding of how to design a performance task assessment. They also left with a desire to enroll in one of Rick’s Technology Education classes! Whether students are constructing model bridges, designing mazes or programming robots, Rick’s classroom is filled with the joy of learning, where students learn to communicate and collaborate on ideas, plans, and problem-solving methods. Well beyond the school day, Rick gives generously of his time and talent to students and staff. Each winter, finds Rick up at Pat’s Peak helping a new group of students learn how to ski and further develop their talents. Through the guidance and instruction of Coach Bragg, the Nordic Ski club has discovered the sweet taste of victory that comes of hard work – they have learned about being members of a team and what it means to demonstrate good sportsmanship. One might think that a Nordic Ski coach would enjoy recuperating from a demanding winter schedule by relaxing during the spring. Not so, for Rick. In the spring, it’s all about track and field events for Coach Bragg. On a district level, Rick has contributed to the work of examining the Technology Education program in light of the State’s Minimum Standards. Additionally, he has participated in an on-site visit by the New Hampshire Department of Education. During the past three years, the Unified Sports program has taken hold at RMS. The Unified Sports program joins people with and without intellectual disabilities on the same team. It was inspired by a simple principle: training together and playing together is a quick path to friendship and understanding. Wheelchairs should never get in the way of students participating in game of basketball or soccer. Recognizing a need and sharing his carpentry skills, Rick set about constructing some customized devices that have allowed students to participate fully in team events. Rick Bragg is all about removing barriers that keep students from being successful. Both as a teacher and as a parent of a middle school student, Rick is actively involved in the life of the community. His approachable nature and reliable follow-through are gifts that he puts to excellent use in serving the families of our students.

Christopher Lane – Rundlett Middle School

Chris Lane has been working as a Science teacher at Rundlett Middle School for 15 years. His passion for science, creativity, strong work ethic and commitment to students speak to his professionalism, and willingness to go the extra mile. Orchestrating an engaging, hands-on science class for 23 seventh graders requires a deep understanding of the young adolescent learner, mastery of the subject matter and, for Mr. Lane, an extensive wardrobe of costumes ranging from the “mad scientist” to Sherlock Holmes. Whether it is the first period of the day or the last, students are eager to be in Mr. Lane’s room where they will embark upon an adventure that challenges them to be active participants in exploring the world of science. Among his colleagues in the science department, Chris is known as being a team player. Where it is designing a new unit of study or reexamining an
assessment from a previous year, Chris comes prepared to contribute new ideas, and remains open to listen and learn from others. This year, Chris has opened his classroom to student teachers from local colleges and universities. His willingness to share his expertise and reflect upon the art of teaching with aspiring teachers has proven to be a valuable resource. For Chris, designing rigorous learning opportunities and captivating the interest of a classroom filled with middle school students is not confined to the school day. He has been a tremendous champion of the 21C club at RMS. His programs have been among the most popular and innovative. Interested in exploring the world of engineering? Why not join Mr. Lane’s Underwater Robotics club? Wonder about the future of agriculture and growing food without soil? Visit the greenhouse adjacent to Mr. Lane’s classroom and check out the hydroponic system that he, along with his colleagues and students, constructed. While at the greenhouse be sure to sample the lettuce and other leafy greens that have been grown hydroponically. Given Chris’s involvement and success in developing programs for 21C, it not surprising that he has been asked to make formal presentations for other schools that are implementing 21 Century Learning Community Centers. After Chris co-authored a grant proposal to the Concord Trust for the Enhancement of Public Education for the set-up of the Hydroponic System, he got to work on gathering some of his colleagues in the district who were interested in establishing a district learning Strand, where all participants would have the opportunity to learn more about hydroponics. Whether working with a veteran teacher new to a grade-level curriculum or collaborating with colleagues to design and improve curriculum, Chris Lane has given generously of his time to others. Throughout the year, Chris makes a point of reaching out to parents and maintaining open communication about the progress of his students. If there is good news to share about a student, Chris will find the time to share it.

Melissa McCaffrey – Rundlett Middle School

Melissa McCaffrey began working at Rundlett Middle School in 2009 as a sixth grade teacher. Melissa joined the sixth grade team and immediately became a strong contributor, emerging as an instructional leader. She brings a contagious curiosity about teaching and learning that sparks both the students in her classroom and her colleagues. Her well-organized classroom is alive with student engagement. For the past year, Melissa served as the Curriculum Facilitator for the Language Arts department at RMS. She is respected by her peers for her knowledge of curriculum and instruction, but also for her energy, organizational skills, and capacity for getting the job done. Melissa has worked with colleagues to move curriculum work ahead and has been instrumental in designing performance assessments to evaluate student learning. Last year, Melissa led the way in adopting the Lucy Calkins’ Units of Study in Writing and mentored her colleagues as they followed her lead. She brings an openness and approachability to her role as facilitator that fosters genuine collegial relationships. Melissa is always available to her students. As a busy mother of two young daughters, her after-school time is understandably limited. She generously shares her lunchtime with students who need some extra instruction or some quiet time to get caught up on an assignment. Sometimes,
it is just simply a special treat for a group of students to share some time with Mrs. McCaffrey. Melissa has served as a member of the district’s LARC committee for the past two years. She keeps Language Arts teachers informed of the district’s vision for literacy learning and what is happening in classrooms at both the elementary and high school levels in Language Arts. She understands how vital it is for teachers in the middle school to know the work that precedes and follows their own. This year she has served as a representative to the PACE districts’ committee for English/Language Arts. With a fellow teacher, she revised the Grade Six ELA PACE assessment for this year and developed the curriculum-embedded assessment for 2017. She has embraced this opportunity and has been a positive and effective communicator in helping our faculty understand the work and purpose of the PACE consortium. Melissa is a generous colleague. Her classroom is always open to other teachers and they seek her out for ideas about learning activities, assessments, materials, and assessing student work. Melissa’s early adoption of the Units of Study provided a model for her colleagues as they began instruction in their classrooms. Her model, advice, and support enabled others to be both confident and competent as they rolled out the first unit. Melissa is a frequent collaborator with our Media Specialist Nancy Keane. Together they have designed several projects that integrate technology into the sixth grade Language Arts and Social Studies curriculum. Melissa understands the importance of engaging parents: she communicates frequently with her students’ families to share both good news from the classroom and to enlist their support. She uses email, her webpage, and phone calls to keep parents informed. Several times each school year, Melissa organizes events in her classroom for parents: breakfasts to share research projects, teas to share writing portfolios. These are well-attended by parents who love getting into their child’s classroom and having an opportunity to understand their child’s day at school and the progress they are making.

Gabe Cohen – Concord High School

Gabe Cohen has been a member of the Concord High School faculty since 2009. In his time at CHS he has led the high school band, taught Guitar 1 and 2 courses and has recently begun teaching AP Music Theory to the most talented and devoted musicians. Since 2009, band enrollment has grown from just 65 members to 148. One important reason for this growth is his overall belief of welcoming all students. He has fostered the philosophy that one can participate in sports, crew, spirit, dance and other after-school activities and be an active participant in the CHS Band and music department. He helps to foster and grow the musician in all of our students. Each year Gabe designs a new CHS Marching Band Show. He is creative in putting together a new “Seinfeldian” themed halftime show each fall. A show about “nothing.” No connecting theme but four great, entertaining music selections that leave football fans watching the halftime show and delaying the purchase of their hot dog and hot coffee until the beginning of the 3rd quarter. Last year, Gabe directed the pit orchestra in three outstanding performances of the CHS spring musical production Miss Saigon. Gabe spent countless after school and during vacation preparing students for this very advanced Broadway show, and this year he is again directing the pit orchestra in the musical Anything Goes. Gabe is always looking
for ways to improve his teaching skills; this desire transfers to wonderful learning opportunities for CHS musicians. During summer vacations, Gabe attends workshops and clinics such as The New England Band Directors Institute or a week-long guitar workshop. Last fall he attended a three-day AP Music Theory Workshop in New York City to learn more about the best teaching strategies for AP Music Theory. This summer he will again be taking another AP Music Theory class. Gabe is always looking for new ways to provide the best educational learning opportunities for his students. His band students have had the opportunity to have clinics with outstanding Music Educators including Dr. Andrew Boysen Jr. from the University of New Hampshire; Dr. Peter Boonshaft from Hofstra University; Dr. Deborah Confredo from Temple University; and Lieutenant Colonel Jason K. Fettig, Director of “The Presidents Own” United States Marine Band. The opportunity to work with such great band directors and music educators is a rewarding and priceless experience. On May 4, the CHS Band will travel to Durham to participate in the University of New Hampshire Wind Band Invitational. On this date, Gabe and the CHS Band will work with clinicians Dr. Andrew Boysen and Ryan Nowlin on two compositions the band has been preparing for these clinics. Gabe is always concerned about the wellbeing of his students and will go out of his way to make sure a student gets the attention and help he or she may need. Gabe can be found at school each morning at 6:45 a.m. to teach yet one more class, Jazz Band, that has a 7:00 a.m. start. Gabe Cohen does all of this with a smile and a calmness that is inspiring. We are proud to acknowledge Gabe Cohen as a distinguished educator.

Katie McDonough – Concord High School

Katie McDonough is just wrapping up her fourth year at Concord High School but has already made a great impact. Ms. McDonough (Katie) is a skilled Latin teacher who makes excellent connections with kids and develops a wonderful rapport with them. She is one of those teachers who loves her subject so much that her excitement spills over to the students. She inspires first-year Latin students at RMS to continue learning the language, and challenges fifth year students to be their very best. When it comes to working with other professionals, Katie is similarly wonderful. She took on an important role this year in mentoring a new teacher in the building. Wise beyond her years is such a tired expression, but Katie is such an expert in her subject that she is already able to handle teaching at two schools and mentoring a teacher. Finally, in this, Gene Connolly’s last year at CHS, there was a desire to honor someone who has always embodied one of his core beliefs; that teachers should watch students in after-school activities. From art openings to concerts to football games, it is very common to see Katie and her husband in attendance. This year Katie received an email thanking her for agreeing to be a judge in the next evening’s Mr. CHS competition. The thing was ... Katie had not been asked to be a judge. But of course she said yes and was there on a Friday night and did a wonderful job. She makes a daily, positive impact on student learning. She is a great contributor to the school and a wonderful colleague.

Rebecca Schaefer – Concord High School
Disney is a magical kingdom, whether you’re at a park or watching a timeless video – it truly brings smiles to almost everyone who has any kind of Disney experience. One of our Concord High School guidance counselors can have a similar effect on both adults and students alike in our community. Over the past 18 years, Rebecca Schaefer has served the Concord School District in a variety of capacities. Her work has included supporting highly focused college-bound students to fulfill their dreams, and challenging at-risk students to set goals and build their confidence to care for themselves and the well-being of others. Becky collaborated with the CRTC program as a Vocational Assessment and Career Coordinator for her first eight years, then advised 9th and 10th grade classes, co-advised the National Honor Society, and supported students as advisor for Save Our Cold Kids (SOCK) with fundraising for the homeless community. All of this is beyond her commitment to the daily role of a guidance counselor. Ms. Schaefer creates her own magic for students. You see, Becky is a star polisher. No matter the condition of the person who comes to her, or whom she happens upon in the school, Becky treats them like family. If they are broken, torn, tarnished, or weak and fading, she sees them for the potential they possess. Becky sees people as promises of endless possibility. She can take pride in the fact that she spends four years truly getting to know her students as individuals whom she can buff and polish into sparkling adults. I have asked her about specific students in their senior years and what their post-graduation plans are. Becky is able to respond and exude hope and promise for all of them. Students who struggle receive her persistence and the effects of her buffing cloth to bring them to an opportunity for a brighter future. Becky does not give up on anyone; she continues to polish and remove any tarnish to the best of her ability. The Disney movie Lilo and Stitch is based on the theme of Ohana, which means family, and encompasses the thought that with family nobody gets left behind. This concept of magic is demonstrated in Becky’s work throughout her career to include a commitment to everyone. Over the past three years, Becky has been a leader with new initiatives and innovation such as the New Hampshire State Scholars program for Concord High School. This mirrors her determination to leave no one behind in their pursuit of greatness and shooting for the stars. The Scholars embody academic rigor that encourages students to engage in their fullest potential throughout high school so that they are college ready, work ready, and ready for life. To accomplish this mission, countless hours of volunteers and business partnerships are required. Becky has advised this program since its inception just three years ago, and CHS continues to increase the percentage of student participants who graduate with this distinguished medal of honor. Ms. Schaefer has championed this club to include officers, Career Café lunches with business partners, annual celebrations, special scholarship recognitions, college application fee waivers, and the chance to honor New Hampshire State Scholars with designs on their diplomas. She models the wonder of commitment that is asked of our students. Becky exposes them to the endless possibilities that reaching for and wishing upon a star can bring them in their lives. As Curriculum Facilitator for the past three years, Ms. Schaefer has diligently led her team of guidance counselors to review and revive program practices, driven by continually focusing team members to focus on what is best for and what will support each student to experience the wonder of a high school
education in the 21st century. The power of realizing the importance of reviewing student and teacher work strengthens her connections to the classrooms she visits and brings credibility to the conversations she has with parents and students about competency education and learning expectations. Becky embraces all of the responsibilities of being part of the CHS family. The sky is full of shining stars who have benefitted from the gentle rubbing of adolescent flaws, the smoothing of rough edges, and the glossing of imperfections – these are the advisees, the students, the families under the loving guidance of our ever-positive, Ms. Rebecca Schaefer.

Student representatives Jordyn Macri and Rebecca Proulx highlighted several activities at the high school: seniors will be wearing shirts or hats representing their plans for next year; on Thursday, senior NH Scholars will be recognized at a Fisher Cats game and later this month, a NH Scholars ceremony with Maggie Hassan will be held; seniors will have a National Honor Society tassel ceremony on May 18. May 3 will be a Unified track meet at Memorial Field; the musical Anything Goes will be put on by the CHS Drama Club on May 12, 13 and 14. AP national exams will be administered in May; certain high scores will qualify as college-level credits. The underclassmen awards ceremony will be held on June 6; the ceremony for seniors, with scholarship awards, will be held on June 7. This week was the deadline for the e-scholar application, and this includes awards for technical studies.

Agenda Item 5. Approval of Board Minutes

Clint Cogswell reviewed the minutes of the regular monthly meeting on April 6.

The Board voted 7–0 to approve the minutes of the regular monthly meeting on April 6 (moved by Ms. Redmond-Scura, seconded by Rusty Cofrin).

Agenda Item 6. Personnel

Mr. Prince presented several staff nominations.

Justin Bourque, Technology Integrator Teacher, Concord High School, $29,759, rate of 50% of M-7. This is in addition to Justin’s existing 50% Technology Integrator position. New position. Budgeted at $29,759

Graeme Crowther, Mathematics Teacher, Concord High School, $59,518, rate of M-7. Graeme’s original position was cut 50%; he is being reinstated to 100%. Graeme replaces Joanne Lowe (M-14 = $79,083) – resignation. Budgeted at $79,083


Sara Pratt, Science Teacher, Concord High School, $14,431, rate of 30% of B-4. This is in addition to Sara’s 70% continuing science teacher position. 30% one year only replacing Curriculum Facilitator. Budgeted at $16,388
Tyler Radel, Science Teacher, Concord High School, $52,996, rate of B-6. Tyler replaces Donna Reardon (M+30-14 = $81,530) – retirement. Budgeted at $81,530

Deborah Hoyt, School Psychologist, Rundlett Middle School, $81,530, rate of M+30-14. Deborah replaces Malgorzata Borawska-Popielarz (M+30-10 = $69,299) – transfer to Concord High School. Budgeted at $69,299

Shannon Lemieux, ELL Teacher, Rundlett Middle School/Elementary, $57,070, rate of M-6. Shannon replaces Anna Mikelinich (M-7 = $59,518) – resignation. Budgeted at $59,518


Laura-Beth Ulwick, Special Education Coordinator, Elementary, $36,280, rate of 50% of M-12. Laura-Beth is resigning from 50% of her full-time Special Education Teacher position to accept the Coordinator position. Laura-Beth replaces Anne Wilkinson (50% of M+30-14 = $40,765). Budgeted at $40,765


Emily Wilkes, Classroom Teacher, Abbot-Downing School, $47,289, rate of M-2. Emily held this position one-year-only as a late hire in 2015-2016. Budgeted at $54,625

Marissa Bassett, Special Education Teacher, Christa McAuliffe School, $9,458, rate of 20% of M-2. This is in addition to Marissa’s 80% Special Education teacher contract. New position. Budgeted at $9,458

Lorna MacDougall, Kindergarten Teacher, Mill Brook School, $52,179, rate of M-4. Lorna replaces Larissa Makris (B-2 = $43,211) – transfer to Christa McAuliffe School. Budgeted at $43,211

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

Mr. Prince presented one coach nomination.

David Chase, Boys Varsity Basketball Coach, Concord High School, $6,930, Step 3, Group 2. David replaces John Finnegan.

The Board voted 6–0 (Maureen Redmond-Scura abstained) to approve the coach nomination as presented (moved by Mr. Cofrin, seconded by Nathan Fennessy).

Mr. Prince presented one leave of absence request.

The Board voted 7–0 to approve the leave of absence request as presented (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

Mr. Prince presented the list of vacancies.

Summer hiring procedures

page 130 of 207
Larry Prince requested that the administration be allowed to hire during the summer, and later 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 Ms. Patterson).**

Agenda Item 7. Communications Committee

Jennifer Patterson presented the report of the committee meeting on April 11, noting that Policy #125 Student Representative, with several annotated 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 followed by votes to adopt. The committee reviewed the Board’s social media policy for staff and decided no further revisions would need to be made at this time; and a policy for transgender and gender nonconforming students, which was presented just to begin a discussion. The committee discussed whether the District should have naloxone in the schools, based on information gathered by the school nurses. At this time, under Policy #531, the Superintendent is authorized to update the health manual without bringing each change to the Board. The committee will spend time in the summer examining a realignment of the policies with the NH School Board Association’s policy structure. Mr. Fennessy asked about the current student representative selection process and asked whether the Board might want to have one junior and one senior serve. Mr. Croteau suggested changing the first sentence to “Whenever possible, two student representatives from Concord High School [, one junior and one senior,] shall serve …” Mr. Fennessy noted that the Board encourages participation of the student representatives in certain committee meetings, particularly the Instructional Committee. Mr. Cogswell suggested changing the last sentence of the policy to “The student Board member(s) shall serve as volunteer(s).”

