

Concord School District
Board of Education
Regular monthly meeting
December 3, 2018

Board members present: Clint Cogswell, Tom Croteau, Chuck Crush, Nathan Fennessy, Jennifer Patterson, Liza Poinier, Maureen Redmond-Scura, Jim Richards, Pam Wicks; student representatives Helen Massah and Gaven Brown

Administrators: *Superintendent* Terri Forsten, *Assistant Superintendent* Donna Palley, *Business Administrator* Jack Dunn, *Director of Facilities* Matt Cashman, *Director of Human Resources* Larry Prince

Agenda Item 1. Call to Order

Board President Jennifer Patterson called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

Tom Croteau made a motion to approve the amended agenda.

The Board voted 9-0 to approve the amended agenda (motioned by Mr. Croteau, seconded by Chuck Crush).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Approval of Board Minutes

Ms. Patterson requested approval of the minutes of the November 5 Board meeting, the November 26 Special Board meeting and the Canvass of the Vote on November 7.

The Board voted 9–0 to approve the minutes of the November 5 Board meeting, the November 26 Special Board meeting and the Canvass of the Vote on November 7 (moved by Clint Cogswell, seconded by Mr. Croteau).

Agenda Item 5. Recognitions/Reports

Superintendent Forsten provided a report on student assessment, including an explanation of assessment terms, an overview of K-12 assessments, and anticipation of new state, District and school profiles. Student assessment contains broad information

about curriculum and instruction, measures student achievement compared to state and national levels and provides feedback on individual student growth and development.

Relevant assessment terms include: PACE (performance assessment for competency education); PBA (performance-based assessment); SAS (statewide assessment system); SAT (scholastic aptitude test); DLM (dynamic learning maps); ESOL (English for speakers of other languages); ELA (English/language arts).

| Grade | Course/Grade Academic Competency | ELA | MATH | SCIENCE |
|-------|-------------------------------------|------------------------|------------------------|------------------------------------|
| K-2 | <input checked="" type="checkbox"/> | Local PBA | Local PBA | Local PBA |
| 3 | <input checked="" type="checkbox"/> | STATE ASSESSMENT (SAS) | Common PACE PBA | Local PBA |
| 4 | <input checked="" type="checkbox"/> | Common PACE PBA | STATE ASSESSMENT (SAS) | Local PBA |
| 5 | <input checked="" type="checkbox"/> | Common PACE PBA | Common PACE PBA | STATE ASSESSMENT (SAS) (2019 only) |
| 6 | <input checked="" type="checkbox"/> | Common PACE PBA | Common PACE PBA | Local PBA |
| 7 | <input checked="" type="checkbox"/> | Common PACE PBA | Common PACE PBA | Local PBA |
| 8 | <input checked="" type="checkbox"/> | STATE ASSESSMENT (SAS) | STATE ASSESSMENT (SAS) | Common PACE PBA |
| 9 | <input checked="" type="checkbox"/> | Local PBA | Local PBA | Local PBA |
| 10 | <input checked="" type="checkbox"/> | Local PBA | Local PBA | Local PBA |
| 11 | <input checked="" type="checkbox"/> | SAT | SAT | STATE ASSESSMENT (SAS) |
| 12 | <input checked="" type="checkbox"/> | Local PBA | Local PBA | Local PBA |

Superintendent Forsten noted that under PACE, students would be assessed in math in grade 3, in ELA in grade 4, in both Mathematics and ELA in grades 5, 6 and 7, and in science in grade 8.

Using the statewide assessment system, students would be assessed for progress in ELA in grade 3, in math in grade 4, in science in grade 5, in both ELA and math in grade 8, and in science in grade 11.

The anticipated public release of new state, district and school profiles on December 5 will include measures of academic growth, student achievement, school environment and educator experience/certification. This will be in the form of “iPlatform,” a great source for a quick snapshot of a school district. It will include information about individual schools and comparative tools and is driven by 15 identified data elements.

The assessment results calendar indicates data available from NH SAS (as students complete the test); SAT (early May 2019); PACE (late summer 2019); DLM (summer 2019); ESOL (May 2019). NHSAS is a computerized assessment, therefore results are available once students complete the test.

Mr. Crush asked if the criteria for DLM (assessment for students with significant disabilities) are set by the District or state. Donna Palley noted that standards for

“dynamic learning” are created by special education teams for their students. ESOL students take the state-administered ESOL assessment until they test out of it.

Mr. Croteau asked whether each student in a grade have a test more than once in a year; Superintendent Forsten referenced the chart illustrating the testing schedule. Ms. Palley noted that PACE assessments take place at the end of a given unit.

Jim Richards asked, with regard to the PACE assessments, whether receiving data late affects integrating it into the curriculum, given that results are unavailable until late September. Ms. Palley noted that District staff score assessments themselves and have immediate data.

