

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 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 2<sup>nd</sup> 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*