Agenda Item 8. Instruction

Ms. Patterson presented the report of the committee meeting on April 13, which began with a review of the goals set for the committee at the Board retreat in January. The committee will hear the recommendations of the Early Childhood Education Steering Committee at its June meeting. Assistant Superintendent Donna Palley presented the Next Generation Science Standards (NGSS), describing the history of the development of these new standards and the District’s work to move them forward in the district. The NGSS focus on deeper understanding and application of science content reflecting real-world interconnectedness. Ms. Palley overviewed a fourth-grade science assessment (a solar cooker) from PACE (Performance Assessment for Competency Education) and overviewed the PACE evaluation schedule and the process of implementing and scoring assessments. There was discussion of teacher support and parent communication. Ms. Patterson asked about the recent administration of the SAT at CHS. Ms. Redmond-Scura noted that the solar cooker assessment included cross-curriculum areas.
Agenda Item 9. Capital Facilities

Rusty Cofrin presented the report of the committee meeting on April 18, at which the committee goals set by the Board in January were reviewed, and the request for proposals for educational programming and architectural feasibility services for Rundlett Middle School was presented. Mr. Cashman reviewed the history of the elementary building project that began in 2004 and resulted in the new elementary schools that opened in the fall of 2012. Committee members requested several component changes/additions to the proposed RFP such as adding acreage and its availability for use in the design. Business Administrator Jack Dunn reviewed the upgrades that have been completed, including new furniture, desks and tables, as well as wiring to supply power to some furnishings. He noted that the new wiring has begun for the next upgrades at CHS. The list of upgrades planned for 2017 was reviewed. In response to a question from Mr. Fennessy whether the RFP was still being discussed in committee, Mr. Cofrin noted that it was.

Agenda Item 10. Negotiations Committee

Mr. Prince reported that the Negotiations Committee met on April 20, noting that a tentative agreement has been established with the Tutors’ bargaining unit; the last piece is acceptance and finalization of the evaluation form. The committee anticipates that the union negotiators will bring this agreement to its membership for ratification soon, and the agreement will be ready for a Board vote at the June meeting. The Committee is still in negotiations with the CAA. There is nothing further to report at this time.

Agenda Item 11. Finance Committee

Mr. Croteau presented the report of the Finance Committee on April 20. The committee first reviewed its goals set by the Board at its January retreat. He noted that PUC staff was not able to recommend that the PUC approve the contract with Concord Steam for a number of reasons; a meeting will be scheduled soon to discuss some of these questions. Mr. Dunn reviewed the district’s history of bonding since 1988, noting that the School Board has bonded independently and has also bonded with the City in the past. Mr. Dunn described several available bond structures over both 15-year and 30-year bond plans. The recommendation was made that if the District plans to bond in near future, it should keep its funds in savings. Ms. Redmond-Scura noted that while 46 different financial plans were discussed in the course of the elementary school building project, upcoming bonding will be more streamlined. Mr. Dunn reported that new temperature gauges will measure 32 freezer temperatures wirelessly throughout the District. Mr. Fennessy added that, noting the financing of a variety of different projects for the high school and middle school, he had suggested a joint Finance and Capital Facilities committee meeting relative to the middle school. That meeting will be scheduled in the near future.
Agenda Item 12. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for May and June. The Concord Trust Awards ceremony will be held on Tuesday, May 17 at Rundlett Middle School. The June Board meeting will begin at 6:30 p.m. to accommodate the retiree reception at 6:00 p.m. and a student awards night at 7:00 p.m. at the City Auditorium.

In response to a question from Ms. Redmond about the April Early Childhood Education Steering Committee meeting, Superintendent Forsten noted that the research subcommittee will create surveys for staff and community members to get input on full-day kindergarten as an option; another subcommittee is examining the dollar impact of full-day kindergarten, and is looking at whether the District will be able to accommodate a hybrid kindergarten program in terms of space and facility needs; a third subcommittee is connecting with ECE programs across the state and has created a listserv from the NH Principals Association to gather data on kindergarten across the state. Charging tuition as some districts do may be counterproductive, as those with the greatest need may not be able to afford kindergarten. Other feedback derived from the listserv noted that with extra kindergarten programming there is a more relaxed pace to kindergarten instruction overall.

Agenda Item 12. Public comment

There was no public comment.

Agenda Item 13. Adjournment

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

The Board adjourned at 8:36 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District
Regular monthly meeting
June 6, 2016

Board members  Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, Jim Richards, and student representatives Jordyn Macri and Rebecca Proulx

Absent:  Barb Higgins

Administrators:  Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Human Resources Director Larry Prince, Business Administrator Jack Dunn

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 with the addition of a wellness presentation (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
The School Board recognized and thanked retiring District employees; those who have been with the District for 10 or more years.

Benjamin Allen was hired in February 1995 as a custodian at Broken Ground School. In July of that same year, he was promoted to head custodian. Ben continued his role as head custodian at Broken Ground and retired last July with over 20 years of service with the District.

Thomas Burrill began working as an instructional assistant in 2001. He worked in the District at Rundlett Middle School throughout his career. He retires with 15 years of service.

Gene Connolly started working as principal of Concord High School in 2002. Gene spent his entire 14 years working in the District in this position. He earned his Bachelor’s degree
from Springfield College in 1979 and his Master’s degree from Notre Dame College in 1988. Gene earned his Certificate of Advanced Graduate Study from the University of Massachusetts in Lowell.

William Dinan retires after working in the District for 28 years. Bill was hired as a psychologist for the District. He spent his final two years working at Concord High School. Bill earned his Bachelor’s degree from the University of Rochester in 1972, his Master’s degree from SUNY at Genesee in 1976 and his Ph.D. in 1979 from the University of Utah.

Betsy Gammons started working at Rundlett Middle School in February of 1981. For over 33 years, Betsy taught art to the students at Rundlett. She earned her Bachelor’s degree from the University of Massachusetts in 1975 and her Master’s degree from the Rhode Island School of Design in 1979.

Janet Harris was hired in 1982 to teach home economics at Rundlett Middle School. During her 34 years with the District, Janet has taught Life Studies, Wellness, Family Consumer Science and Health. She earned her Bachelor’s degree from Keene State University in 1976.

Ruth Ann Herbert began working in 1981 as a Title I aide. In 1983 Ruth Ann began working in the District as a substitute teacher. She became a permanent substitute position in 1993, then in September 2000 she transferred to a tutor position. Ruth Ann continued in her tutor position for 12 years before retiring in June.

Barbara Jobin was hired in 1981 as a speech therapist with the District, working with students from pre-school to high school. In 2010, Barbara became the coordinator and instructor for the Project SEARCH program, where she finished her final 6 years with the District. Barbara earned both her Bachelor’s degree and Master’s degree from the University of New Hampshire.

Ann Junkin was hired as an elementary music teacher in 1988. Ann continued to teach and inspire children with music during her 28 years with the Concord School District. She earned her Bachelor’s degree from Mansfield University in 1973.

Marcia Krueger was hired in 1995 as an instructional assistant at Kimball School, where she worked in that capacity for five years. In 1996, Marcia was hired to teach second and third grade at Rumford School. During the next 19 years, she taught grades two through five at Rumford, Walker, and Conant Schools. Marcia ended her tenure at Abbot-Downing School. She earned her Bachelor’s degree from Green Mountain College in 1973.

Carol McCarthy started working in the District in February 2001 as an administrative assistant at Concord High School where she was responsible for overseeing the high school’s district and student activity accounts. Carol transferred to assist in Commons A at the high school. She retires with 15 years of service to the District.

Andrea McGahan retires after 13 years with the District. She was hired in 2000 as a tutor at Kimball School. In 2003, Andrea began teaching first grade at Kimball School, then in
2012 moved to Christa McAuliffe School. Andrea received her Bachelor’s degree from Plymouth State University in 1971.

Susan Moltisanti began working as a kindergarten teacher at Dame School in 1971. During her time with the District, Susan continued to teach Kindergarten at Dame, Eastman, and Rumford Schools, ending her tenure at Mill Brook School. She earned her Bachelor’s Degree from Plymouth State University in 1971 and her Master’s degree from the University of New Hampshire in 1986.

Brian Pierce was hired in 1975 as a custodian at Broken Ground. After six years at Broken Ground School, he transferred to Millville School then to Dame School. In 1991, Brian was promoted to head custodian of Eastman School. He transferred back to Dame School in 2011, then to Mill Brook School in 2012 where he finished his 41 years with the District.

Jane Plamondon was hired in September of 1989 as the elementary psychologist for the District. Jane continued in that capacity during her 27 years with the District. She earned her Bachelor’s degree from Southeastern Massachusetts University in 1976. In 1978, Jane earned her Master’s degree from Oakland University in Rochester, Michigan.

Donna Reardon was hired as a science teacher in 1993 at Rundlett Middle School. In 1997, she transferred to Concord High School, continuing to teach science. Donna earned a Bachelor’s degree from Saint Joseph’s College in 1975 and a Master’s degree from Notre Dame College in 1998. She retires with 23 years in the District.

W. Karen Roy started working for the Concord School District in 1987. She worked as an administrative assistant in several different departments in her time with the District. Karen started in Food Service and after a couple of years, transferred to the Payroll department. She also worked for the Pupil Personnel Services Director as well as the Assistant Superintendent before transferring back to Payroll. Karen spent her final eight years working in the Human Resource Department.

Marlene Sheehan began working for the Concord School District as a crossing guard in 1987. She worked at most locations throughout the city. She retires in June with 29 years of service to the District.

George Troisi, Jr. began his service for the Concord School District in November 2004. George worked as a custodian for Concord High School where he provided quality work during his 11 years with the District.

Pamela Wroblewski began working as a Spanish teacher at Concord High in 1989. She spent her 27 years with the District teaching World Language at both Rundlett and Concord High. Pamela earned a Bachelor’s degree from the University of New Hampshire in 1976.

Martha Wyatt was hired in September 1989 as an assistant cook. In 1990, she became head cook at Kimball School. Martha worked at Abbot-Downing School during her last four years with the District. She retired last July with 26 years of service.
Food Services Director Donna Reynolds and Beth Richards presented information to the Board about the Wellness Committee, including a description of the district’s current wellness environment, the committee’s activities this year, and its future plans. Ms. Reynolds noted that the FDA requires that every school district has a wellness committee and related School Board policy. Student Wellness Policy #530, the current policy, is now out of compliance with FDA standards; the committee has begun the process of updating it. The CDC’s “school health index” has been used as a starting point, followed by a needs assessment, which was completed by approximately 25% of staff and will be reviewed by the committee over the summer.

Clint Cogswell asked that the slide presentation be posted on the district website.

Nick Skafidas was recognized by the School Board for his time and dedication to recording the School Board meetings. He plans to take a GAP year to focus on his YouTube channel and look for internship opportunities.

Student representative Jordyn Macri was recognized and thanked for her service on the Board, thoughtfully answering many impromptu questions posed by Board members. She will be going to Providence College next year to study business management.

Student representative Rebecca Proulx, a junior, was also thanked for her work with the Board and particularly Policy #125. The Board anticipates her return next year as a student representative.

Other recognitions that were included in the Board materials highlighted articles in the Concord Monitor about the Diploma Academy and an Abbot-Downing “friendship bench” created by 5th grade students; a thank you from Sen. Kelly Ayotte to the CHS Baseball team, which helped with cleaning of the NH Veterans Cemetery; a listing of the 2016 Concord Trust Grant Awards; and a thank you to RMS Principal Tom Sica from the Concord Coalition to End Homelessness for his support of “SouperFest 2016” in March, held at Rundlett Middle School.

CHS junior Rich Clar made a presentation about his proposed Eagle Scout project, which will consist of edging the birch grove and placing a kidney-styled bench in honor of retiring CHS principal Gene Connolly. The edging will prevent erosion and contain the crushed gravel that is typically kicked out of place by student traffic. The style of cobblestone matches what is already on the campus. He has checked with Supt. Forsten and Director of Facilities Matt Cashman about the appropriateness of the project. The CHS PTA is also considering installing a bench in the place where Principal Connolly would stand to greet students in the morning. He asked for approval of this project so he can take it to the Eagle Board.

Board members asked about the placement of the bench; coordination with the CHS PTO; the project’s timeframe; his fundraising process; maintenance of the project; who will assist him in the project; and anticipated number of labor hours.

Mr. Clar responded that the bench will be at the front of the school near the music department; that he will speak with Lisa Lamb and contact the PTA to coordinate his
bench project with theirs; that he will fundraise over the summer and finish the project before he turns 18 in April 2017; that since the bench is granite there will not be much maintenance and that he’s been assured it is easy to cut the grass around it. He noted that Eagle Scout projects include planning, fundraising, and involving volunteers to build the project. Project man-hours range from 40 to 100 hours. He will ask the music honor society advisors to allow service hours for those students, as well as others. He is also considering starting a scholarship in honor of Principal Connolly with any fundraising monies left over.

The Board voted 8-0 to approve the Eagle Scout project proposed by CHS junior Rich Clar (motioned by Maureen Redmond-Scura, seconded by Rusty Cofrin).

Mr. Cogswell noted that he is proud to be part of the School Board when he hears from exemplary students like Rich.

Student representatives Jordyn Macri and Rebecca Proulx reported that next week is Senior Week; the class trip is on the Mt. Washington on Lake Winnipesaukee; prom is on Thursday; and finals are next week for underclassmen. CRTC’s graduation was last Wednesday. They also reported that a new gender-neutral bathroom was created; the Varsity Club put on a “Splash Bash” with a dunk tank for the first time; the NH Scholars Club put on a NH Scholars Night this year with awards for members; and lastly, the Track and Field team won the State Division I title with Angel Felix taking the 100 meter and the 200 meter races, as well as the long jump. Mr. Cofrin noted that 1980 was the last time the track team took the state championship.

Agenda Item 5. Approval of Board Minutes

Clint Cogswell reviewed the minutes of the regular monthly meeting on May 2.

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

Agenda Item 6. Personnel

Mr. Prince presented one administrator confirmation.

James Corkum, Assistant Principal, Concord High School, $97,719, Step III. Jim replaces Ronna Cadarette (Step IV = $101,256) – resignation. Budgeted at $101,526

Ms. Redmond-Scura noted that she was on this search committee and felt Mr. Corkum was a fine candidate. Mr. Cofrin noted that he had had him in class.

The Board voted 8–0 to approve the administrator confirmation as presented (moved by Ms. Redmond-Scura, seconded by Mr. Cofrin).

Mr. Prince presented several staff nominations.
Karen Cabral Sullivan, Art Teacher, Concord High School, $12,393, rate at 20% of M-8. This is in addition to Karen’s existing 20% Art Teacher position. New position. Budgeted at $10,925

Sarah Hayes, German Teacher, Concord High School, $17,284, rate of 40% of B-2. Sarah held this position one-year-only for 2nd semester 15-16. Budgeted at $19,241

Philip Klose, Stagecraft Teacher, Concord High School, $35,874, rate at 50% of B-13, one year only. Clint is requesting a one-year-only, 50% leave of absence from his full-time music teacher assignment. New position. Federal Funds


Joseph Proulx, Digital Education Teacher, Concord High School, $31,633, rate at 40% of M-14, one year only. Joe is taking a one-year-only, 20% leave of absence from his full-time mathematics teacher assignment. Joe replaces Joseph Messineo (rate at 40% of B-10 = $25,110). Budgeted at $25,110

Jessica Boezeman, Special Education Teacher, Rundlett Middle School, $40,765, rate of B-1. Jessica replaces Peter Barraud (M-7 = $59,518) – resignation. Budgeted at $59,518

Devan Dow, Special Education Teacher, Rundlett Middle School, $40,765, rate of M-1. Devon replaces Howie Leung (M+30-11 = $71,747) – transfer to Concord High School. Budgeted at $71,747

Shawn Moseley, Classroom Teacher, Rundlett Middle School, $52,996, rate of B-6, one year only. Shawn replaces Tracy Renaud (M-14 = $79,083) – LOA. Budgeted at $79,083

Kristine Nyhan, Art Teacher, Rundlett Middle School, $48,102, rate of B-4. Kristine replaces Betsy Gammons (M-14 = $79,083) – retirement. Budgeted at $79,083


Tracy Renaud, Mathematics Coach, Rundlett Middle School, $55,358, rate at 70% of M-14, one year only. Tracy has requested a leave of absence from her full-time Grade 6 teacher position. Budgeted at $55,358

Janine Roberts, Mathematics Teacher, Rundlett Middle School, $81,530, rate of M+30-14. New Position. Budgeted at $54,625

James Clute, Special Education Teacher, Abbot-Downing School, $39,542, rate at 50% of M-14, one year only. Jim has taken a one year only, 50% leave of absence from his full-time position. Jim replaces Laura-Beth Ulwick (rate at 50% of M-12 = $36,280) = transfer. Budgeted at $36,280

Jennifer Otis, Special Education Teacher, Beaver Meadow School, $44,840, rate of M-1. Jennifer replaces Charlene Vary (B-5 = $50,548) – resignation. Budgeted at $50,548
Dana Foulds, Media/Technology Integration Specialist, Broken Ground School, $69,299, rate of M-11. Dana replaces Amy Gillam (M-14 = $79,083) – resignation. Budgeted at $79,083

Shawni Ogle, Classroom Teacher, Broken Ground School, $40,765, rate of B-1, New Position. Budged at $54,625

   The Board voted 8-0 to approve the staff confirmations as presented (moved by Alana Kimball, seconded by Mr. Cofrin).

Mr. Prince presented two coach nominations.

David Levesque, Boys JV Assistant Football Coach, Concord High School, $4,484, Step 1, Group 6. David replaces Robert Bolton


   The Board voted 8-0 to approve the coach confirmations as presented (moved by Mr. Cogswell, seconded by Mr. Croteau).

Mr. Prince presented five leave of absence requests.

   The Board voted 8-0 to approve the leave of absence requests as presented (moved by Mr. Croteau, seconded by Nathan Fennessy).

Mr. Cogswell noted that Ms. Arsenault had resigned and then was allowed to come back. Mr. Prince and Superintendent Forsten noted that she had asked if she could rescind the resignation, as she needed a little more time to consider her options, and that this is a not-infrequent occurrence.

Mr. Prince noted the list of present vacancies; there are four interviews scheduled for some of these positions.

Agenda Item 7. Negotiations Committee

Jim Richards reported that the Negotiations Committee met on May 16 and recommended approval of a collective bargaining agreement with the Tutors group. Highlights of this agreement include a 2% salary increase in each of the next three years, at a total cost for salary of $85,948.98. The District will contribute 95% toward the cost of health insurance in the first year of the contract, 92.5% in the second and 90% in the third for existing employees. New employees will pay 15% of their health insurance premiums. Dental insurance will be available to those who work 30 or more hours per week.

   The Board voted 8-0 to approve the contract for the Tutors collective bargaining unit for 2016-2019 as presented (moved by Mr. Richards, seconded by Mr. Cofrin).

Ms. Patterson noted that this is a new bargaining group and the first time the Board has had an agreement with this group. Mr. Cogswell noted that Mr. Prince did a very good
job negotiating, and that this group really did need representation. Mr. Richards noted that the health insurance plan offered to this group is the Consumer-Driven Health Plan that Mr. Dunn has arranged for district employees.

Agenda Item 8. Instruction

Ms. Patterson presented the report of the committee meeting on May 16, at which the committee discussed the Youth Risk Behavior Survey (YRBS) results. It is used to assess trends in youth risk behavior, particularly in light of the Safe Schools Grant. There was a positive movement in those trends in many areas. There may be a need for greater support in certain areas, and communication with parents.

The committee also discussed the work of an Early Childhood Education Steering Committee (ECESC) subcommittee to develop a survey seeking input on early childhood programming in Concord from district staff and the broader community; the survey will not be sent out at this time. The ECESC will present a summary of its findings to the committee at its next meeting in June. The committee is working to answer the questions “what are the best practices in kindergarten programming and how do these practices connect with early childhood programs in our school community?”