Helen Massah and Gaven Brown reported on events at CHS. On November 9, the junior class hosted an annual volleyball tournament; a total of 9 teams participated. The junior class raised just over \$250. The team “D3 Commits” took home first place, the “M&M” took home best dressed and, lastly, Abby Rochette from the D3 recruits took home the MVP award.

Over the past month, the CHS Envirocorps club has displayed a pile of the school’s garbage in the main courtyard to raise awareness about the amount of waste the school creates.

CRTC completed its 4th Job Interview Training just before Thanksgiving. This 2-day event, in collaboration with the Human Resources Association of Greater Concord, involved all 11 CRTC programs. Teachers worked with students to develop a basic understanding of the process and how to prepare for a job interview. Students then worked with representatives of industries that closely matched their programs, reviewed several “do’s and don’ts” such as eye contact, body language and word choice, then completed mock interviews and preparation of a resume.

The CHS marching band performed in the 67th annual Concord Holiday parade, as well as the Exeter Holiday Parade.

The fourth annual Soups On was in November, where a dozen teachers donated homemade soup; the culinary arts program and local area restaurants also donated soups and other goodies. The CHS art department created and provided ceramic bowls to be purchased and used at this event during parent teacher conferences on November 15 and 19. This event raised approximately \$1,000 for the Capital Region Food Program.

“The Improbable Players,” performers who have recovered from their own hardships and battles with drugs and addiction and are now using theater to raise awareness and help those struggling gather the courage or mindset to get the help they need, will perform at CHS on December 5. All CHS junior health classes will attend. The Improbable Players will also provide a public evening show.

I Applied/I Am College Bound is a national initiative to encourage students to apply to college. This initiative was held over eight days all around New Hampshire; the CHS event was on November 28. Students applied to as many NH colleges as they wished

and were entered into a \$500 raffle. Over 4,000 kids applied to college that day; at CHS 70 seniors applied. All submitted applications were free, saving families money.

Pete Mamos, a CHS alumnus, recently returned to CHS with his 11th memorable hypnosis show. Every year he uses volunteers to demonstrate and entertain through “open- and closed-eye daydreams.” Volunteers danced, sang, and performed other silly actions they wouldn’t normally do. Hosted by the senior class, this event raised just over \$500, which they split with Mr. Mamos to thank him for his time and skill.

Ms. Patterson honored the Board’s three departing members: Clint Cogswell, Maureen Redmond-Scura and Nathan Fennessy. She highlighted their dedicated participation on various Board committees and District initiatives over a number of years.

Agenda Item 6. Personnel

Mr. Prince presented one coach nomination.

Hayden Daly, Indoor Track Head Coach, Concord High School, \$4,009, Step 3, Group 6, 9.5%. This is in addition to Hayden’s existing 50% Indoor Track position, replacing Tristan Black-Ingersoll’s 50%.

The Board voted 9–0 to approve the new coaching nomination as presented (moved by Jim Richards, seconded by Nathan Fennessy).

Mr. Prince presented one application for the Veterans’ Salary Scale.

The Board voted 9–0 to approve the revised Veterans’ Salary Scale list as presented (moved by Mr. Croteau, seconded by Chuck Crush).

Agenda Item 9. Communications & Policy Committee

Committee Chair Nathan Fennessy reported on the meeting of November 7, at which a number of policies were recommended to the Board for a first reading. No action was required on this set of policies.

Policy #511 Non-Resident Student Admission. The committee added a portion of the NHSBA sample policy and made several additional minor changes.

Policy #511.1 Elementary Enrollment Areas. Minor changes were made to this policy.

Policy #512 Entrance Age. The committee added a legal reference.

Policy #513.3 Tuition Students. The committee recommended deletion of this policy.

Policy #513.4 Vocational Educational Programs. The committee simply added a review date and made no other changes.

Policy #514 Attendance, Absenteeism and Truancy. The committee added text from the NHSBA sample policy’s “Intervention Process to Address Truancy” section, and legal references.

Policy #514.1 Dismissal, Student Request. The committee decided to adopt the NHSBA sample policy. After deletion of the current policy 515, this policy will be renamed Policy 515 Student Early Release Precautions. Maureen asked if parents of elementary students are required to come into the school to dismiss their children; this is current practice. Mr. Crush asked if this policy refers only to students signing themselves out for a significant portion of the day.

Policy #515 Post-Graduate Students. The committee recommended deletion of this policy.

Policy #516 Guidelines for Foreign Exchange. The committee decided to retain the current policy, with the addition of one sentence from the NHSBA related to an NHIAA eligibility requirement. Clint Cogswell asked if foreign students can play sports. Maureen said they must attend school as part of a NHIAA-accredited program, not as individuals. Superintendent Forsten said because CSD is a member of NHIAA, the District must abide by its policies and procedures or put at risk all the District's participation in NHIAA athletic programs. Tom Sica commented that any student coming into high school is also subject to NHIAA rules regarding number of years in a program (maximum of 4 years).

