

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 6<sup>th</sup> and 8<sup>th</sup> 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 6<sup>th</sup> 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 9<sup>th</sup> and 10<sup>th</sup> 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 there 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 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"):

| Project Description   | Amount      |
|---|-------------|
| Heat Conversion Projects at Abbot-Downing, Christa McAuliffe, Rundlett Middle School, and Concord High School | \$9,000,000 |
| Computer Hardware and Software Technology   | \$1,000,000 |
| School Buses  | \$1,000,000 |
| Child Care Building Renovation/Replacement/Relocation   | \$1,000,000 |

(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:

| <b>Project Description</b>  | <b>Useful Life (Years)</b> |
|---|----------------------------|
| Heat Conversion Projects at Abbot-Downing,<br>Christa McAuliffe, Rundlett Middle School,<br>and Concord High School | 30                         |
| Computer Hardware and Software Technology   | 3                          |
| School Buses  | 10                         |
| Child Care Building Renovation  | 30                         |

(7) This vote shall take effect upon its passage.

| <i>Description</i>                                  | <i>Amount</i>       | <i>Life Expectancy</i> |
|---|---------------------|------------------------|
| ADS Heat Conversion (ADS, CMS,<br>RMS, CHS and CRTC | \$9,000,000         | 20+ Years              |
| CRTC Childcare Facility                             | \$1,000,000         | 20+ Years              |
| Type A, C & D Buses                                 | \$1,000,000         | 10+ Years              |
| iPad Replacement and Chromebooks                    | \$1,000,000         | 5 Years                |
| <b>TOTAL</b>  | <b>\$12,000,000</b> |                        |

**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*