Mr. Croteau suggested additional ways to publicize the June meeting, including disseminating the information through the schools; posting the meeting on the website; perhaps asking the Concord Monitor to do an article. Mr. Fennessy said it is important to get community input and noted that the Board should make an extra effort to solicit input. Ms. Patterson noted that there will be additional opportunities for the public to receive information and for the Board to receive public input. Mr. Richards noted that the subcommittee will present its findings in the form of a report with considerable research, but not a specific recommendation to the Board. He asked that this report be posted on the website prior to the meeting.

Agenda Item 9. Capital Facilities

Mr. Cofrin presented the report of the committee meeting on May 18, which included discussion of the proposed RFP for educational programming and architectural feasibility services for Rundlett Middle School. Attorney John Teague presented the revised report, and further changes were made to this document, which was presented to the Board for its approval.

The Board voted 8–0 to approve the proposed RFP for educational programming and architectural feasibility services for Rundlett Middle School as amended (moved by Ms. Redmond-Scura, seconded by Mr. Cofrin).
Agenda Item 10. Communications and Policy Committee

Ms. Patterson presented the report of the committee meeting on May 25, noting that Policy #125 Student Representative, with several annotated changes, was coming before the Board for a second reading and vote. This policy was thoroughly vetted by the committee and discussed by the Board.

The Board voted 8–0 to approve Policy #125 Student Representative(s) as revised (moved by Ms. Patterson, seconded by Mr. Fennessy).

The committee also reviewed the Acceptable Internet Use policy for students; guidance from the US DOE and US Dept. of Justice on transgender and gender non-confirming student rights; adding the use of naloxone (Narcan) to the Health Procedures Manual (Policy #531). Other policies, as well as the reorganization of the policy manual to reflect the NHSBA structure, will be discussed at the committee’s June meeting. There was discussion about what expectations will be set and the sign-offs that would be required of students and parents next year with the distribution of new ChromeBooks relative to the Acceptable Internet Use policy for students.

Agenda Item 11. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for June. Adjustments were made to the July calendar.

Agenda Item 12. Public comment

There was no public comment.

Mr. Cofrin called for a moment of silence in memory of Board member Barb Higgins’ daughter Molly Banzhoff.

Agenda Item 13. Adjournment

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

The Board adjourned at 8:25 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District
Special Board meeting
June 29, 2016

Board members
Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Jennifer Patterson, Jim Richards

Absent:
Barb Higgins, Alana Kimball, Maureen Redmond-Scura

Administrators:
Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Human Resources Director Larry Prince, Business Administrator Jack Dunn

The meeting was called to order at 6:30 p.m. Board President Clint Cogswell noted that the purpose of the meeting was to confirm the hiring of the interim Principal for Rundlett Middle School for the school year 2016-2017.

Mr. Prince presented the administrator confirmation.
James McCollum, Principal, Rundlett Middle School, $134,000. Jim replaces Tom Sica – resignation. Budgeted at $125,531.
Superintendent Forsten noted that she is familiar with Mr. McCollum’s work as a principal of both the middle and high schools in Laconia and said he would be an active principal. He will be a positive presence and influence. His experience with facilities (the building of Laconia Middle School) will also be an advantage for the District.

The Board voted 5–0 to approve the administrator confirmation as presented (moved by Mr. Fennessy, seconded by Mr. Cofrin).

Agenda Item 12. Public comment
There was no public comment.

Agenda Item 13. Adjournment

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

The Board adjourned at 6:45 p.m.
Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District
Regular monthly meeting
July 5, 2016

Board members: Rusty Cofrin, Tom Croteau, Alana Kimball, Jennifer Patterson, Jim Richards

Absent: Clint Cogswell, Nathan Fennessy, Barb Higgins, Maureen Redmond-Scura

Administrators: Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn

Agenda Item 1. Call to Order
Board Vice President Jennifer Patterson called the meeting to order at 7:07 p.m.

Agenda Item 2. Approval of Agenda

The Board voted 5-0 to approve the agenda (motioned by Tom Croteau, seconded by Jim Richards).

Agenda Item 3. Public Comment– agenda items only
Concord resident and former Board member Betty Hoadley remarked on two agenda items: the minutes from both the Early Childhood Education steering committee and the Finance committee. She suggested that the report should be read carefully and studied to understand the work of the committee. She noted that missing was the information about the collective bargaining statement that teachers must have planning time, and that the costs are not complete until this aspect is determined. She also urged the Board to develop a solid understanding of the state adequacy grant and how it applies to kindergarten. She said she does not believe that the state will provide a full-day rate for adequacy. She suggested reading the information about preschool, especially noting the long-term positive outcomes from quality preschool, and suggested the Board consider the cost savings of providing preschool. She also suggested visiting the district preschool and Family Centers, noting that the Family Center model is very beneficial. She said she appreciated learning about the types of targeted preschool programs that are being offered in our community. Mrs. Hoadley also urged a review of the Finance Committee notes, stating that the upcoming budget season will be challenging. She noted a number of issues that will need to be addressed, including issues concerning Concord Steam, possible changes in the New Hampshire retirement system, additional cost-sharing from the State, planned technology improvements, copier leases, the unreserved fund balance, upgrades for food service and staffing, the results of upcoming collective bargaining, the
Rundlett Middle School study, the increased costs of doing business, and any changes to programming at the preschool and/or kindergarten level.

Agenda Item 4. Recognitions
Superintendent Forsten noted several recognitions:

- Curriculum Institute work by over 200 teachers in the district over the summer
- World Language Teacher of the Year award for Laura Ernst, Middle School/High School German teacher, from the New Hampshire Association of World Language Teachers
- An article in the Concord Monitor about the Family Centers, a program of the Concord Community Center and the district

Agenda Item 5. Approval of Board Minutes
Jennifer Patterson reviewed the minutes of the regular monthly meeting on June 6.

The Board voted 5–0 to approve the minutes of the regular monthly meeting on June 6 (moved by Mr. Croteau, seconded by Rusty Cofrin).

The Board voted 5–0 to approve the minutes of the Special meeting on June 29 (moved by Mr. Richards, seconded by Mr. Croteau).

Agenda Item 6. Personnel
Ms. Forsten presented one administrative confirmation.

Chali Davis, Assistant Principal, Concord High School, $92,529.00

The Board voted 5–0 to approve the confirmation of Chali Davis as Assistant Principal at Concord High School (moved by Mr. Cofrin, seconded by Mr. Richards).

Ms. Forsten presented several staff confirmations.

Daniel Breen, Social Studies Teacher, Concord High School, $25,927, 60% of B-2, one year only. This is in addition to Dan’s 40% Social Studies position. Dan’s 90% Social Studies position was cut to 40% for 2016-2017. Dan replaces Kimberly Bleier-Woods (60% of M-14 = $47,450) – LOA. Budgeted at $47,450

Thomas Bruno, Health Science Teacher, Concord High School, $59,518, M-7. New Position

Courtney Connor, Mathematics Teacher, Concord High School, $21,198, 40% of B-6, one year only. Courtney replaces Joseph Proulx (40% of M-14 = $31,633) – LOA. Budgeted at $31,633
Katherine Hosmer, French Teacher, Concord High School, $17,936. 40% of M-1. Kate replaces Jessica Burggraf (20% of B-4 = $9,620) – resignation, and Lise Blais who was 20% one year only, in place of duty. Budgeted at $25,274

Kirsten Woody, Mathematics Teacher, Concord High School, $61,963, M-8, 50% one year only. Kirsten replaces Theo-Anne Winch (50% of B-13 = $35,874) – LOA, and Graeme Crowther (50% of M-7 = $29,759) – transfer. Budgeted at $65,633

Christine Giaclalone, Spanish Teacher, Rundlett Middle School, $55,439, 80% of M+30-10. Christine replaces Pamela Wroblewski (80% of B-13 = $57,398) – retirement. Budgeted at $57,398

Somayeh Kashi, Art/Technology Education Teacher, Rundlett Middle School, $47,289, M-2. Somayeh replaces Betsy Gammons (M-14 = $79,083) - retirement


Lynda Masaites, Special Education Teacher, Abbot-Downing School, $40,765, B-1, one year only. Lynda replaces James Clute (M-14 = $79,083) – LOA. Budgeted at $79,083

Maria Isaak, Music Teacher, Beaver Meadow School, $33,427, 50% of M+30-9, one year only. This is in addition to Maria’s 40% music teacher position at Christa McAuliffe School. Maria replaces Philip Klose (50% of B-13 = $35,874) – LOA to CRTC. Stagecraft teacher position. Budgeted at $35,874

Meredith Shepherd, Classroom Teacher, Beaver Meadow School, $44,840, M-1. Meredith replaces Bethany Franz (B-5 = $50,548) – resignation. Budgeted at $50,548

Marley Martin, Preschool Special Education Teacher, Mill Brook School, $40,765, B-1, one year only. Marley replaces Victoria Arsenault (B-8 = $57,886) – LOA. Budgeted at $57,886

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

Ms. Forsten presented one leave of absence request.

The Board voted 5–0 to approve the leave of absence request as presented (moved by Mr. Cofrin, seconded by Alana Kimball).

Agenda Item 7. Communications and Policy Committee

Ms. Patterson presented the report of the committee meeting on June 13, noting that the reorganization of the policy manual, to reflect the NHSBA structure, has begun. The committee is also reviewing policies that may be out of date, and is also looking for gaps. Policies have been assigned to each member for review. The complete committee will discuss the reports of the individual members at the next meeting. Ms. Kimball had missed the meeting; she was assigned a few policies to review. The next meeting will be on August 10.
Agenda Item 8. Instructional Committee

Ms. Patterson presented the report of the committee meeting on June 22, at which the Early Childhood Education Steering Committee presented its report. The committee has been working to answer the questions “what are the best practices in kindergarten programming and how do these practices connect with early childhood programs in our school community?”

Ms. Patterson noted that the committee’s report was thorough and detailed. Going forward into the fall, this will be a significant area of focus. The Board will consider how to bring this to the community, and how to think about directives to the administration about possibly incorporating findings into the coming budget. Ms. Patterson said that she would like to visit some of the current district programs. These visits could be scheduled for Board members in the fall.

Mr. Richards noted that it was a very good meeting. He suggested creating an outline and timeline going forward with this issue, and asked when discussions and visits will take place. He suggested the Board might give the administration guidance as early as possible to make sure that there is time for appropriate planning.

Ms. Patterson suggested there might be an opportunity for creativity about how to bring forward potential budget recommendations in this area.

In response to a question from Superintendent Forsten about whether these recommendations would happen through the Instructional committee or the full Board, Ms. Patterson suggested joint meetings of the Finance and Instructional committees.

Mr. Richards suggested that perhaps the Capital Facilities committee also be involved. He noted that incorporating Finance early will be key, as the Instructional committee will likely want Finance involved in order to make decisions; early September would be a good time for this. The Board will want to seek public input early as well, probably in September. A recommendation in October would probably provide enough time for the administration to consider the situation fully as the budget is prepared.

Jack Dunn noted that he will be able to provide a menu of items for the Board’s consideration, including costs for issues related to Concord Steam and other building issues, among other things. He will put this list together for September.

Mr. Croteau noted that in order to make an informed decision, he would need to see more information about the costs of kindergarten. He also noted that there may be some positive things going on in the district’s early childhood programming as well as in the private sector, and that perhaps the Board should consider any gaps in services. He noted that this is a complicated issue: if the Board decides to offer full-day kindergarten, it would be important to understand what will need to be given up.
Mr. Richards noted that bussing issues will need to be considered. Ms. Kimball noted that the neighborhood concept may not be as significant as some have stated, especially with parents who may be bringing their young children to other communities.

Agenda Item 9. Finance

Mr. Croteau presented the report of the committee meeting on June 29. As of the day of the meeting, the budget had not been completely closed out; however, he reviewed the year-end numbers, including nutrition services and projects, with a brief look at FY18. Concord Steam was discussed. The out-of-district costs for transportation were very high this year. Mr. Croteau noted that the deficit in food service budget was $124,869 in 2015 and will be between $43,000 and $63,000 for this past year – a great improvement.

Agenda Item 10. Negotiations Committee

Mr. Richards reported that the Negotiations Committee met on June 29, noting that negotiations are ongoing with the Concord Administrators’ Association (CAA).

Agenda Item 11. Other Business – Grant Signature Authorization

The administration requested an update of the authorization for the 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 5-0 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 Mr. Croteau, seconded by Mr. Cofrin).

Agenda Item 12. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for July and August. The joint Capital Facilities/Finance committee meeting on July 18 was cancelled, as it would not be needed. The Executive Committee meeting on the 18th at 5:00 p.m. was the only other meeting in July. There might be a need for a Negotiations meeting, which could be scheduled as needed.

Agenda Item 13. Public comment

There was no public comment.
Agenda Item 14. Adjournment

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

The Board adjourned at 8:08 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District  
Regular monthly meeting  
August 1, 2016

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

Agenda Item 1. Call to Order
Board Vice President Jennifer Patterson called the meeting to order at 7:03 p.m.

Agenda Item 2. Approval of Agenda

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

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

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

Agenda Item 5. Recognitions
Superintendent Forsten noted several recognitions:

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

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

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

Agenda Item 6. Personnel

Larry Prince presented a number of staff confirmations.

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


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

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

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

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

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

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

Mr. Prince presented several coach confirmations.


Sarah Furhmeister, Girls JV Soccer, Concord High School, $3,873, Step 3, Group 9, 7.0%. Sarah replaces Devon Rabun

Daniel Breen, Girls Freshman Soccer Coach, Concord High School, $2,242, Step 2, Group 11, 5.5%. Dan replaces Sarah Furhmeister.
The Board voted 5–0 to approve the coaching confirmations as presented (moved by Ms. Redmond-Scura, seconded by Mr. Cofrin).

Mr. Prince presented two leave of absence requests.

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

Agenda Item 12. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board committee meetings for August and September. A Capital Facilities Committee meeting was added on September 14.

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

Agenda Item 14. Adjournment

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

The Board adjourned at 7:40 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District
Regular monthly meeting
September 6, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:05 p.m.

Agenda Item 2. Approval of Agenda

The Board voted 9-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Jennifer Patterson).

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

Agenda Item 4. Recognitions
Superintendent Forsten noted several recognitions:

Matt Cashman noted that the summer custodial team had additional support this summer with a few of our CHS students working in the schools. CHS Social Worker Anna-Marie DiPasquale reported that 11 ELL students were hired to work on the summer crew, five of whom also spoke at the meeting. She worked with these students to stress the importance of being on time and making a commitment for the entire summer; dressing professionally; reporting to work precisely at 7 a.m. Two students were provided bikes and bike helmets in order to get to work. Ranjita Magar, from Nepal, worked at ADS and said she created a resume and has applied to Hannaford for a job; Glete Kikuni, from Republic of Congo, worked at BMS and noted that the custodians became her friends and that she learned about a good work ethic; Venessa Uwere, from Zambia, worked at BGS while her sister worked at MBS – they had lunch together; Hussein Amiri worked at CHS and said he enjoyed the work; and Khan Amiri, from Afghanistan, worked at RMS. He arrived in US six months ago and said he was happy to work at the middle school, got a great deal of experience and met a number of new friends. Other student workers included Avery Grayson, Isaac Bossa, Rebecca Bossa, Angel Mugeni, Esther Elonga, and Albert Labrie.
Student representative Rebecca Proulx reported that the seniors recently had an ice cream social, and many of the fall teams have begun their season. The first home game for football was on Friday and included the dedication of the new Gene Connolly Press Box. All funds for the press box were donations. The CHS Band did a great job. Back to School night will be on September 8, at which the administration will give a presentation on the new Chromebooks. The Club Fair will be on September 13; Homecoming parade, game and dance will be on Sept 24.

Agenda Item 5. Approval of Board Minutes
Ms. Patterson reviewed the minutes of the regular monthly meeting on August 1.

The Board voted 9–0 to approve the minutes of the regular monthly meeting on August 1 (moved by Tom Croteau, seconded by Ms. Redmond-Scura).

Agenda Item 6. Personnel
Mr. Prince presented three leave of absence requests.

The Board voted 9–0 to approve the leave of absence requests as presented (moved by Mr. Croteau, seconded by Nathan Fennessy).

Larry Prince presented a number of staff confirmations.

Ellen Arcieri, Criminal Justice Teacher, Concord High School, $52,986, 67% of M-14. Ellen replaces Scott Lane (67% of M-14 = $52,986) – resignation. Budgeted at $52,986

Kerry Freisinger, Special Education Teacher, Concord High School, $41,579, 60% of M-11, one year only. Kerry replaces Sara Hans (60% of M-14 = $47,450) – LOA to CHS Job Developer position. Budgeted at $47,450

Sara Hans, Job Developer, Concord High School, $47,450, 60% of M-14, one year only. Sara is taking a 60% leave of absence from her special education teacher position. This position has moved from the unaffiliated group to CEA for one year only. Sara replaces Nancy Carrigg ($47,450) – resignation. Budgeted at $47,450

Frank Harrison, Jr., ROPE Teacher, Concord High School, $7,908, 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 $7,908

Sarah Hayes, German Teacher, Concord High School, $8,642, 20% of B-2, one year only. This is in addition to Sarah’s 40% German teacher position. Sarah replaces Laura Ernst (20% of M-14= $15,817) –LOA. Budgeted at $15,817

Tanya Larochelle, Mathematics Teacher, Concord High School, $21,385, 96 days at B-1. Tanya replaces Nicole Barnett (96 days at M-7 = $31,223) – LOA. Budgeted at $31,223

Melissa Marchant, Special Education Teacher, Concord High School, $44,840, M-1. Melissa replaces Barbara Jobin (M-14 = $79,083) – retirement. Budgeted at $54,625
Mr. Cogswell noted that Monica Unger is leading Project Search
Selina Blaine, Preschool Special Education Teacher, Beaver Meadow School, $23,645, 50% of M-2, one year only. position, Federal Funds

The Board voted 9–0 to approve the staff confirmations as presented (moved by Barb Higgins, seconded by Mr. Fennessy).

Agenda Item 7. Communications & Policy Committee
Committee chairperson Jennifer Patterson presented the committee report of the meeting on August 15, noting that the agenda was the beginning of the review of the School Board policy manual. Approximately 30 policies from Section 100 and the start of Section 200 were presented by the committee members who specifically addressed them. The master policy file will be uploaded onto the google drive, to include live links for legal references and related New Hampshire School Boards Association (NHSBA) policies. She noted that the committee will take more time to review a number of policies, and may eliminate some duplications. Some of the policies are required by law, and some are recommendations from NHSBA. There is a legislative change that will require modification of Policy #462 Criminal Records Check. The next step is to focus on those policies that need additional work.

Agenda Item 8. Joint Capital Facilities and Finance Committee
Committee chairperson Tom Croteau noted that members of both committees were present at the meeting on August 22, which was an overview of the engineering study related to the heating emergency related to Concord Steam, which will cease operations in May 2017. Extensive and critical work is now required. Highlights included the conversion study developed by RFS, in which existing steam heating systems are removed and replaced with new gas-fired furnaces and hot water heaters. Improvements at ADS and CMS will be considerably less extensive, with fewer design re-dos. The schools that are heated by steam are ADS, CHS RMS and CMS.