Policy #641 Class Size Guidelines. The committee added the legal reference to the current policy and recommended it to the full Board with no further changes.

Policy #818 Website Accessibility and Grievance – new. The committee recommended this policy to the full Board for a first reading, as it reflects legal requirements of the ADA and other state and federal laws to cover website accessibility, and a grievance process for individuals with disabilities or who are members of other protected classes.

In response to a question from Jim Richards whether the policy was generated based on NHSBA advice, Mr. Fennessy said that it was based on NHSBA Policy KEE.

Second Reading/Vote

Policy #133 Minutes. With the 2018 passage of House Bill 1347, the first and seconds of all motions must be recorded, as well as several other minor requirements. The first paragraph of the policy was replaced by two paragraphs of the NHSBA sample policy.

Policy #160 Non-Discrimination. The committee added the prohibition on discrimination in employment practices based on gender identity as required by the 2018 passage of HB1319 (codified at RSA 354-A:6, and 354-A:7). The phrase “gender identity” was added to the opening sentence of the policy.

Policy #247 Data Governance and Security – new. This new policy reflects, in part, the requirements of RSA 189:66, V (NH Laws 2018 Chapter 252 (HB 1612), requiring NHDOE to establish minimum standards for privacy and security. The committee recommended this policy, with annotations, to the full Board.

Policy #249 Data/Records Retention. This is also related to the security program at the high school.

Policy #413 Drug-Free Workplace & Drug-Free Schools. The committee spent considerable time discussing and revising this policy.

Policy #463 Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse) – new. This sample policy fulfills the requirements of §8546(a) Every Student Succeeds Act (“ESSA”), which re-authorized and amended the Elementary and Secondary Education Act (“ESEA”). It is intended to decrease the risk that persons who have engaged in sexual misconduct while employed at one school could obtain employment at another school without the second school ever learning of the prior misconduct. The law does not prohibit transmission of administrative or personnel files, but school employees, agents, etc. are prohibited from taking any other action to assist the employee in obtaining new employment. Mr. Fennessy noted that administrators would need to be trained in several points of law, such as “probable cause.” He said the policy would place an affirmative duty on the District to not only make reports but also check with law enforcement whether a matter has been resolved, and to follow up with other school districts. He commented that implementation is key to this policy, and that, if state law did not require it, it is unlikely the Board would adopt it.

Mr. Crush asked whether, given the number of administrative implications, there is an accompanying operational plan for staff, vendors, contractors, etc., and for the effective date. Superintendent Forsten replied that, once approved, policies go into immediate effect. She will work with the Human Resources department and with contractors to make sure the District is in compliance.

Ms. Patterson noted that this will be a challenging policy, as it places an obligation on the District depending whether there is “probable cause” that requires such a response, the “need to know” status of any particular matter, and who it would apply to.

Mr. Fennessy suggested that the biggest challenge will be the ongoing obligation to monitor court cases; school districts are not placed well to do this.

Policy #753 Tobacco Use on School Premises. The revised policy would include definitions and prohibitions relative to e-cigarettes and liquid nicotine and improve readability. The committee recommended to the full Board several revisions with partial text of the NHSBA sample policy.

The Board voted 9-0 to adopt revisions to Policy #133 Minutes, Policy #160/412/571/631 Non-Discrimination, Policy #247 Data Governance and Security, Policy #249 Data/Records Retention, Policy #413 Drug-Free Workplace & Drug-Free Schools, Policy #463 Employment References and Verification (prohibiting aiding and abetting of sexual abuse) and Policy #753 Tobacco Use on School Premises (moved by Mr. Fennessy, seconded by Ms. Redmond-Scura).

Agenda Item 7. Capital Facilities Committee

Committee Chair Jim Richards reported on the meeting of November 14, noting that the agenda was primarily to receive and discuss an update on the installation of the new CHS security system, which is about 50% complete.

Interior and exterior cameras are currently being installed; ultimately there will be 192 cameras at Concord High School. The exterior cameras cover the entire outside grounds of CHS; given number of hallways, stairwells and doors, this is a reasonable number. The exterior cameras reach only to the end of the school grounds, but not beyond.

The District will retain data for 30 days before taping over the video. The Communications and Policy Committee had created a policy regarding the recorded data earlier in 2018 – Policies 247 and 249 – to handle this and other data.

There are 57 exterior doors at CHS; many will be replaced. It was noted that no doors would be bricked over as these are the number of exterior doors needed for all occupants to safely exit the building in an emergency. As part of the security grant, some ADA access doors and buttons will be installed at CHS; there will be electronic key access for several doorways.