RMS – needs three new gas-fired boilers. Given that the building is being considered for renovation or replacement, care will be taken about the work to be done.

CHS – needs significant modifications; the proposal includes a new HVAC system at CHS as well. The building is 538,000 sf with 22-foot ceilings; an addition will need to be built to house the seven new boilers. The 14 air handling units are starting to outlive their usefulness – they can be kept and replaced as needed; be replaced now and avoid future problems; or be replaced with dehumidified air handlers, rendering the high school a far more comfortable building than it now is.

A timeline has been developed for Concord School District to be off steam by October 2017. The estimated cost is $8.3 million. It will cost $8.3 million just to change the heat; total costs could potentially reach as high as $21 million depending on the variable plans.
presented for CHS. The estimated savings of $660,000 per year by switching to natural gas may provide payback in 13 years on the $8.3 million.

The administration has met with legal counsel about options. This situation is considered an emergency; several questions about how to handle this relative to the district’s policy on bidding, and its vendors, will need to be addressed immediately.

Mr. Fennessy noted that the very short timeline for this work is a critical component. He noted that the Board must consider whether to alter or depart from its policy of competitive bidding. He noted that the special Board meeting to consider adopting an emergency policy may require a two/thirds majority of Board votes. He noted that this emergency has been caused by the State in the way it is handling its relationship with Concord Steam. He noted that the State is not giving the District any money at this point, and feels the Board should consider addressing this. He said the Board must consider whether this emergency justifies departing from competitive bidding.

Ms. Patterson referred to Policy 322 Bidding and Policy 241 Policy Development/Revision as guidelines for the Board’s use.

Ms. Redmond-Scura asked when the meeting could be scheduled.

Mr. Cogswell noted that the meeting could be scheduled for September 19 at, but that is two full weeks away.

_The Board voted 9-0 to schedule a special meeting on September 19 to consider adopting an emergency policy to depart from its policy of competitive bidding, to enable the District to respond in a timely fashion to the emergency presented by the closing of Concord Steam (motioned by Ms. Patterson, seconded by Mr. Richards)._  

Mr. Croteau noted that it is critical for the public to understand that this is a considerable amount of work to accomplish in a very short amount of time.

Mr. Dunn said that the administration would build the contingencies based on what it has to work with at the moment.

Mr. Fennessy asked that the administration make it clear at the special Board meeting what the Board is being asked to do, and why the Board is being asked to depart from the competitive bidding policy. He asked for a proposal from the administration that addresses which aspects of the project the Board is being asked to consider departing from, and why.

Mr. Cogswell noted that the motion to be voted on will apply only one time. Mr. Fennessy said the point of a policy is not to address a one-time-only situation.

Mr. Cashman noted several actions that need to be pursued prior to the September 19 meeting, including getting a gas line installation scheduled for the fall. He noted that the addition will be right outside the Westbourne Street side of Concord High School, in a 1440 sf two-story addition.
The Board voted 9-0 to support the administration moving forward with the conversion to natural gas and with actions that will take place to respond in a timely fashion to the emergency presented by the closing of Concord Steam (motioned by Ms. Patterson, seconded by Mr. Fennessy).

Mr. Cofrin commented that of the 14 air handling units at CHS, seven will be replaced (which are steam-fit). The other seven are getting old; the first alternate option is to replace seven and leave seven. The second alternate option is to replace all 14. The third alternate option is to dehumidify the air. The decision needs to be made one way or another.

Mr. Dunn will create a schedule of alternates; the meetings that will be needed, and the timeframe for them.

Agenda Item 9. Other Business

DOE 25 cover sheet

Mr. Dunn noted this is the cover sheet for the financial report, required to be signed by all Board members and submitted to the NH DOE.

Technology at CHS

Superintendent Forsten described the current status of technology at CHS. Freshmen and sophomores are going to receive Chromebooks. Conversations with faculty have occurred, and more conversations will happen. More information for parents will be provided at the September 8 Open House, including responsibilities and insurance forms, for these computers that will go home with students.

RMS RFP update

Mr. Cashman and Mr. Dunn updated the Board on the request for proposal for Rundlett Middle School, which will come due on September 12. A 12-person committee will be convened to consider the proposals. A meeting on September 21 will include a rubric to qualify and short-list the firms. The firms will be interviewed and the committee will visit some sites for each firm being considered. A motion from the Capital Facilities Committee to the Board is hoped for by the December Board meeting.

Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for September and October, including a review of the report from the Early Childhood Education Steering Committee at the Instructional Committee meeting on September 12. The informational session for potential Board members will occur on September 14. Mr. Croteau noted that the joint meeting on October 5 will include a discussion of both instructional and financial considerations of full-day kindergarten.
Agenda Item 13. Public comment

Tracey Lesser, a Concord resident and parent of a 4th grader at Beaver Meadow School, spoke to the Board to advocate for an additional fourth 4-grade teacher position at Beaver Meadow School. She said there is inequity among the elementary schools, with 27 students in the 4th grades at BMS, while at other schools there is an average of 22 students per classroom. She wanted to make the Board aware of this and asked if there is something that can be done. Mr. Cogswell said he is hoping the administration can address this situation with classroom supports.

Mr. Richards asked how many 4th grade classes there are BMS. Two classes have 26 students and one with 27. Two other classes at several other schools have kindergarten numbers at 20 and 21 as of this morning, and 2nd grade classes at 23 and 24. Superintendent Forsten is looking at ways to support students in those classes; several options exist per Board policy and those will be considered.

Agenda Item 14. Adjournment

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

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District Board of Education
Board Work Session
September 14, 2016

Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards
Absent: Nathan Fennessy
Administration: Superintendent Terri L. Forsten, Business Administrator Jack Dunn, Director of Facilities and Planning Matt Cashman

Board President Clint Cogswell called the meeting to order at 5:33 p.m., noting that the Board Work Session was convened to discuss the required, emergency conversion to natural gas for four District schools based on Concord Steam’s announced plans to cease production in May 2017.

Mr. Cogswell noted that this was a complex issue and that the Board welcomed public input. The Board will meet on September 19 to finalize its decision about how to move forward, which will consist of an abbreviated presentation, time for questions, and a vote on the Superintendent’s recommendation.

Superintendent Forsten presented several slides outlining the history of the issue from May 2016 to present. A conversion study was completed by Rist-Frost Shumway Engineering on August 22, which included the project description, economic analysis, and a suggested project schedule. She noted that it is critical for the Board to move quickly with a conversion plan to avoid discontinuation of heating services for the 2017 fall heating season. Business Administrator Jack Dunn and Attorney John Teague have attended meetings of the Public Utilities Commission on four occasions in August and September to discuss the urgency of this issue. Superintendent Forsten reviewed highlights of the Capital Facilities and Finance Committees meeting, and noted that Abbot-Downing School, Christa McAuliffe School, Rundlett Middle School, and Concord High School are impacted by this transition, with CHS being the largest facility by far. Several alternate plans for CHS impact the cost range. She reviewed the aggressive project schedule, which will take place between September 2016 and October 2017. She clarified some of the most immediate steps based on questions she has received from several Board members, including ordering long-lead-time equipment, installation of gas lines at CHS, and putting schematics in place. Approximately 75% of this project will be completed by subcontractors via competitive bids overseen by Matt Cashman and a Construction Manager. Superintendent Forsten presented some advice from a constructional professional noting the urgency of this project in order to ensure heat remains in the impacted schools during the transition away from Concord Steam.
Superintendent Forsten reviewed a number of steps needed to contain the unexpected cost of this project, including working to avoid the requirement of a temporary hot water source, relocation of underground utilities, and bid timing.

Tom Croteau noted that some of the urgency of this issue is that the district will be in competition with many other buildings/organizations in our region in need of similar resources around the same time.

Maureen Redmond-Scura noted the need to handle underground utility matters before the ground freezes.

Clint Cogswell asked about the bonding of this project, and if it would be possible to have some schedules before the vote on September 19. Mr. Dunn clarified that the vote will be whether or not to go forward with the project as a whole and that some numbers will be presented at the September 19 meeting.

Jim Richards pointed out that the district will need to make a decision very quickly on “the $8-million-dollar project” in order to keep boilers and heating in the schools. He also pointed out that going to bid for so many subcontractors will take a great deal of time and that the district will likely need to use rental boilers at a high cost. He asked Matt Cashman for clarification about the need for design at CHS. Mr. Cashman clarified that the plan is to have schematic design complete by mid-November.

Jennifer Patterson asked for clarification about the need for a construction manager (CM), particularly for the CHS project. Mr. Cashman explained that a CM’s expertise and input during the early stages of a project like this will result in a cohesive project plan and team, which will then allow the district to identify issues as early as possible.

Mr. Croteau asked why the district is working with RFS and Harvey Construction. Mr. Cashman referred back to 2009 when the district conducted an extensive search for architects for the new elementary schools, which led to a small list of firms; RFS was on the HFMH team and the district was able to see the horsepower they have as a company. He noted that the district had a chance to work with them even before a shovel was in the ground, which built a great deal of confidence in their abilities. Harvey Construction was brought in once the district received construction bids; the district then did extensive research before choosing to work with them. Mr. Croteau noted that this experience has saved the district a great deal of time in an emergency situation like this one.

Mr. Richards asked if the administration is confident these groups can complete the project on time and in the price range quoted. Mr. Cashman responded that the administration and construction firms will do everything possible to ensure timelines and budgets are maintained, with a goal of “ahead of schedule and under budget.”

Ms. Redmond-Scura pointed out that in a “normal” situation, 100% of this project would be put out to bid, but given its unusual and emergent nature, the fact that the district will bid as much of the project as it is, is impressive in terms of cost savings and timing.

Mr. Richards asked if there are emergency funds that can be obtained from the state to help finance the project. Mr. Dunn answered that the NH DOE has said there is some money, but several other school districts are in the pipeline with emergency facility needs.
He also noted that the state is negotiating with the PUC to bring in temporary boilers to bridge the gap with affected customers. The administration is waiting for a determination from the State Fire Marshal for emergency designation.

Alana Kimball noted that the price of steam was going to jump anyway, so this could end up being a savings in the long run.

Mr. Dunn added that if the sale to Liberty Utilities does not happen, the price of steam would rise significantly, with volatile monthly changes.

Ms. Patterson asked about the wording of the motion on September 19. She noted that the motion will encompass all the information discussed at this meeting and should clearly explain the immediacy of the situation and the need to move forward with this project.

Mr. Cashman explained that the district will explore various avenues with the schools to ensure there is no lapse in hot water and to complete whatever work can be done as early as possible. Mr. Dunn noted that Liberty Utilities likely does not have the capacity to provide heat this winter, just hot water.

Mr. Cogswell noted that when the decision was made five years ago to go with steam in two of the new elementary schools, it was the prudent choice at the time, as Concord Steam had been planning an expansion at that time. There were also tax incentives and a community effort for Concord Steam to expand.

Mr. Croteau asked if consideration had been given for potential staff/student disruption at the schools during the project. Mr. Cashman clarified that most of the work that needs to be done will take place in the mechanical rooms, away from teaching spaces. Considerations will need to be given for parking, etc. with an influx of construction workers, but as the work is concentrated over the summer and in mechanical areas, there should not be significant disruption.

Mr. Richards noted that because this is such a complex undertaking, an attempt to put out a 2-week bid rather than 8-week bid, in an effort to maintain the usual bid schedule, could be perceived as frivolous or provoke an irresponsible offer.

Mr. Cogswell thanked the administrative committee for its dedication and sense of urgency with this project. Mr. Richards noted that the September 19 meeting will be open to the public and will include time for questions both from the Board and the public.

Superintendent Forsten noted that the goal of the September 19 vote would be to authorize purchasing services outside of the normal bidding procedure as this is an emergency, and to authorize the administration to continue working to begin all pre-construction activities, cost saving measures and processes involved to maintain the proposed project schedule.

The meeting adjourned at 6:24 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District Board of Education
Special Board meeting
September 19, 2016

Board members present: Rusty Cofrin, Clint Cogswell, President, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards

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

Board President Clint Cogswell called the meeting to order at 5:33 p.m., noting that the Special meeting was convened to discuss the required, emergency conversion to natural gas for four District schools based on Concord Steam’s announced plans to cease production in May 2017. Abbot-Downing School, Christa McAuliffe School, Rundlett Middle School, and Concord High School are impacted by this transition, with CHS being the largest facility by far. Mr. Cogswell noted that this was a complex issue and that the Board welcomed public input.

Superintendent Forsten made an abbreviated presentation of the history of the issue and the plan in anticipation of a Board vote on the Superintendent’s recommendation. She noted that the Public Utilities Commission (PUC) has expressed a level of urgency to Concord Steam customers to plan and prepare for the 2017 heating season, and has qualified this event as an emergency. She noted that the PUC said it has have never experienced a utility of this size going out of business without a competitor coming in to run it. She noted that, while the heating season will be over, hot water will be needed in the schools after May 31, 2017, when Concord Steam will have shut down.

Rist Frost Shumway Engineering has prepared a conversion study, received in late August, which includes descriptions of the project(s) for each school (ADS, CMS, RMS, CHS), economic analyses with anticipated savings, and a project schedule. The study’s conclusion stressed that “in order to meet the fast-approaching discontinuation of steam service to Concord Schools, it is critical that Concord School District move quickly to begin design and ultimately construction for this critical infrastructure project.” The economic analysis included a projected savings of over $660,000 annually in costs with a conversion to natural gas. The estimated cost of the conversion project ranges from $8.3 to $21.7 million – dependent on which of three alternate options are determined for the high school. The study included an aggressive project schedule, from September 2016 through October 2017. To maintain this schedule, a final decision on the design for CHS is needed by November 7, 2016. The Superintendent reviewed several critical aspects of the impending work:

Project schedule, September 2016 – January 2017
• Authorize design start (ADS, CMS, RMS, CHS) 09/19/16
• Authorize design alternates (if any) (CHS) 11/07/16
• Existing conditions/survey/ geotechnical/ pre-construction analysis 10/03 –10/28/16
• 100% schematic design 11/11/16
• SD cost estimate by Construction Manager 12/02/16
• 50% construction documents 12/09/16
• 50% CD cost estimate and establish GMP (CM) 01/06/17
• Order long-lead-time equipment 01/23/17

Project Schedule, February – October 2017
• Schedule from study Date completed
• 100% final bid documents 02/13/17
• CM sub-bid and award/submittals/mobilization 02/13/17 -03/13/17
• Early construction start 03/13/17
• Full construction start 06/19/17
• Commissioning/start up (elementary schools) 08/21/14
• Construction complete (elementary schools) 09/02/17
• Commissioning/start up (high school/Rundlett) 09/18/17
• Construction complete (high school/Rundlett) 10/13/17

Superintendent Forsten then discussed the pre-construction work required this fall:
• Design start
• Design alternates for Concord High School
• Existing conditions survey – geo technical preconstruction analysis
• Liberty Utilities – installation of the gas lines
• Subcontractor bids – lock in contractor schedules
• Schematic design
• Construction documents
• Order long-lead-time equipment (boilers, etc.)

She noted that 75% of the project will be put out to the bid process. She also noted that getting an early start would result in potential cost containment:
• Avoid temporary hot water source ($600,000+)
• Relocation of underground utilities ($150,000)
• Standardization of design and construction (equipment, installation)
• Reduce impact of escalation and inflation costs with fall 2016 bidding
• Value engineering opportunities
• Constructability reviews
• Developing and executing procurement strategies
• Careful management of contingency funds
• Standard contracts – optimize risk allocation to reduce cost
• Lean approach to on-site management
• Standardize project management processes and procedures

In response to a question from Mr. Croteau about the meaning of the terms “value engineering opportunities” and “constructability reviews,” Mr. Cashman replied that the
project manager actually goes out into the field to see if something can actually be constructed, or constructed more easily.

Barb Higgins asked for a very simple description of the need and the project.

Mr. Cashman replied that the simple question is, what needs to be done to make our schools warm and have hot water? Currently, steam provided by Concord Steam goes to the schools via underground piping. Equipment in the schools’ mechanical rooms called heat exchangers converts the steam into hot water, puts it into air handlers and runs it across hot tubes. Most of the current equipment takes hot water from the steam. Going forward, the district must change fuel sources: instead of receiving that source of heat, the schools will need to make heat, and as natural gas is plentiful and less expensive than oil, the district will go in that direction. Each of the buildings needs to be “sized capacity.” A “N+1 redundancy” requires two boilers in each of the elementary schools, and it is possible to fit them into the existing mechanical rooms at those schools.

The high school requires 7 natural gas-fired boilers. The gas will heat up water; coils that come back into the boiler by the exhaust gases (BTUs) heat additional heating water.

The current heating system was set up for steam, and now as this is being discontinued, the district must now install the equipment for natural gas heating.

Maureen Redmond-Scura noted that the biggest problem is that CHS physically does not have enough space to fit the 7 new boilers.

Mr. Cashman noted that a 1440 sq. ft. two-story addition will be needed at CHS to house the 7 boilers providing hot water and heat. This will likely be placed on the Westbourne Road corner, although the construction manager and engineers will visit the site and check that this is the best location and other options may be considered.

Jim Richards noted that the Board needs to decide whether to move forward right now with the firm that can get the job done by October 2017. He remarked that as of today it will take $1.2 million to get the job done by next October. If Board did not vote at the meeting to move forward with the construction firm with which it has worked before, the project would go through the full bid process, necessitating at least an alternate source of hot water at an estimated cost of $600,000. Even if Board put the work out to competitive bid, he believes a savings of $600,000 could not be gained through the competitive process. Mr. Richards noted that he is satisfied with the plan, especially as 75% of the project will go out to competitive bid.

Nathan Fennessy asked whether, if Board moves forward with this engineering firm and does not put the project out to bid, there would be a “liquidated damages” provision in the contract if the firm does not meet the deadline. He said he is concerned that this project departs from normal bidding procedures, and asked what will guarantee that the deadline will be met.

Mr. Cashman noted that if the Board does approve the current working plan, that these provisions would be written in to the contract. He noted that he served as project
manager for the three new elementary schools consolidation/construction, working with same two partners that are currently proposed, and has utmost confidence in them.

Jennifer Patterson noted there are two Board policies related to this situation, one on bidding and one on purchasing. She perceived that it is the Board’s duty to determine tonight if the Superintendent’s recommendation is in the best interest of the district.

Mr. Cogswell noted that when Mr. Cashman oversaw the construction of three schools, he reported to Board every month with regular updates.

Mr. Fennessy noted that, while Mr. Cashman will undoubtedly do a fine job, he believes the construction industry is totally different from what it was then and especially as the City and many downtown businesses will all be doing this conversion at the same time, he is uncomfortable without assurances that the project will then actually get done. He said he is concerned about the process by which the conversion is done, as the Board does not have any conditions to actually require the firms to complete the project on time. He noted that, while he does not know that bidding would change the overall cost, but it would provide a better sense of what the cost would actually be.

Mr. Cashman recommended that a “notice to proceed” (or a Memo of Understanding) be drafted to include the liquidated damages and other conditions the company must meet.

Mr. Croteau commented that there is not sufficient time to conduct a full bidding process, but that provisions can be put in the contract so the construction manager understands the urgency.