Mr. Cogswell said he heard that students think the cameras are being put in place because the administration does not trust the students. Gaven commented that most students seem to be ignoring them or think it's a joke. He noted that students seem to feel safer or more protected with this; cameras would provide proof that a particular student was not involved in a given incident. Helen asked if students would in the future be required to swipe into school. Mr. Cashman noted that there is a plan for staff to have swipe cards.

In response to a question from Mr. Crush whether the system is being coordinated with the Concord Police Department, Mr. Cashman indicated that this was the case.

The administration has submitted another application for the Public-School Infrastructure grant for increased safety and security at other District schools.

The District created a District-wide Safety Committee this fall, which will review the recommendations from the Governor's School Safety Preparedness Task Force.

Several staff have visited Winthrop Middle/High School and Dover High School's new facility to tour their cafeterias, learning commons, and outdoor courtyards. Mr. Richards suggested arranging several field trips in spring 2019 to tour additional facilities around New Hampshire. Mr. Fennessy recommended to other Board members that they take the opportunity to tour these facilities.

Ms. Patterson noted there was an additional, non-public, Communications committee meeting on November 27 on a personnel matter.

Agenda Item 8. Negotiations Committee

Committee Chair Nathan Fennessy reported on the meeting of November 19, noting that the District had come to a tentative agreement with the CEA, whose membership voted to ratify the contract, which then came back to the Board for a final vote on November 26. He provided several highlights of the new contract.

| | |
|----------------------------------|--|
| Three Year Contract | Contract will be in force September 1, 2018 to August 30, 2021 |
| Health Contributions (Part I) | Simply changed the dates noted for the medical plan years. |
| “Cadillac Tax” (Part II) | Removed the year reference to Cadillac Tax |
| Change of Carrier | Removed reference to BC/BS POS Plan |
| TB Testing | Removed reference to TB testing as it is no longer required |
| Co-Curricular Committee | Proposal for a committee to evaluate Appendix D, which outlines the amount of the stipends for coaching, performing arts and other co-curricular stipends |
| Co-Curricular Base Pay | Agreed to a modified base for co-curricular stipends |
| Declination Payment Distribution | Timeline change for declination payments related to medical benefits |
| Salary – Nurses | Modified the Nurses’ salary schedule |
| Salary – Teachers | Modified the Teachers’ salary schedule |
| Sick Day Accrual | Offered first-year teachers 20 sick days as the year begins |
| Co-Curricular, Elementary | Increase elementary afterschool stipends from \$20,000 to \$30,000 |
| Appendix K: Renew | Renew the sidebar related to Teacher Evaluation processes to finalize the mini-observation and teacher rubric processes |
| Two Spring 2019 Events | Single-year agreement, CEA members will participate in two spring events to engage parents, students and the community in the schools for a total of 5 hours |

Agenda Item 10. City and Community Relations

Committee Chair Clint Cogswell reported on the meeting of November 28, at which the committee discussed progress on the District brochure. The Committee reviewed several pages including Board Committees, food service, transportation, technology, facilities, CRTC, and special services. Members provided helpful comments and suggestions

about these draft pages; the focus is to provide information that would be helpful to the targeted audience, includes photos, is not too detailed and is visually appealing.

Mr. Cogswell reported on the meeting with City representatives on November 30, at which the committee discussed the District brochure, the demographics study, a school facilities update, Memorial Field, the zoning study, public/private construction projects/permits, Continuing Education/Communications/Community Center, and road construction near schools. Minutes of this meeting will be in the next Board book.

Mr. Fennessy commented that the Capital Facilities Committee should give a great deal of thought next year to District needs in terms of field space; the City is moving to a multipurpose field off Exit 13, rather than Memorial Field. He suggested the District should develop a plan regarding factors including cost, agreements with neighbors, days of use, weather conditions affecting days of use, cost of transportation to new field, and others. Mr. Croteau noted several positives of having a turf vs. a grass field, having learned that colleges may take a different look at high school seniors who play on a grass vs. turf field. The City said if the main field were moved, it could be run many hours of the day and into the night without lights being an issue with neighbors. Ms. Redmond Scura noted that the condition of the bleachers, and disuse of the baseball field bleachers, has been a consideration for the City, with the possibility of creating movable bleachers, although at a considerable cost.

Agenda Item 12. Proposed calendar of meetings

Superintendent Forsten presented the Board calendars for December and January.

Agenda Item 13. Public comment

There was no public comment.

Mr. Croteau expressed his appreciation for the service, friendship, fellowship and wisdom of Clint, Nathan and Maureen, and noted that it will be difficult to have them leave the Board.

Agenda Item 14. Adjournment

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

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Maureen Redmond Scura, *Secretary*

Linden Jackett, *Recorder*