Mr. Fennessy noted that the State may go out to bid, and the district’s contractor could well renge in favor of that much larger contract.

Mr. Richards noted that if the Board does not go out to bid, a contingency for hot water would be required. The State may need to rent hot water heating equipment for its affected 23 buildings, and the district’s ability to rent the necessary equipment may be compromised.

Business Administrator Jack Dunn provided a bond payment range that was based on an issuance of either $10 and $20 million dollars, with a 20-year term and an interest rate of 3.25%. These general obligation bonds assumed equal principal and would be issued in January 2017. The estimated first year payment in FY18 would be between $825,000 to $1.65 million, depending on weather it is a $10 or $20 million bond. The administration is working to refine the numbers and fold them into the FY18 budget to determine the overall impact of the conversion project. In FY18, debt service will continue to decline and the District will also make its last payment on the NORESCO lease.

Superintendent’s Recommendation

The Superintendent’s recommendation is to authorize the purchase of services outside of the standard bidding procedure, as this is an emergency that requires swift response to support the timeline.
She further recommends that the Board authorizes the administration to continue working with the District’s own Project Manager Matt Cashman, the construction team of Harvey Construction and Design team of Rist Frost Shumway Engineering, in order to begin all preconstruction activities, cost-saving measures and processes involved in developing construction documents in order to maintain the district’s schedule of four operating heat plants on or before October 2017.

Ms. Patterson made the following motion (seconded by Mr. Croteau):

That the Concord School Board adopt the Superintendent’s recommendation to proceed with work to install new heating and hot water sources for Abbot-Downing School, Christa McAuliffe School, Rundlett Middle School, and Concord High School, based on the following findings:

Concord Steam is the current provider of steam for heating and hot water at the four schools listed above.

In anticipation of the possibility that the District might choose to switch to a different energy provider, in May of 2016 the District commissioned a study by Rist-Frost Shumway Engineering (RFS) into what the process of converting these four schools to another energy source would entail.

Based on its attendance at hearings and meetings before the New Hampshire Public Utilities Commission (PUC) in August and September of 2016, the Administration has informed the Board that Concord Steam will cease operations as of May 2017.

At the hearings, the PUC conveyed a clear sense of urgency to Concord Steam customers to immediately take steps to convert to a different energy source, as there is no expectation that the facility will be operated after May of 2017.

In order for school operations to proceed during the 2017-18 school year, a new energy source must be installed and ready to provide heat and hot water by October 2017.

The RFS study, which was completed on an expedited basis in late August, concludes that conversion to natural gas is the only practicable alternative, and outlines the work the conversion would entail for each school including three alternate plans for Concord High School, where extensive construction will be necessary.

The projected schedule calls for design, survey and analytical work to begin immediately and for the work to proceed using a construction management approach in which there can be flexibility and responsiveness to changing conditions, particularly with respect to choosing a preferred approach for Concord High School.
Conducting a bidding procedure for the work, estimated to take 8-12 weeks, would make it very difficult to ensure timely completion of the project, and would not be the preferred approach given the emergency nature of the work.

The Administration’s recommendation is that the Architectural/Engineering/Construction Management component of the work (approximately 15% of the total cost) proceed on a no-bid basis, with the subcontracted work (75% of total cost) being competitively bid, and an additional 10% being reserved for contingency.

The Administration believes that the team assembled to undertake the Architectural/Engineering/Construction Management component of the work is highly competent, familiar with the District’s buildings, and will perform the work in a timely and fiscally responsible manner.

In the Administration’s view, there will likely be significant cost savings to the District from beginning the conversion work immediately.

The Board’s policies with respect to Purchasing (#320) and Bidding (#322) require a majority vote of the Board for a project of this magnitude. While a bidding process would ordinarily be included as well, both policies contemplate the waiver of such formalities under emergency circumstances or when it is otherwise in the best interest of the District.

In light of all the circumstances, it is in the best interest of the District to proceed as the Administration has recommended to address the emergency situation resulting from the closure of the Concord Steam facility.

School District Treasurer and Concord resident Kass Ardinger noted that, from listening to the Board’s discussion and as a member of the community familiar with the situation regarding Concord Steam, this is a true emergency that will require “boots on the ground – yesterday.” She said she understands the hesitation for moving ahead without a bidding process but that should be allayed by the fact that the Board’s policies do contemplate emergency situations such as these. The purpose of a bidding process is to ensure that the best company for the best price is selected. She urged Board members to vote to move ahead with the process with the cited construction company and engineering firm, noting that, given her sense of the community, they would want to see this fiscal responsibility going forward demonstrated. She stated that she believes the Board would not be leaving itself open to criticism by doing this.

It was noted that Concord Steam, with Liberty Utilities (the natural gas provider), plans to host an event in Concord at Red River Theater on September 21 at 5:30 p.m. to discuss the plant closing and its ramifications.

Mr. Dunn also commented that the administration will continue to be present at meetings concerning Concord Steam and continue to create a public awareness of this situation. He noted that, talking with a Concord Monitor reporter, they did not realize that the district would not have heat or hot water after May 31, 2017.
The Board voted 8–1 (Nathan Fennessy voted nay) to approve the above-delineated motion (motioned by Ms. Patterson, seconded by Mr. Croteau):

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District
Regular monthly meeting
October 3, 2016

**Board members:** Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Maureen Redmond-Scura, Jim Richards

**Absent:** Jennifer Patterson

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:04 p.m.

Agenda Item 2. Approval of Agenda

*The Board voted 8-0 to approve the agenda (motioned by Maureen Redmond-Scura, seconded by Barb Higgins).*

Agenda Item 3. Public Comment– agenda items only
Concord resident Betty Hoadley spoke about issues that were discussed at the Joint Instructional and Finance Committee on September 12. She noted that the Board will need to make serious decisions about early childhood education in Concord and also to develop a district budget already overwrought with demands. She noted that she has heard several options will be considered by the Board. Mrs. Hoadley commented that too many Board members have not visited the present preschool programs nor the extended day programs in the community. She noted that the report of the Steering Committee is like an executive summary – useful but incomplete – and suggested that Board members investigate an excellent source document by Jim Hull of the Center for Public Policy, which is sponsored by the National School Boards Association. She noted that, while the local report is accurate, the Hull report is nuanced and lays out extensive research about different early childhood education models.

Mrs. Hoadley noted that Board members have two constituent groups: the children of Concord, and the citizens of Concord. She commented that district employees are also an essential part of the overall picture, as they are the ones who give the children their education. She noted that, if a kindergarten teacher has 25 students in class, this presents a significant burden; if a classroom aide is assigned to a single child, the aide cannot assist in the classroom; if one student has significant needs (such as not being able to tie their
own shoes, this too is a significant burden. She noted that it is possible the District will do a bit more for kindergarten teachers. She discussed in some detail the need to involve parents of preschool and kindergarten students in activities that stress social development, including simple games and simple songs.

She asked Board members if they were familiar with the Family Centers. She asked when the administration would lay out the options for the kindergarten programming, and commented that she would disagree with any suggestion to take an early, binding vote on this issue. She noted that if the Board will tentatively approve a program or two within the context of the entire budget, that would be fine, and that it would be better to do this now, and not in the heat of budget preparation.

Mrs. Hoadley reminded the Board of its direction to the Superintendent last year about what could be cut in a tiered budget plan, and suggested that that exercise was valuable in coming to a better understanding of what a million dollars really means. She stated that there is no “million dollars” hiding in the budget. She reiterated that the Board’s constituents are children, and taxpayers – but that parents who want early childhood programs, or businesses, are “not in the equation.” She suggested the Board should listen to early childhood and preschool programs in Concord (such as the before-school program that partners with the YMCA), as a number of public/private partnerships are currently working well. She noted that, with the rush to a full-day kindergarten program, she fears for the Concord taxpayers. Mrs. Hoadley noted that the Concord School Board has managed through many tense times, including horrendous financial times in the early 1990s; the loss of Bow students and gain of Deerfield students; the reinvigoration of the CRTC; adjusting to many years of declining enrollments; and the consolidation of 8 elementary schools to 5, with the construction of 3 new elementary schools. Mrs. Hoadley noted that Clint Cogswell and Jennifer Patterson are the only Board members with any connection to these times/projects. She urged the Board to study more than ever, discuss all points on the compass and reason like they haven’t reasoned before. She said an abrupt, wide and untested change would be ill-advised, and that making incremental changes would result in better outcomes. She closed by stating that the Board must fulfill its philosophical and fiscal responsibilities.

Agenda Item 4. Presentation on STEM topics by Christa McAuliffe School students

Technology Integrator Heather Drolet introduced 7 students (with iPads) who described what STEM is (“solving problems with math”): Oscar Lax, Ava Philbrook, Maria Ruthu, Nick Reynolds, Soren Puc, Grace Murray and Bella Schirling. They described how STEM encourages collaboration; how women and minorities are underrepresented in STEM; how over a million new STEM jobs will be created by 2020; how the US ranks 12th in the world in STEM majors; how art and business majors are increasing in number but STEM majors are decreasing in number. These students led Board members through a “STEM” lesson, including criteria and constraints; design features; modeling; evaluation; and explanation. Board members commented on their design processes and discussed the students’ classroom experience with this and other STEM projects. Students answered a
question from Mr. Dunn about how the iPads are used for research. Several students described what surprised them the most in doing these kinds of projects, including how different the designs are; how one’s own ideas are not necessarily the best; how the modeling can match the ideas in one’s head; how the criteria can be more or less than you thought.

Agenda Item 5. Recognitions

Superintendent Forsten referred Board members to several recognitions in their monthly Board book, among them: BGS was named state winner in the Scholastic Reading challenge over the summer, and ADS students met an Olympic rower on a trip to the State House in September.

Superintendent Forsten introduced new student representative Esther Elonga, who was born in Congo, spent many years in Uganda, and has aspirations to become an anesthesiologist. Rebecca Proulx reported on the Club Fair last week and Homecoming on October 23 that included a light show from the new Stage Craft program at CRTC. She noted that student Maddy Simpson sang the national anthem. Each CHS club created a float, and this year Film Society club won. The football game was great fun, and over 950 tickets to the dance were sold. She noted that the Operation Hat Trick ceremony will take place this weekend.

Esther noted that the NHIAA Walter A. Smith Award was awarded to Gopal Timsina, whose older brother was diagnosed with cancer and died shortly after arriving in the United States after living many years in a refugee camp in Nepal. Anna-Marie DiPasquale was recognized by the government of Estonia for her efforts in creating and building programs for ELL students, and was invited to model these programming ideas to Estonia. Esther told the Board that the annual Hypnosis Show will be on October 26; the Blood Drive will be held on October 18; and the Senior One Acts will be performed on October 28.

Agenda Item 6. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the regular monthly meeting on August 1. The Board voted 8–0 to approve the minutes of the regular monthly meeting on September 6, the Work Session on September 14, and the Special Board meeting on September 19 with changes (moved by Nathan Fennessy, seconded by Jim Richards).

Agenda Item 7. Personnel

Mr. Prince presented several coach nominations.
Tonya Pursell, Rundlett Middle School, $2,038, Girls Field Hockey B Coach, Step 1, Group 11, 5.0%. Tonya replaces Heidi Crumrine

Amy Sherr, Rundlett Middle School, $978, Cross Country Supplemental Coach, 80% of Step 3, Group 14, 3.0%. Funds from one vacant RMS Girls B Soccer Coach position

Samuel Evans-Brown, Concord High School, $3,465, Cross Country Ski Head Coach, Step 2, Group 6, 8.5%. Sam replaces Philip Clarner

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

Agenda Item 8. Joint Instructional and Finance Committee

Finance Committee chairperson Tom Croteau presented the report of the meeting on September 12, and encouraged members of the public to view this meeting on ConcordTV as well as to read its minutes, as there was a substantial amount of information presented. The joint committee reviewed the need for developmentally appropriate early childhood programming in Concord; the work that is already going on in Concord; and costs. The start-up cost of full-time kindergarten will be approximately $1.2 million the first year and approximately $1 million per year going forward. The current programs would need to be revised. An estimated $720,000 for classroom teachers, $184,000 for assistants, and $317,600 for furniture and equipment are among these start-up costs. Many questions were posed by Board members, regarding the number of specialists that would be needed; Title I money; relocation of preschool programs; programming that would not distract from current preschool programs; the excellent programs that currently exist in the community. Ms. Redmond-Scura noted that the steering committee looked at the entire range of early childhood education. Several options and associated costs will be presented at the next joint committee meeting on October 5, and more meetings will be planned if needed. Mr. Fennessy suggested that the various proposals be publicized; Superintendent Forsten noted that the just-completed draft will be shared within the administration, with the Board, and then with the general public.

Agenda Item 9. Negotiations Committee

Committee chairperson Jim Richards noted that the Negotiations Committee continues to seek progress on the CAA contract.

Agenda Item 10. Other Business

Update on Chromebooks at CHS

CHS Principal Tom Sica noted that September 8 was the official kick-off for the Chromebooks. The required paperwork was distributed, and a short and humorous video about taking care of one’s Chromebook was created by students at HelpDesk. He noted that the HelpDesk course is lively and challenging, noting that students are creating video
tutorials for teachers and students and a reference blog for users. He noted that Justin Bourque, CHS Technology Integrator, was vetting the students’ work, which includes developing skills in writing, public speaking, and technology. A number of teachers have begun the work of integrating google classrooms in their own classroom work. Helen Dugan and John Willis were among the many staff members assisting in the roll-out.

Ms. Higgins noted that her daughter has been able to follow her classroom work at times when she is not able to attend school, and has found this to be very helpful.

Using Google docs – tutorial

Superintendent Forsten noted that the working policy file is posted in the Board folder for the committee’s use as it reviews School Board policies. She went over the “suggestions” and “comments” function. “Live” links to New Hampshire statutes and the New Hampshire Department of Education rules are incorporated into this document.

Conversion project update

Mr. Cashman updated the Board on the steam to natural gas conversion project. A landscape survey will be performed on October 6, and a site visit to CHS and other schools on Friday when there is no school. Geotech borings will begin next week, as Liberty Utilities prepares to run the gas line to CHS in November.

Agenda Item 11. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for October and November.

Alana Kimball asked if the concern about near-capacity fourth grade classes at Beaver Meadow had been resolved. Superintendent Forsten responded that a position, as a Title I tutor, for supporting these classrooms through the Title I grant has been approved by the New Hampshire Department of Education. Mr. Fennessy asked if the staff person to be hired will be providing support to each of those classes. Superintendent Forsten noted that this is the case.

Agenda Item 12. Public comment

There was no public comment.

Agenda Item 13. Adjournment

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

The Board adjourned at 8:35 p.m.
Respectfully submitted,

Tom Croteau, Secretary
Board of Education, Concord School District

Public Hearing

October 26, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Alana Kimball, Maureen Redmond-Scura (remotely, by telephone), Jim Richards, Jennifer Patterson

Absent: Barb Higgins

Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn, Director of Human Resources Larry Prince

The public hearing began at 5:43 p.m., with Jennifer Patterson noting that Maureen Redmond-Scura was attending by telephone. She explained that as required under RSA 91-A, a quorum must be present, the Board member who is participating remotely would be asked a few questions including why he or she could not be present and whether anyone else was with him or her, and roll call voting would be required in order to record her vote. Ms. Patterson asked Ms. Redmond-Scura to explain why she was unable to be physically present at the meeting; Ms. Redmond-Scura explained that she was in San Francisco and unable to be present. Ms. Patterson also asked her whether anyone else was with her; Ms. Redmond-Scura explained that she was walking down the street; her husband was walking about six feet in front of her; and no one else was around. Ms. Patterson confirmed that all Board members could hear Ms. Redmond-Scura and that she could hear everyone at the meeting. Ms. Patterson explained that all votes would need to be done by roll call to confirm Ms. Redmond-Scura’s participation.

Business Administrator Jack Dunn reviewed the budget development and what has impacted the budget to this point. He noted that if the District had not received “payment holidays” last year in health and workers’ compensation, the budget would have been approximately $80,000 short. The one-time payment holidays are not available this year in those denominations; the total for this year is approximately $83,000.

Of the total $2.395 million unreserved fund balance, $1.9 million is needed from the prior fiscal year to meet its obligations in the FY2017 budget. Any unreserved fund balance above this $1.9 million would, without specific Board action of at least 2/3 of Board members or 7 votes, be returned to taxpayers in the form of a decrease in the local property tax rate.

The Board passed a preliminary budget in March, 2016; based on that projection, the tax rate would have risen 2.85% between the local and state tax rate for a total of $15.18/$1,000. Based on the actual valuation, the tax rate came in at $14.96/$1,000.
Mr. Fennessy noted that the cost of the required conversion from steam to natural gas heating for Abbot-Downing, Christa McAuliffe, Rundlett Middle, and Concord High Schools will be borne in the next budget year, FY 2017-2018, and beyond.

Mr. Dunn reviewed the five options for determining the final budget that the Board has available at the present, and offered the opportunity to develop a sixth option, for the Board to consider.

1. Option #1: Use $490,000 of the unreserved fund balance to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $48

2. Deposit $495,475 into the reserves and increase the budget by $490,000 to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $83

3. Deposit $495,475 into the reserves and increase the budget by $243,000 to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $65

4. Deposit $495,475 into the reserves and increase the budget by $373,000 to offset the additional cost of steam for this winter.
   a. Impact on home valued at $250,000 = $75

5. Do nothing. This would result in a return of $495,975 to reduce the tax rate. No change in appropriation.

6. The Board may create a sixth option.

Additional concerns about potential impacts on the FY2017 budget include the cost of snow removal if the winter snowfall is particularly heavy; special education out-of-district and transportation costs; and healthcare enrollments. Additional considerations include renovation or replacement of the childcare facility; bus replacement; technology replacement; and the potential impact of an early childhood education program.

Mr. Cogswell noted that the District has had in the past, when it was self-insured, a healthcare costs reserve fund, typically maintained at about $2 million. Mr. Dunn noted that this fund is being used to offset changes in project healthcare enrollment costs, and is currently at about $897,000.

The Board voted 8-0 by roll call to adjourn the Public Hearing (motioned by Jim Richards, seconded by Ms. Patterson).

The Public Hearing was adjourned at 6:05 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Terri Forsten, Recorder
Board of Education, Concord School District  
Special Board meeting  
October 26, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura (remotely by telephone), Jim Richards

Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn, Director of Human Resources Larry Prince

Clint Cogswell opened the Special Board meeting at 6:07 p.m. Jennifer Patterson noted that Maureen Redmond-Scura was attending the meeting by telephone and explained that, as required under RSA 91-A, the Board member who is participating remotely would be asked a few questions, and all votes would be made by roll call. Ms. Patterson asked Ms. Redmond-Scura to explain why she was unable to be physically present at the meeting; Ms. Redmond-Scura explained that she is in San Francisco and was unable to be present. Ms. Patterson also asked her whether anyone else was with her; Ms. Redmond-Scura explained that her husband was with her. Ms. Patterson confirmed that all Board members could hear Ms. Redmond-Scura and that she could hear everyone at the meeting. Ms. Patterson explained that all votes would need to be done by roll call to confirm Ms. Redmond-Scura’s participation.

Tom Croteau briefly reviewed the Finance Committee meeting that was held prior to this Special Board meeting, and noted that the Committee had voted to recommend to the full Board consideration of both Options #2 and #4.

- Option #2: Deposit $495,475 into the reserves [primarily into the budget stabilization fund] and increase the appropriation by $490,000 to pay for increased steam heat costs. The impact on a home valued at $250,000 = $83 per year for both local and state education tax.

- Option #4 – Deposit $495,475 into the reserves [primarily into the budget stabilization fund] and increase the appropriation by $373,000 to pay for increased steam heat costs. The impact on a home valued at $250,000 = $73 per year for both local and state education tax.

Nathan Fennessy described discussions in the last several Finance Committee meetings related to the $490,000 one-time money (“payment holiday”) that was realized on healthcare enrollment and workers’ compensation costs, as well as the anticipated increases in steam heating costs that were not budgeted for in the preliminary budget in March. He noted that the recommendation from the Finance Committee was to bank at least some of the one-time money, and increase appropriations in the budget to cover additional costs, primarily at Concord High School.
Ms. Patterson agreed that the Board needs to decide on either Option #2 or Option #4, and is fortunate to decrease the percentage of increase in education taxes, while still responsibly planning for this budget.

There were further questions about costs related to Concord Steam’s planned cessation of business in March 2017, and the proposed settlement agreement by the Public Utilities Commission for several ratepayers, primarily the State and the School District.

Further discussion resulted in a Board consensus to focus on Option #2.

Mr. Cogswell asked for a motion on the final FY17 budget. Business Administrator Dunn displayed a proposed motion for Option #2:

Move that the School Board adopt the following changes to the FY17 Budget for the purposes of appropriating unreserved funds to pay for the increased cost of steam, and increase fund transfer into the Facilities and Renovation Trust Fund. This will bring the total budget to $84,546,266 with a general fund of $78,424,837 and to amend the budget for fiscal year 2016–2017 as approved on March 30, 2016, inclusive of the following deposits to existing expendable trust funds:

- Vocational Capital Reserve fund for an amount up to $142,102;
- Facilities & Renovation Trust Fund for an amount up to $982,788;
- Food Service Fund for an amount up to $75,000;

and also inclusive of the following withdrawals from the expendable trust funds to fund appropriations:

- Vocation Capital Reserve Fund for an amount up to $118,000;
- Instructional Trust for an amount up to $100,000;
- Risk Management Reserve for an amount up to $128,901.

Mr. Cogswell checked with Ms. Redmond-Scura and others to see if they had questions or comments. Mr. Dunn also shared with the Board local tax history, showing the decline in state support and the resulting higher cost obligations of the local tax base.

The Board voted 9-0 by roll call to approve the motion as presented (motioned by Mr. Fennessy, seconded by Mr. Croteau).

Mr. Dunn introduced the loan resolution text for a proposed bond to be issued in the near future:

Certificate relating to certain minutes of a meeting of the Board of Education

I, the undersigned Clerk of the Board of Education (the “School Board”) of the Concord School District, New Hampshire (the “District”), hereby certify that a regular meeting of the School Board was held on _________________ 2016 (the “Meeting”), _______ (___ ) of the _______ (___ ) members of the School Board constituting a quorum were in attendance and voting throughout and that all of the members of the School Board were duly notified of the time, place and purpose of the Meeting.
I further certify that the following is a true copy of a vote adopted at the Meeting by a vote of _________ (____) yeas, _________ (____) nays and _________ (____) abstentions (the “Vote”).

“VOTED: (1) That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, and any other enabling authority, there be and hereby is appropriated the sum of $12,000,000 in order to finance the costs of the following capital projects, including the payment of costs incidental or related thereto (collectively, the “Projects”):

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and Concord High School</td>
<td>$9,000,000</td>
</tr>
<tr>
<td>Computer Hardware and Software Technology</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>School Buses</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Child Care Building Renovation/Replacement/Relocation</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

(2) To meet this appropriation, the District Treasurer, with the approval of the Board of Education, is authorized to borrow $12,000,000 under the Municipal Finance Act, as amended, and any other enabling authority and issue Bonds of the District (the “Bond”) in the principal amount of $12,000,000, and notes in anticipation thereof.

(3) As the amounts indicated above for each project are necessarily estimates, the Business Administrator, may allocate more funds to any one or more of such projects, and less to others, so long as, (i) in the judgment of the Business Administrator, each of the projects described above can be completed within the total appropriation made by this vote, and (ii) if such allocation occurs after the funds are borrowed, that such allocation shall not result in funds being allocated to a project with a useful life that is shorter than the term for which such funds were borrowed for.

(4) That the Clerk of the School Board and the signers of the Bond are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

(5) 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.

(6) That the expected useful life of each of the Projects being financed by the Bond is hereby determined to be as follows:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Useful Life (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and Concord High School</td>
<td>30</td>
</tr>
<tr>
<td>Computer Hardware and Software Technology</td>
<td>3</td>
</tr>
</tbody>
</table>
School Buses    10
Child Care Building Renovation     30

(7) This vote shall take effect upon its passage.

I further certify that the Meeting was open to the public; that the aforesaid Vote was not taken by secret ballot nor in executive session; that notice of the time and place of the Meeting was posted in at least two (2) appropriate public places, (i) ____________________ and (ii) ____________________ at least twenty-four (24) hours, excluding Sundays and legal holidays, prior to the Meeting; that no deliberations with respect to the Vote were taken in executive session; and that the minutes of the Meeting have been promptly recorded and have been or will be made open to public inspection within seventy-two (72) hours of the Meeting, all in accordance with RSA 91-A:2.

I further certify that the above Vote has not been amended or rescinded and remains in full force and effect as of this date.

WITNESS my hand this ________ day of ____________, 2016.

___________________
Clerk

This loan resolution (bonding) was not intended to be voted on at this meeting.

Mr. Dunn also presented text for the Declaration of Intent to Reimburse that needs to be approved by the Board in order for the Board President to sign it.

The Board voted 9-0 by roll call to authorize the School Board President to sign the Declaration of Intent to Reimburse with one modification as discussed at the Finance Committee meeting of October 26, to change the reference to the CRTC teacher prep program childcare facility to “conduct renovation and improvements to the District’s buildings associated with early childhood programs (motioned by Ms. Patterson, seconded by Mr. Croteau).

Jim Richards moved that the Board schedule a public hearing on November 7 at 6:00 p.m. for the purpose of considering a loan resolution for $12 million to convert from steam to natural gas in four schools, upgrade and add technology, purchase buses, and for renovations to District buildings related to the CRTC childcare facility.

The Board voted 9-0 by roll call to establish the date and time for the Public Hearing on November 7 at 6 p.m. relative to the loan resolution Document AM59074406.1 as presented, with the one change under #1., referencing the CRTC teacher prep program childcare facility, to “conduct renovation and improvements to the District’s buildings associated with early childhood programs (motioned by Mr. Richards, seconded by Barb Higgins).

Ms. Patterson noted that the previous Board vote was on a Declaration of Intent to Reimburse certain expenditures from bond proceedings; it does not mean that the Board has to do the bonding or the projects or that the Board is committed to doing any of them.
If the Board does do any of these activities, the Declaration will provide the ability for the District to reimburse itself from the bond proceedings. It provides flexibility but does not bind the Board in any particular direction.

She also clarified that the modification to the motions relative to renovation of the childcare facility was to include the possibility of more than the single building previously used to house this project. She noted that the Instructional Committee meeting on November 2 will be a time for the Instructional Committee to discuss and consider its recommendation on early childhood programming for the School Board’s November 7 meeting, and that these are two separate issues.

The Board voted 9-0 by roll call to close the meeting (moved by Ms. Higgins, seconded by Mr. Fennessy).

The meeting adjourned at 6:29 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Terri Forsten, Recorder
Board of Education, Concord School District
Public Hearing
November 7, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Flennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards

Administrators: Superintendent Terri Forsten, Business Administrator Jack Dunn, Director of Facilities Matt Cashman

Agenda Item 1. Call to Order

Board President Clint Cogswell called the Public Hearing to order at 6:00 p.m.

The purpose of the Public Hearing was to hear a description of the projects included in the proposed $12 million bond.

These projects include the cost of converting from steam to natural gas in four schools due to the closing of Concord Steam; transportation leasing; the cost of renovating or replacing the CRTC childcare facility, including the current building or the “stable” building located in the CHS parking lot; and replacing technology in the elementary schools.

Board members discussed whether there were any deferred items that should also be included on this list, or items that should be deferred in favor of more critical projects. The Board made the decision to schedule a Capital Facilities committee meeting to review the 10-year capital improvement plan.

Mr. Dunn noted that the list was created with the understanding that the Board is considering early childhood development program, and that there is no building aid from the state. He also noted that if the Board decided to increase the amount of the bond at its December 5 meeting, the 60-day window for the district to reimburse itself for expenses out of the bond will need to be re-set.

The Board voted 9-0 to adjourn (motioned by Nathan Flennessy, seconded by Maureen Redmond-Scura).

The public hearing adjourned at 6:24 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Linden Jackett, Recorder
Board of Education, Concord School District
Regular monthly meeting
November 7, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards, student representatives Rebecca Proulx and Esther Elonga

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 6:57 p.m. and asked to modify the agenda to allow the Abbot-Downing students to make their presentation before the public comment.

Agenda Item 2. Approval of Agenda

The Board voted 9-0 to approve the agenda as modified – moving the presentation by Abbot-Downing students before public comment (motioned by Mr. Cogswell, seconded by Jim Richards).

Agenda Item 3. Presentation on composting by Abbot-Downing School students
First grade teacher Trish Boisvert introduced three first-grade students Peter, Emerson and Pyper, who described what composting is: turning dirt into soil, to grow vegetables into fruit. The students assisted Board members to create and build composting bins. The bins consisted of dirt, fruit and vegetable waste, worms and moisture. Board members were instructed to stir their compost with spoons provided, or their hands. The students described how composting will help the environment by keeping most organic materials out of landfills. The students emphasized that composting will help keep the world clean and healthy. Ms. Boisvert displayed photographs about her class’ composting project. The Board thanked ADS staff and students for their presentation.

Agenda Item 4. Public Comment– agenda items only
There was no public comment.
Agenda Item 5. Recognitions

Brin Cowette, whose choral group participated in the Cantate High School Choral Festival in Keene on October 28, was recognized. Dr. Sandra Howard of Cantate complimented the choral group for its performance.

Board student representative Esther Elonga noted that during Anna-Marie DiPasquale’s recent trip to Estonia, she and Estonian education officials were able to “skype” with two groups of over 20 students. As a result, Estonian education officials are thinking of adopting the term “New Estonians” in their classrooms and schools. They also liked the idea of new students visiting various classes and sharing their cultures and languages. The “Travel Around the World” project will happen in the next few weeks, when new students visit Geography and Culture classes and share their cultures and important facts about their countries. New CHS students will also appear on the new radio program “Word of Mouth” to talk about their own cultures and how diversity has improved classrooms. On November 10, the Hindu festival of Diwali, the celebration of light, will be hosted by the Be the Change Club.

Rebecca Proulx reported that the girls’ volleyball team finished as the runner-up in the state championship. The ACT and SAT tests were held at CHS recently. The junior class sponsored an intramural volleyball game, where students and teachers had the opportunity to create teams and engage in friendly competition. A blood drive was recently held at CHS, and the school will soon start up the canned food drive contest. A Soup and Bowl event will take place during parent/teacher conferences, where parents can buy a bowl; money will go toward supporting the canned food drive.

Barb Higgins left the meeting.

Agenda Item 6. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the regular monthly meeting on October 3, the Public Hearing on October 26, and the Special Board meeting on October 26.

   The Board voted 8–0 to approve the minutes of the regular monthly meeting on October 3 (moved by Maureen Redmond-Scura, seconded by Nathan Fennessy).

   The Board voted 8–0 to approve the minutes of the Public Hearing on October 26 (moved by Ms. Redmond-Scura, seconded by Jennifer Patterson).

   The Board voted 8–0 to approve the minutes of the Special Board meeting on October 26 (moved by Tom Croteau, seconded by Ms. Redmond-Scura).

Agenda Item 7. Personnel

Larry Prince presented several coach nominations.

Colin Brown, Indoor Track Head Coach, Concord High School, $2,905, 75% of Step 3, Group 6, 9.5%. Colin shares this position with Hayden Daly. He replaces Allison Davis.
Hayden Daly, Indoor Track Head Coach, Concord High School, $968, 25% of Step 3, Group 6, 9.5%. Hayden shares this position with Colin Brown. Hayden replaces Allison Davis.

Leah Hart, Nordic Ski Assistant Coach, Concord High School, $2,650, Step 2, Group 9, 6.5%. Leah replaces Stuart Kremzner.

Bobby Strong, Girls A Basketball Coach, Rundlett Middle School, $2,242.00, Step 2, Group 11, 5.5%. Bobby replaces Glenn Mathews.

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

Agenda Item 8. Joint Instructional and Finance Committees

Ms. Patterson presented the report of the meeting on October 5, which focused on reviewing the findings of the Early Childhood Education steering committee. The administration presented five options for consideration to expand the district’s early childhood programming, including the positive aspects and challenges of each option. She directed interested parties to review the excellent minutes of that meeting, which are posted on the district website (sau8.org). A number of community members provided testimony on early childhood education; the Board expressed appreciation for their participation.

Agenda Item 9. Joint Capital Facilities and Finance Committee

Mr. Cofrin presented the report of the joint committee meeting on October 12. The joint committee discussed the CRTC teacher training childcare facility, the required conversion to natural gas from steam with the closing of Concord Steam, bus replacement plan, technology, and the total bond itself. In 2012, the CRTC childcare facility was infested with termites and was closed. There is another building on the site which could also be considered for use. The joint committee discussed the elementary school iPad replacement and purchase of Chromebooks at the high school. The committee looked at transportation needs and discussed the overall bond issue. Mr. Fennessy noted that his name was misspelled in the minutes of this meeting.

Agenda Item 10. Finance Committee

Mr. Croteau presented the report of the meetings on October 17 and October 26.

On October 17, the Committee reviewed recommendations from the FY16-17 budget. Business Administrator Jack Dunn reviewed the FY16 budget vs. actual expenditures, including trust fund deposits and withdrawals, and the unreserved fund balance. Committee members talked about the FY17 budget which had been voted on.
preliminarily in March 2016. They discussed FY18 considerations regarding bond process and a list of items that will impact that budget.

The Committee discussed the overage in the supply line due to the Concord Steam issue. The District entered into a contract with Concord Steam for CHS, but that was never approved by the Public Utilities Commission (PUC), resulting in overage costs of $340,000. Mr. Dunn discussed the additional $495,975 in the unreserved fund balance, which is above and beyond the $1.9 million needed for the budget, noting that without Board action, that money would be returned to the taxpayers. He explained that this amount is due to several “payment holidays,” which may not be available in future hears. He also discussed the cost of Concord Steam for the four impacted schools (ADS, CMS, RMS and CHS) and discussed options for use of the $495,975, noting that the Board needs to decide on Option #2 or Option #4. The real purpose of allocating this money is to decrease the percentage of increase in taxes, while still responsibly planning for this budget. Mr. Croteau noted that the recommendation of the Finance Committee is not binding to the Board, but is open to discussion.

On October 26, the Committee again discussed the options for the $495,975 unreserved fund balance, and the bond. The administration had projected a .80% increase in property valuation, for a tax rate of $15.18 per $1,000, including both local and state education rates. The city property valuation was anticipated by the end of the month, now projected to be 2.24% inclusive, for an education tax rate $14.96 per $1,000, a 1.29% increase.

The Committee at that point recommended Option #2 – to deposit the $495,000 into reserves (the budget stabilization fund), and increase appropriation by $490,000 to cover steam heating costs. That recommendation was brought to the October 26 Special Board meeting, and approved. There was additional discussion about bus replacement costs, childcare facility renovation or replacement, New Hampshire retirement system rates, potential early childhood education programming, technology costs, and bonding.

Ms. Redmond-Scura noted that she was present at the October 17 meeting; the minutes will be corrected to reflect this.

Agenda Item 11. Instructional Committee

Ms. Patterson presented the report of the meeting on October 19. The committee heard from the science curriculum team regarding the “Next Generation Science Standards” (NGSS), including specific commentary from teachers about their experiences piloting some of the new materials. The Committee discussed how teachers can be supported in adopting these standards, and changes in how science is being taught at the middle school, which include science and engineering units at every level, as well as the traditional physical, life, earth and space sciences. The Committee heard a presentation about the new elementary school report card that has been developed over the past year, which will be rolled out at the end of the current semester.
She also presented the report of the meeting on October 26, which was another opportunity for the Committee to discuss the findings of the Steering Committee, hear more information about the makeup of the kindergarten population and the current Family Resource Centers, and learn that based on present enrollment projections, classroom capacity would allow expansion of developmental preschool programs in the spaces where they currently exist. Some additional funds or opportunities to work with community programs might emerge, that could support additional preschool programs. The Committee received the history of developmental preschool programming, and heard new information how to support the 45-minute teacher preparation time. One proposal was to have three nearly-full-time teachers who would move from building to building throughout the day to take those classes for the 45-minute period. The recommendation from the Committee was to direct the administration to include full-day kindergarten in budget planning, so it could be considered in the context of all the other required expenditures. The committee had a lengthy discussion about how to assist the administration to come up with one or more than one proposals, in the event full-day kindergarten is just too expensive. She noted the possibility of state support of full-day kindergarten.

The Board voted 8–0 to instruct the administration to include full-day kindergarten programming as part of the 2017-2018 budget proposal so that it could be considered in the context of all the other required expenditures (moved by Ms. Patterson, seconded by Mr. Fennessy).

Mr. Croteau reassured the community that the Board is watching every dollar as budget planning approaches, including Concord Steam and preschool costs, etc. Decisions are not being easily made, and do include a great deal of thought in every committee meeting.

Mr. Cogswell also noted that committee meetings are available for viewing on ConcordTV, and meeting minutes are posted on the district website (sau8.org).

Agenda Item 12. Communications and Policy Committee

Ms. Patterson presented the report of the meeting on October 24. She noted the five policies that were before the Board for a first reading, describing the decisions about language that was selected between the New Hampshire School Board Association (NHSBA) policies and current School Board policies:

Policy #101.1 Save Harmless Legislation;
Policy #110 Code of Ethics;
Policy #111 Philosophy of the Board of Education;
Policy #112 Publicity Releases; and
Policy #115 Filling a Vacancy on School Board.
Ms. Redmond-Scura noted that the NHSBA routinely reviews legislation for any effect on current policies, and that relying on NHSBA language and updates would ensure the Board’s compliance with changing laws.

Agenda Item 13. Negotiations Committee

Committee chairperson Jim Richards noted that the Negotiations Committee met on October 26, at which two items were discussed. The first item was the PUC proposed settlement with Concord Steam, in which the District would seek to be included and which would ensure the District the contract rate of $3.08 (per XXXXX) vs. the current tariff rate of $37. The settlement will also allow the District to have a say regarding the settlements related to the final days of Concord Steam.

The Board voted 8-0 to approve the Concord Steam settlement agreement as proposed by the Public Utilities Commission (motioned by Mr. Richards, seconded by Mr. Fennessy).

Mr. Richards noted that the Negotiations Committee recommended that the Board approve a three-year contract with the Concord Administrators’ Association (CAA) collective bargaining unit. Highlights of the agreement include:

- **Base Salary:**
  - Increase base from $70,018 to $75,225 (2016-2017)
  - Increase to $76,730 (2017-2018)
  - Increase to $78,264 (2018-2019)
  - Eliminates the $5,500 Tax-Sheltered Annuity (TSA) for all
  - Annual percentage increase to base: 2% per year

- **Career Longevity: (replaces sick day payout)**
  - 6-10 years: years of service in CAA x last year salary x .75%
  - 11+ years: years of service in CAA x last year of service salary x 1.6%
  - Any employee hired on/after 7/1/16 will receive Career Longevity Pay, No payout for sick days
  - Any employee hired prior to 7/1/16 will be grandfathered and eligible to retain sick day payout (with the exception of elementary principals)
  - Exception: calculation of sick day payout for BGS principal (grandfathered) will be based on a per diem rate using an index of 1.41

- **Sick Days**
  - Those not on Career Longevity Payout remain at unlimited sick day accrual – hired before 7/1/16
  - Administrators may accrue 20 sick days annually
    - For those hired after 7/1/12, sick days have no monetary value upon separation; maximum accrual is 150 sick days

- **Elementary Principals/Director of Physical Education Index:**
  - Elementary principals’ index increased from 1.43 (year 1): 1.44 (year 2); 1.45 (year 3)
Director of Physical Education, Health & Sport index increased from 1.32 to 1.33

• Health
  • CDHP – Year 1 (2016-2017): 100% (All employees)
  • CDHP – Year 2 (2017-2018): 90% (All employees)
  • CDHP – Year 3 (2018-2019): 90% (All employees)

Miscellaneous
  • No sidebars in this agreement; removed TSA, unlimited sick days, and current separation pay model.
    NOTE: CSD agrees to an effective date retroactive to July 1, 2016

The Board voted 8–0 to approve the contract for the Concord Administrators’ Association (CAA) collective bargaining unit for 2016-2019 as presented (moved by Mr. Richards, seconded by Ms. Patterson).

Mr. Richards, Mr. Cogswell and Ms. Patterson thanked the members of the Negotiations Committee and negotiating team for their hard work.

Agenda Item 14. Other Business

Conversion project update

Matt Cashman noted that Liberty Utilities installed a gas main on October 24. Locations in each of the four buildings were found for permanent hot water storage; the goal is to have that ready by April 2017. On November 11, schematic design should be complete, which will help the District get ready for the mechanical work bid by mid-December. A meeting with City officials has been scheduled to review projected schedules.

Agenda Item 15. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board calendars for November and December.

Mr. Cashman noted that on November 29, the firms SLAM and HMFH will be interviewed for the educational specifications/architectural study of Rundlett Middle School, with a plan for the Capital Facilities Committee to recommend one of these architectural firms to the Board. Mr. Dunn noted that if the proposed $12 million bond is increased, the 60-day period for reimbursement of expenses would have to be re-set.

Agenda Item 16. Public comment

Betty Hoadley, a Concord resident, spoke about the need for wider and more proactive outreach to the community regarding the various issues the School Board is contemplating.
She noted that, on the report of the October 5 meeting, if the School Board is going to make a big deal about the fact that 17 speakers spoke, it should make an equally big deal that the District made an effort to send the notice to all parents of present school children. These parents would constitute 14%-15% of registered voters in the district, resulting in approximately 85% of taxpayers being excluded from that notice. The response therefore was neither balanced nor diversified. She noted that many older people are not well-versed in using websites and social media, and some of these people do not receive email. She said she appreciated Mr. Croteau’s comments that the Board needs to reassure taxpayers that the Board is approaching these decisions carefully, but emphasized that the Board needs to do this in an open and equitable way.

Mrs. Hoadley noted that she had sent recommendations about public relations to the full Board this day to an email address and will send it out again if it has not been received by everyone. She noted that a number of ways to communicate to the public have worked effectively in the past; among them was Matt Cashman’s ConcordTV show in which he talked about the elementary school consolidation project. The Board could also send a periodic letter to all households. She emphasized the Board does need a point person – one person to accept and disseminate mail, or email.

Mrs. Hoadley noted that policy review is a thankless task, and expressed her appreciation that the Board is addressing this. She noted that the Tax-Sheltered Annuity (TSA) elimination has been tried before during negotiations, and thanked the Board for achieving it this time. She said there is a built-in inequality about the $5,000 TSA that she never accepted. She said if new courses are added, others need to be taken off, as these courses are costly. For example, the courses called “War and Peace” and “Geopolitics” are no longer being offered; Mrs. Hoadley feels it is important to keep course offerings up to date.

Mrs. Hoadley noted that it is important that the School Board adequately communicates its work to the public, as many taxpayers do not have the communication conduits which it has been using (website, School Messenger alerts, etc.). She asked the Board to think of all people in the city, not just parents of school-aged children.

Agenda Item 17. Adjournment

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

The Board adjourned at 8:30 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Board members present: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards, student representatives Rebecca Proulx and Esther Elonga

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

Board President Clint Cogswell opened the public hearing at 7:00 p.m., and noted that its purpose was to receive public input on the proposed loan. Business Administrator Jack Dunn commented that the loan resolution has been discussed with the Board in various stages over the past few months and presented a number of details using a PowerPoint presentation. He reviewed the following:

Prior Board Discussion
October 17, 2016 – Finance Committee
  • Declaration to Reimburse
  • Provide copy of Loan Resolution
  • Discussion Timeline
October 26, 2016 – Special Board meeting
  • Introduction of Loan Resolution and Ratification of Declaration of Intent to Reimburse
  • Set Public Hearing for November 7, 2016
  • Set Special Board Meeting for November 22, 2016 for Vote on Loan Resolution
November 7, 2016 – Board meeting – Public Hearing
  • Public Hearing on Loan Resolution
December 5, 2016 – monthly Board meeting
  • Vote on Loan Resolution

Bonding History
Joint District and City:
1987-88 – Rundlett Middle School – Addition & Expansion
  • $4,684,000 (1987)
  • $4,865,000 (1988)
1995 – Concord High School – Addition & Expansion
  • $32,000,000 (2 Issues)
  • $22 million – Paid off in FY15
  • $9 million – To be paid off in FY18
2001 – Various projects - Buses and Building Repairs
  • $1,000,000

_District-issued:_
2009 – Rundlett Middle School - HVAC Upgrade Project
  • $4.3 million – Qualified School Construction Bond (QSCB) – 0% Interest after Rebate
2010 – Elementary Consolidation & SAU Renovation Project
  • State Building Aid (40-43%) reimbursement _(old program sunset June 30, 2010)_
  • Build America Bonds (BABs) – Interest Reimbursement Program _sunset December 31, 2010_
  • Authorized $62,539,605
  • Borrowed $55,000,000
  • Bond Premium $1,800,000
2014 – 10 Year Capital Projects and Bus Fleet Upgrade
  • Proposed $8.6 million (May, 2014)
  • Authorized $8.6 million (August, 2014)
  • Cancelled $8.6 million (October, 2014)

**Capital Projects**

_Abbot-Downing (2012) 72,000 sq ft_

<table>
<thead>
<tr>
<th>Projects</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat plant conversion to natural gas</td>
<td>$1,185,611.18</td>
<td>20+ Years</td>
</tr>
<tr>
<td>from Concord Steam</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,185,611.18</strong></td>
<td></td>
</tr>
</tbody>
</table>

_Christa McAuliffe (2012) – 68,000 sq ft_

<table>
<thead>
<tr>
<th>Projects</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat plant conversion to natural gas</td>
<td>$1,194,960.76</td>
<td>20+ Years</td>
</tr>
<tr>
<td>from Concord Steam</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,194,960.76</strong></td>
<td></td>
</tr>
</tbody>
</table>

_Rundlett Middle School (1957) Last major renovation and addition 1989 – 186,000 sq ft_

<table>
<thead>
<tr>
<th>Projects</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat plant conversion to natural gas</td>
<td>$1,345,058.15</td>
<td>10+ Years</td>
</tr>
<tr>
<td>from Concord Steam</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,345,058.15</strong></td>
<td></td>
</tr>
</tbody>
</table>

_Concord High (1929), Last major renovation and addition (1995-1996) – 536,000 sq ft_

<table>
<thead>
<tr>
<th>Projects</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat plant conversion to natural gas</td>
<td>$5,274,369.91</td>
<td>20+ Years</td>
</tr>
<tr>
<td>Concord Steam with addition to house mechanical boilers and hot water from heaters</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,274,369.91</strong></td>
<td></td>
</tr>
</tbody>
</table>

_CRTC Childcare Facility (1994) renovate/replace/relocate – 4,600 sq ft_

_page 192 of 207_
### Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renovate, replace or relocate the CRTC</td>
<td>$1,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>Childcare Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td>Transportation Fleet - current fleet: (26) “Big” (12) “Small” Passenger Buses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Buses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Type D, 76 Passenger w/ WC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Type D, 89 Passenger</td>
<td>$331,000</td>
<td>10 Years</td>
</tr>
<tr>
<td><em>Replaces Buses 2006-2007, Planned</em> in FY18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Type A, 17 Passenger w/ WC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Type C, 78 Passenger</td>
<td>$317,000</td>
<td>10 Years</td>
</tr>
<tr>
<td>*Replaces Buses 2008-2010, proposed for FY19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Type A, 18 Passenger w/ WC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Type C, 77 Passenger</td>
<td>$352,000</td>
<td>10 Years</td>
</tr>
<tr>
<td>* Replaces Buses 2009-2010, proposed for FY20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td>Technology Update</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement iPads for elementary level,</td>
<td>$1,000,000</td>
<td>5 Years</td>
</tr>
<tr>
<td>Chromebooks for CHS grades 9 &amp; 12, and staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

- Elementary iPads are going to be 5 years old
- iPad2s will not upgrade to iOS 10
- Chromebooks for Grades 9 and 12. (Grades 10 and 11 Chromebooks in current FY17 Budget)
- Staff Laptops
- Further evaluation will determine the exact upgrades and technology for next year

### Capital Projects (~862,000 square feet)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat conversion (ADS, CMS, RMS, CHS and CRTC)</td>
<td>$9,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>CRTC Childcare facility</td>
<td>$1,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>Total Capital Projects</td>
<td>$10,000,000</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type A, C &amp; D buses</td>
<td>$1,000,000</td>
<td>10+ Years</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iPad replacement and Chromebooks</td>
<td>$1,000,000</td>
<td>5 Years</td>
</tr>
</tbody>
</table>
Grand Total: $12 million

**Bond process (if Board authorizes debt)**

1. Authorize the debt and notify First Southwest and bond counsel

2. Update Disclosure/Preliminary Official Statement to be used as part of the bond prospectus – needs to be updated with current/most recent data, and make sure there is nothing material that an investor would want to know in making a decision to invest in the School District that is not already disclosed in the document. Set up rating call and ask for questions/topics in advance.

3. Legal review of bond authorization by bond counsel; bond counsel provides a list of documents needed to evidence that the bond was duly and properly authorized as required by law. The School District needs to provide these documents and satisfy legal requirements set forth by bond counsel in order to for bond counsel to be able to be in a position to provide a legal opinion on the bonds.

4. Process – legal documents are sent to First Southwest; First Southwest forwards the information to bond counsel and tracks the status of legal requirements.

5. Prepare Debt Schedule/bond structure with First Southwest. Once a structure is agreed upon, the final structure goes to bond counsel for review.

6. Ratings Call (S&P & Moody’s) – First Southwest coordinates conference call with rating agency and School District, typically an hour-long review process

7. Bond counsel reviews the Preliminary Official Statement and bond structure and provides any comments before the bond sale is advertised.

8. Issue request to market – Preliminary Official Statement is distributed electronically to prospective bidders on the bonds.

9. Bond Sale – First Southwest takes bids on the bonds and works with the bond underwriter and bond counsel to provide certain information related to the bonds. First Southwest provides School District with bond debt schedules and sets up the delivery of bond proceeds with the bond underwriter.

10. Pre-delivery preparation – bond counsel prepares bond securities and related documents and sends to School District to execute at a scheduled School Committee meeting. School District sends executed bond documents back to First Southwest. First Southwest delivers executed bonds to US Bank (paying agent on the bonds) and to bond counsel.

11. First Southwest closes the issue with bond underwriter, and bond proceeds are delivered to the School District’s bank account.
Proposed Motion
Move that the School Board adopt the loan resolution, as presented, on November 7, 2016 and December 5, 2016 that authorizes debt of up to $12,000,000 for the following projects:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Conversion (ADS, CMS, RMS, CHS and CRTC)</td>
<td>$9,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>CRTC Childcare Facility</td>
<td>$1,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>Type A, C &amp; D Buses</td>
<td>$1,000,000</td>
<td>10+ Years</td>
</tr>
<tr>
<td>iPad Replacement and Chromebooks</td>
<td>$1,000,000</td>
<td>5 Years</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,000,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

The Public Hearing and loan resolution vote must happen within 15-60 days of the introduction of the loan resolution. Two-thirds of Board members are needed to vote in the affirmative to authorize debt. The proposed date for this action is Monday, December 5, 2016.

Public Comment
Concord resident Betty Hoadley noted that the Board has long had a goal to maintain long-term debt of no more than 5% of the total budget. She complimented the Board on going forward with the plan to bond $9 million for the required steam conversion. Mrs. Hoadley said she attended or viewed several Board meetings on this topic. She also offered feedback on the long duration for IT proposed in the bond. She agreed that $1 million for new buses is “a no-brainer.” Mrs. Hoadley found it troubling that the childcare facility plan is not fully formed, noting that the proposed $1 million needs to be dedicated (cannot be used for another purpose) to something that is at least in the ballpark. She noted that there are many possible problems with the stable building, including that it has not been stabilized, and that there are many restrictions for preschool (students cannot be on the second floor; appropriate access and egress). She said she is concerned about the last $1 million; she supports the other $11 million. She will be watching carefully the 5% “debt differential” or the “stabilization fund.” Ms. Patterson agreed that this fund is essential and critical. She said the Board cannot deviate from this plan. She noted that Mr. Dunn always looks for state aid and state adequacy buildup, and carefully figures out where the District can get help.

Concord resident Roy Schweiker noted that he has tried to find information about School Board meetings to little avail and that, compared to City Council public hearings, there are no linked spreadsheets or plans on the District website. He said that public hearing minutes are not linked to any spreadsheets or plans that were presented at the meetings. City Council has a link to all its related documents. He commented that the only source of information on this material, due to lack of information on the District website, was the Concord Monitor. Mr. Schweiker also commented that he found it strange that there is little cost difference in the conversion between the 70,000 sq ft elementary school and the 186,000 sq ft middle school. Mr. Schweiker noted that both his furnace and water heater suddenly stopped working last year; he was able to fix these immediately, with no
planning time whatever. He remarked that he is not as sympathetic as others might be, as the District has an immense amount of time to develop a plan. As for the Technology, Mr. Schweiker noted that he could not find any documentation and asked how thoroughly the District has reviewed the need for iPads. He commented that other devices are much cheaper than iPads, such as the Amazon Fire for $33, and asked how the expensive iPads were picked. He said he is concerned about whether this technology is anything that is at all useful, and noted that when the iPads were bought, the public was told that one person per school would be hired to teach teachers about technology. He said his understanding was that these teacher positions were to be temporary. He said that it is taking more people to undertake teaching with iPads than without them, and now the District is spending $1 million on them. He said that he understands that learning hasn’t increased and that now we have to have kindergarten because our children are falling behind, which means the promise of more learning with computers is not true and, at the same time, it is taking extra staff. He suggested eliminating the coordinators and cutting $400,000 for iPads.

At the end of Mr. Schweiker’s comments, Mr. Cogswell noted that when the Technology Integrator positions were added, the librarian positions were consolidated. Mr. Schweiker also commented that if the community is investing more into computers, than savings on personnel should be realized, which is what the private sector is doing.

Mr. Cogswell closed the public hearing at 7:23 p.m.

Respectfully submitted,

Tom Croteau, Secretary
Concord School District  
Board of Education  
Regular monthly meeting  
December 5, 2016

Board members: Rusty Cofrin, Clint Cogswell, Tom Croteau, Nathan Fennessy, Barb Higgins, Alana Kimball, Jennifer Patterson, Maureen Redmond-Scura, Jim Richards; student representatives Rebecca Proulx and Esther Elonga

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

Agenda Item 1. Call to Order
Board President Clint Cogswell called the meeting to order at 7:24 p.m.

Agenda Item 2. Approval of Agenda
Mr. Cogswell asked to amend the agenda to add updates on the steam to gas conversion; flooding at CHS, and insurance in the Capital Facilities report.

The Board voted 9-0 to approve the agenda with additions noted (motioned by Jennifer Patterson, seconded by Maureen Redmond-Scura).

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

Agenda Item 4. Presentation on PACE by Rundlett Middle School (RMS) students
Principal Jim McCollum discussed a PBIS initiative called PRIDE (perseverance, respect, integrity, discipline and excellence) in use throughout RMS, which establishes clear standards and behavior expectations. Students assess themselves weekly on the rubric and teachers score them as well; the score goes on the report card each term as an independent behavior-based grade. Professional development methods to improve classroom management includes techniques from the book “Teach Like a Champion” by Doug Lemov. To support academic progress and remove any distraction to it, students are required to put their cell phones in their lockers at the beginning of each day. A student of the month and most improved student in the area of PRIDE celebration is held monthly. A common academic grading format has been established: formative and summative. Formative grades are based on work done to develop skills and knowledge, and summative grades are based on the demonstration of mastery of the content being
studied. A recognition that grades need to be accessible to parents led to getting the grading program online. To enhance parent engagement, RMS offers more than 10 opportunities for parents to connect with RMS administration and teachers, including a “meet the administrators” night, two open houses, cluster-based academic recognitions, weekly grade-level information, and a weekly letter from the principal. He presented science teacher Amy Schaeffner, who guided the presentation of the PACE science assessment units in 6th and 8th grade.

Ms. Schaeffner noted that the middle school curriculum had been working to integrate “next generation science standards.” PACE has provided impetus to incorporate engineering projects.

RMS science teacher Michele Bartlett brought 6th grade students Tyler Carrier and Lochan Sharma to present the “Cargo Boat challenge.” She noted that she wanted to integrate STEM approaches, to get the sixth graders ready to learning the engineering design process exactly the way the eighth graders do it.

Tyler explained the project to the Board, saying that he liked it because it introduced hands-on building and involved strategy by having a price limit. He said the boat project wasn’t just games, but the students also learned about buoyancy (“the upward force water exerts on an object”) and density (“the degree of compactness in an object”). For example, if an object has a density lower than one it will float; if the object has a density higher than one it will sink; and if the item’s buoyancy is equal to 1 it has a level buoyancy, meaning that the object is under water but will not touch the bottom of the sea floor. This was helpful so they knew what objects would sink and float.

Lochan explained that the students had to build a boat out of tin foil, cardboard, paper, and other materials; each material had a different “price” and each group had to develop the best working and cheapest boat. The boat had to move across a meter of water the fastest and to hold 100 grams of pennies or paper clips. The boat also had to be less than a certain size to qualify to race. The $2,000 budget and having prices for certain objects could help with economy and money in the future. The boat details are exactly what engineers have to deal with every day, whether it’s building boats, cars or even buildings which have to hold a lot of weight. He said this project not only could help students with jobs in the future, it could help with everyday life.

Ms. Bartlett noted that the next project, a zip line, will have students working with the concepts of force and motion.

Ms. Schaeffner introduced one of her eighth-grade students, Alice Richards, who talked about the nature of science and scientific methods.

Alice said this year’s Science PACE assessment, a soil study, asked her to imagine that she was competing in a “giant pumpkin” contest. Her teacher brought in two soil samples, one from an area that was largely undisturbed and a second sample from an area that had recently been disturbed. She had to predict which sample would be best for giant pumpkin growth and then test soil variables to determine if her prediction was correct.
After researching optimal soil conditions for giant pumpkin growth, she conducted tests on both soil samples and collected data. She then compared her results to her research and communicated her conclusion. Alice said that two of the most useful tools she used were the rubric and the practice project, an experimental design project on bubble size, which helped her to learn how to set up an experiment and how to communicate results. The rubric provided an outline of what needed to be included to effectively communicate what she learned during the soil unit. She said she liked thinking and working like a real soil scientist; she had a lot of freedom to set up the project the way she wanted to and test the variables she thought would help her answer the testable question. One of the variables she tested was soil percolation, which determines the amount of water that soil can retain. She chose this test because it is important for all plants, but especially giant pumpkins, to have access to lots of water, and determining which soil sample had the lower percolation rate was important. She started by making three holes in the bottom of a Styrofoam cup and filling it halfway with a soil sample, then placing the cup over an empty 400 mL beaker, and slowly pouring 50 mL of water over the soil. Lastly, she measured the amount of water that percolated the soil in one minute. This test was done on both soil samples, and the results were compared to what her research showed was optimal for pumpkins. Alice said her favorite part of the project was communicating her findings. Often in tests or assessments there is only one right answer, but in this project it didn’t matter if your test results were right or wrong as long as all of the pieces of data supported your conclusion. She said the soil PACE test included many skills important in science, and was beneficial for learning, giving teachers insight on what students know, and being fun too.

Agenda Item 5. Recognitions

Student Board representative Rebecca Proulx reported that in the spirit of the holidays, clubs are partnering up for presents and necessities for CHS families which do not have enough. She noted that CHS Envirocorps recently held a recycling competition.

Student Board representative Esther Elonga noted that in celebrations of diversity, CHS held both a “CHS Idol” contest and a coffee house at which a variety of students expressed their different talents. There will be an “Africa party” on December 21 at which students will represent the countries and different cultures in Africa.

Agenda Item 6. Approval of Board Minutes

Mr. Cogswell reviewed the minutes of the Public Hearing on November 7, which was about the $12 million bond that will fund various projects, and the regular monthly meeting on November 7.

The Board voted 9–0 to approve the minutes of the Public Hearing and the regular monthly meeting on November 7 (moved by Tom Croteau, seconded by Ms. Redmond-Scura).
Canvass of the Vote

It was noted that Board member-elect Pam Wick’s last name was spelled incorrectly on the Canvass of the Vote. District Clerk Roger Phillips will be contacted to amend this.

The Board voted 9–0 to approve the canvass of the vote as amended (moved by Nathan Fennessy, seconded by Ms. Redmond-Scura).

Agenda Item 7. Personnel

Mr. Prince presented one coach nomination.

Ross St. Onge, Indoor Track Assistant Coach, Concord High School, $2,446, Step 1, Group 9, 6.0%. Ross replaces Daniel Haines

The Board voted 9–0 to approve the coach nomination as presented (moved by Barb Higgins, seconded by Ms. Redmond-Scura).

Agenda Item 8. Communications and Policy Committee

Communications and Policy Committee chairperson Jennifer Patterson presented the report of the meeting on November 14. She noted that the committee reviewed a number of policies and deferred action on several of them. She read the five policies which were before the Board for a first reading: Policy #133 Minutes (in response to a change of legislation); Policy #462 Criminal Records Checks (in response to a new law with broader reporting requirements); Policy #642 Opening Exercises and Patriotic Exercises; Policy #518 Access to Public School Programs by Nonpublic, Charter School and Home-Educated Pupils (new policy in response to an amendment to state law); Policy #875 Relations with Police Authorities.

Mr. Fennessy commented that he was unfamiliar with the federal law requiring programming to be offered during the week of Constitution Day. Superintendent Forsten noted that this requirement has been in the NH legislature for some time, and that this change is to a policy that has been in place for some time. She noted that the District will ensure this programming is developmentally focused and appropriate.

Superintendent Forsten read the five policies which were before the Board for a second reading: Policy #101.1 Save Harmless Legislation; Policy #110 Code of Ethics; Policy #111 Philosophy of the Board of Education; Policy #112 Publicity Releases; Policy #115 Filling a Vacancy on School Board. The Board made no further changes.

The Board voted 9–0 to adopt revisions to Policy #101.1 Board Member Indemnification – Save Harmless; Policy #110 School Board Member Ethics; Policy #111 Philosophy of the Board of Education; Policy #112 Publicity – Public Information; Policy #115 Board Member or District Officer Resignation, as presented (moved by Ms. Patterson, seconded by Mr. Croteau).
Agenda Item 9. Instructional Committee

Instructional Committee acting chairperson Jennifer Patterson presented the report of the meeting on November 16. She reviewed the new Concord High School courses, both electives in the English/Language Arts department: *Sports Literature* and *The Write Stuff: Authentic Writing in Production and Publication*.

Ms. Redmond-Scura noted that while there is interest in English electives, until now there have not been any for 9th and 10th graders. In response to a question from Mr. Fennessy about whether these courses would take the place of a required class or would be in addition to them, Ms. Patterson noted that they would not replace the required English 9 or English 10. In response to a question from Mr. Cofrin about additional cost for these courses, Ms. Patterson noted that the number of staff will not change.

The Board voted 9–0 to approve two new electives in the English/Language Arts department: *Sports Literature* and *The Write Stuff: Authentic Writing in Production and Publication*, as presented (moved by Ms. Patterson, seconded by Rusty Cofrin).

Mr. Cogswell noted that these classes are actually only temporarily approved and that, during the budget work sessions as the Board analyses course enrollments, the classes may be held depending on how well they are enrolled.

Mr. Richards noted his concern whether *Sports Literature* was going to be a rigorous course, and was satisfied with the breadth of the available literature.

Ms. Patterson reviewed the proposed School Year calendar for 2017-2018, pointing out two professional development (PD) days before school starts (August 28 and 29). There was some discussion about whether to schedule a day for Veterans Day, and whether to schedule a PD day on Columbus Day. Mr. Fennessy asked about the PD day that falls the first Friday in March right after February vacation. Superintendent Forsten replied that this had been discussed; the value was that at that point of the year it had a greater impact. She noted that dates were chosen that really connect for faculty as well.

Ms. Patterson said that the District is currently in the second year of full-day PD days, and next year will be the third year and that, while these are great from a faculty perspective, there is an impact on family schedules. She also noted that it was important to adopt a calendar at this meeting if possible. Mr. Richards asked about October 6 and heard that this a compelling date as there is an associated conference.

The Board voted 9–0 to approve the School Year calendar for 2017-2018 as presented, with the rescheduling of one professional day from March 9 to March 16 (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

Ms. Patterson presented the report of the November 28 meeting, at which the committee discussed three options for early childhood programming in great detail. The committee discussed actual and projected class sizes, teaching staff, access to community options, transportation, potential additional state funding for kindergarten and costs.
Ms. Redmond-Scura noted an error in the meeting notes regarding the cost of the half-day kindergarten and preschool option. The cost is actually $685,738, not $751,475.

Ms. Patterson made a motion to approve Option 3, the Combination Half-Day and Full-Day Kindergarten program, as the back-up plan for early childhood programming for next year in case the budget does not support full-day kindergarten for all students. Under this option, two full-day kindergarten classrooms would be offered at Mill Brook School, with one full-day classroom each at Abbot-Downing, Beaver Meadow and Christa McAuliffe Schools.

Mr. Fennessy indicated that this option would be too complicated, noting that it would be rife with problems. He suggested instead that the back-up plan offer full-day kindergarten to all students in at least one school.

Ms. Higgins and Mr. Croteau noted concerns about selecting just one school.

Mr. Richards asked about the cost of Option 3. He expressed concern that the teachers providing full-day kindergarten would not get a preparation period, per the budget described for this option. Superintendent Forsten responded that teachers would be provided with a 45-minute planning period each day per the contract. The expectation is that this would be accomplished without adding staff. She will work with elementary principals to develop this schedule. Mr. Richards noted that this option could end up costing a little more than currently proposed, but there will be plenty of opportunity during the budget process to discuss this.

Ms. Redmond-Scura indicated that if there are initially a smaller number of kindergarten classes, the District would be able to gather its own data. She noted that the model of some students without risk factors joining a group of needier students is similar to the model in the preschool program.

Ms. Patterson noted that Option 3 has the greatest continuity with what the District is already doing. She indicated that she believes that Plan A is optimal, but that it makes more sense to focus on a pilot approach to full-day kindergarten as a back-up plan.

**The Board voted 7–2 (Mr. Fennessy and Mr. Richards voted nay) to approve Option 3 as the backup plan for early childhood programming in case the budget does not support full-day kindergarten (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).**

Agenda Item 10. Capital Facilities

Capital Facilities Committee Chairperson Rusty Cofrin presented the report of the RMS subcommittee meeting on November 29, at which the two firms being considered for the educational specifications/architectural services for the upcoming Rundlett Middle School work were discussed. SLAM presented in the morning and HMFH presented in the afternoon; the subcommittee reviewed positives and negatives after each presentation. SLAM did not have an educational consultant present. The subcommittee recommended HMFH.
Mr. Cofrin made a motion to contract with HMFH and New Vista Design for educational specifications/architectural services, noting that the subcommittee was comfortable with HMFH based on its considerable work in the past with the District.

Mr. Richards noted the lack of specific security planning in the presentations, and asked whether this will be further defined. Mr. Cogswell replied that the chosen firm would meet with school personnel, parents and the community in a very inclusive process.

Ms. Patterson noted that HMFH has a solid plan to reach out to the community.

In response to a question from Mr. Richards about the timeframe, Mr. Cashman noted that the process would take four months, with the District controlling the start time. He suggested that he invite the firm to also make its presentation to Board.

The Board voted 9–0 to approve the contract with HMFH and New Vista Design for educational specifications/architectural services for Rundlett Middle School (moved by Mr. Cofrin, seconded by Ms. Higgins).

Agenda Item 11. Capital Facilities/Finance Committee

Finance Committee chairperson Tom Croteau presented the report of the meeting on November 30, at which the Committee discussed the proposed resolution for a $12 million bond. The committee discussed whether were any more urgent needs that could come to the top of the list, for example: HVAC systems; classroom door locks that do not lock from the inside; CHS catwalk windows that are not energy efficient; Food Service upgrades of equipment that is upwards of 40 years old. He said four items will be the priority for this bond. The conversion from steam to natural gas, childcare renovation/relocation/build new, bus replacement, and technology.

Mr. Cofrin commented that on December 6 there would be a neighborhood meeting with the CHS neighbors about the conversion from steam to natural gas, providing an opportunity to inform the neighbors about the construction project and address their questions or concerns.

In response to a question from Mr. Fennessy whether the Board has the ability to use any of that money toward any of the projects abovementioned, Mr. Dunn responded that the Board can reprioritize the existing funds or leftover funds toward projects that are equal or greater in life expectancy. For example, 20-year funds (steam conversion or childcare) cannot be used for technology (5 years life expectancy).

Ms. Patterson noted that dishwashers that are tied into the steam system may need to be replaced in conjunction with it; these were not included in the original scope.

Mr. Cofrin commented that there may be additional unanticipated expenses in the steam to gas conversion.

Mr. Dunn clarified that the $9 million was for the conversion from steam to natural gas. The administration will hold on $1 million for childcare until the steam conversion is.
under way. During the preliminary work, it was discovered that the heat pipes are a combination of welded pipe and pipes joined together by couplings. The couplings have been leaking over the years; the administration is obtaining costs to replace the fittings with new ones and with welded pipe to eliminate the leaks.

Mr. Croteau made the following motion:

The school Board voted 9-0 to adopt the loan resolution, as presented on November, 2015 and December 5, 2016, that authorizes debt of up to $12,000,000 for the following projects (seconded by Mr. Richards)

(1) That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, and any other enabling authority, there be and hereby is appropriated the sum of $12,000,000 in order to finance the costs of the following capital projects, including the payment of costs incidental or related thereto (collectively, the “Projects”):

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and Concord High School</td>
<td>$9,000,000</td>
</tr>
<tr>
<td>Computer Hardware and Software Technology</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>School Buses</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Child Care Building Renovation/Replacement/Relocation</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

(2) To meet this appropriation, the District Treasurer, with the approval of the Board of Education, is authorized to borrow $12,000,000 under the Municipal Finance Act, as amended, and any other enabling authority and issue Bonds of the District (the "Bond") in the principal amount of $12,000,000, and notes in anticipation thereof.

(3) As the amounts indicated above for each project are necessarily estimates, the Business Administrator, may allocate more funds to any one or more of such projects, and less to others, so long as, (i) in the judgment of the Business Administrator, each of the projects described above can be completed within the total appropriation made by this vote, and (ii) if such allocation occurs after the funds are borrowed, that such allocation shall not result in funds being allocated to a project with a useful life that is shorter than the term for which such funds were borrowed for.

(4) That the Clerk of the School Board and the signers of the Bond are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.
(5) 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.

(6) That the expected useful life of each of the Projects being financed by the Bond is hereby determined to be as follows:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Useful Life (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and Concord High School</td>
<td>30</td>
</tr>
<tr>
<td>Computer Hardware and Software Technology</td>
<td>3</td>
</tr>
<tr>
<td>School Buses</td>
<td>10</td>
</tr>
<tr>
<td>Child Care Building Renovation</td>
<td>30</td>
</tr>
</tbody>
</table>

(7) This vote shall take effect upon its passage.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS Heat Conversion (ADS, CMS, RMS, CHS and CRTC)</td>
<td>$9,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>CRTC Childcare Facility</td>
<td>$1,000,000</td>
<td>20+ Years</td>
</tr>
<tr>
<td>Type A, C &amp; D Buses</td>
<td>$1,000,000</td>
<td>10+ Years</td>
</tr>
<tr>
<td>iPad Replacement and Chromebooks</td>
<td>$1,000,000</td>
<td>5 Years</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$12,000,000</td>
<td></td>
</tr>
</tbody>
</table>

The Board voted 9–0 to approve the borrowing of $12 million in a bond as noted above (moved by Ms. Higgins, seconded by Rusty Cofrin).

Agenda Item 12. Capital Facilities/Instructional Committee

Capital Facilities Committee Rusty Cofrin presented the report of the meeting on December 5, at which the RMS subcommittee’s recommendation of HMFH was supported for the educational specifications/architectural services for the upcoming Rundlett Middle School work.

Update on steam to natural gas heating conversion

Matt Cashman updated the steam to natural gas conversion project. He said that within a few weeks, hot water heaters for all four schools would be secured, to be installed before May 2017. Mr. Cashman noted that the remainder of the project would adhere to the District bid policy: contractors, subcontractors, pieces of equipment. He said he was very comfortable with schedule to bring heat by September 2017.

Mr. Cashman discussed the flooding at CHS, noting that the $1.50 piece which failed was over 20 years old. The drain valve, located in a custodial closet on the west wing of CHS, was in the open position. For over 20 years, 160-degree water was degrading the valve.
Unfortunately, the valve failure was discovered by way of an alarm. Teacher Jim Foley and a student noticed it and notified the maintenance department by phone, which immediately called ServePro. Mr. Cashman noted that a number of custodians at CHS have been working on the flooding and water problem since 2 p.m. Sunday. At 2:30 p.m. today, he met with ServePro and examined the moisture meters. He said the school will re-open tomorrow.

In response to a question from Mr. Fennessy about the amount of water involved, Mr. Cashman said that an inch to an inch and a half of water moved down to the lowest level through the various floors.

Update on Insurance

Mr. Dunn presented an offer by Primex, the District’s municipal insurance carrier, to continue to enroll in its Contribution Assurance Program (CAP), which will guarantee that the rate over the next few years does not increase any more than by a specified percentage; in this case, for property and liability, an increase of no more than 5% per year for the next three years. For Workers’ compensation insurance, there would be no cap in 2017-2018, and then no more than a 6% increase for the following two years.

Mr. Fennessy asked if the District had any property claims. Mr. Dunn responded that the high school flood was the most recent.

Mr. Patterson noted that she believes workers’ compensation rates have recently gone down.

Mr. Fennessy said that a filing was made at the state level for a 9% decrease.

Mr. Dunn said rates may have gone down, but District experience rating is high, which impacts the District’s rates. He said anything above 1 is bad.

Mr. Fennessy commented that anything above 1.2 is very bad.

Mr. Dunn stated the District’s experience level is at 1.37 and that the District is working with the carrier to review the claims.

Mr. Prince noted that the majority of claims are student-induced, including bites, kicks in the shins, etc. and that it is hard to limit that. Staff experience some slips and falls, but the majority of workers’ compensation accidents happen in the school buildings. The rate increase this year was 16%.

The Board voted 9-0 to adopt the following Resolutions, as presented, on December 5, 2016: to enter Primex Workers’ Compensation Contribution Assurance Program (CAP) from July 1, 2018 to June 30, 2019; and: to enter Primex Property & Liability Contribution Assurance Program (CAP). In addition, the Board authorized the Board President, Superintendent and/or designee to sign the resolution and agreement (motioned by Mr. Fennessy, seconded by Ms. Patterson).
Agenda Item 13. Proposed calendar of meetings
Superintendent Forsten discussed the proposed Board committee meetings for December and January.

Agenda Item 14. Public comment
There was no public comment.
Board President Clint Cogswell read the resolution for completion of service for Rusty Cofrin. He was thanked by all members of the Board for his many hours of dedicated service, particularly as chair of the Capital Facilities Committee.

Agenda Item 15. Non-Public Session
Ms. Patterson made a motion to move into non-public session at 9:00 p.m. under RSA 91-A:3 II (a) “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her …”

The Board voted 9-0 by roll call vote to move into non-public session at 8:58 p.m. under RSA 91-A:3 II (a) (motioned by Ms. Patterson, seconded by Mr. Fennessy) to discuss “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her …”

The Board voted to leave non-public session at 9:16 p.m. (moved by Ms. Patterson, seconded by Ms. Higgins).

The Board came out of non-public session and by roll call voted 9-0 to seal the minutes under RSA 91-A:3 II (a) “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her …” (motioned by Ms. Patterson, seconded by Mr. Fennessy).

The Board recessed the non-public session at 9:16 p.m.

Agenda Item 16. Adjournment

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

The Board adjourned at 9:18 p.m.
Respectfully submitted,

Tom Croteau, Secretary