

Concord School District
Board of Education
Regular monthly meeting
June 3, 2019

Board members present: Tom Croteau, Chuck Crush, Barb Higgins, Nancy Kane, Jennifer Patterson, Liza Poinier, Jim Richards, Danielle Smith, Pam Wicks; student representative Helen Massah

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

Agenda Item 2. Approval of Agenda

Chuck Crush suggested amending the agenda to include a report of the Negotiations Committee and a vote on the Transportation collective bargaining agreement. This item will become Agenda Item 10.

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

Agenda Item 3. Retirees

The Superintendent and Assistant Superintendent recognized retiring staff.

Paul Bourassa began as a classroom teacher at Walker School in 1998, later working at Kimball and Christa McAuliffe Schools. He earned his bachelor's degree from the University of Massachusetts (UMass) in Amherst, Massachusetts, his master's degree from Notre Dame College in Manchester, and retired with 21 years of service.

Sophia Ellis started working at Beaver Meadow School in 1988 as a classroom teacher, and has also worked at Conant, Rumford, and Abbot-Downing Schools. She earned her bachelor's degree from the University of South Carolina in Columbia, South Carolina and her master's degree from Notre Dame College. She retired with 29 years of service.

Patricia Fahey was hired in 1994 as a classroom teacher at BMS, and has worked there her entire 25 years with the District. She earned both her bachelor's and master's degrees from Notre Dame College.

Raymond Ferreira began working as a custodian at BMS in 1993. He retired in January 2019 with 25 years of service.

Susan Gamache was hired in 1994 as a social studies teacher at Rundlett Middle School. She earned her bachelor's degree from St. Anselm's College, her master's degree from Notre Dame College, and retired with 25 years of service.

Kevin Greene began his career as a music teacher at RMS in 2000 and has taught there his entire 19 years with the District. Kevin earned his bachelor's degree from Plymouth State College and his master's degree from the University of Hartford in West Hartford, Connecticut.

Joan Griffin worked at Kimball School from 1990-1992 as an instructional assistant, left for a time, then returned to Kimball in 1993. She worked at Kimball/Walker Schools, Broken Ground and Concord High Schools. She retired with 28 years of service.

Jon Hall was hired in 2008 as a custodian at Kimball School. He completed his employment with the District at CMS and retired with 11 years of service.

John Hatab started teaching in 1997 as an art teacher at BMS. He earned his bachelor's degree from the University of Hartford and his master's degree from Plymouth State College, and retired with 22 years of service.

Bonnie Larochelle began teaching at Dame School in 1996. Throughout her 25 years of teaching, she has worked at Dewey, Kimball, Walker and CMS. Bonnie earned her bachelor's degree from UNH and her master's degree from Notre Dame College.

Marjorie Mead started working as an instructional assistant at CHS in 2000 and in 2001, was hired as a special education teacher. She earned her bachelor's degree from the University of Denver in Denver, Colorado, her master's degree from UNH, and retired with 18 years of service.

LuAnn Pigeon began working as the Project SEE assistant in 1994, eventually heading the program in 2001. She earned her bachelor's degree from UMass Boston. LuAnn retired with 25 years of service.

Norma Robinson started in 1984 as an occupational therapist for the District. She earned her bachelor's degree from UNH. Norma retired with 35 years of service.

Nancy Siff began working as a tutor in 1991. In 1993, she became a classroom teacher at Dame, then at RMS in 1997. In 2000, Nancy became a District reading specialist, also working at Dame and Mill Brook Schools. She earned her bachelor's degree from Plymouth State College and her master's degree from UNH. Nancy retired with 28 years of service.

Susan Stockley started working as a tutor in 1998 at Rumford School. She completed her employment with the District at ADS and retired with 21 years of service.

Kathleen Sullivan was hired in 1994 as a reading tutor at Conant School and in 1995 became a classroom teacher. Kathleen also taught at Rumford and Abbot-Downing

Schools. She earned her bachelor's degree from Notre Dame College and her master's degree from Lesley University. Kathleen retired with 25 years of service.

Monica Unger worked for one year as a 3-R teacher at RMS in 1982, then returned to the District as a Job Developer at CHS in 1997. In 2016, Monica was hired to run the Project Search program. She earned her bachelor's degree from Fitchburg State College in Fitchburg, MA. Monica retired with 24 years of service.

Cynthia Ward started in 2002 as a bus driver, retiring after 17 years with the District.

Agenda Item 4. Public Comment – agenda items only

There was no public comment.

Agenda Item 5. Approval of Board Minutes

Ms. Patterson asked for a motion to approve the draft minutes of the regular Board meeting on May 6.

The Board voted 9-0 to approve the minutes of the regular Board meeting on May 6 (moved by Mr. Crush, seconded by Barb Higgins).

Agenda Item 6. Recognitions

Student Board representative Helen Massah thanked the Board for the opportunity to report events at CHS every month and thanked Principal Sica for choosing her for this position. Concord High students took time from May 5 to 11 to recognize the staff at the school for all their hard work for students and their families. The administration also hosted a breakfast for staff members during this week to further show our gratitude for their efforts. The high school observed Peace Officer Memorial Week on May 15. Officer Hassapes traveled to Washington, D.C. to participate in the national Parade. The most recent blood drive, hosted by Mrs. Bean's LNA class on May 8, was a big success, involving 37 donors. The 8th grade transition night was held on May 14 for incoming freshmen and their families, who were invited to CHS to learn about the many clubs and answer their questions about the transition process. NH Scholars, a program that encourages students to take more rigorous course loads, made its awards to senior student participants on May 21. These students will have a special sticker on their diplomas, denoting their achievement. The CRTC program held its graduation ceremony on May 29 with 246 graduates, the biggest class of students so far. Four senior students reflected on their two-year programs. The Junior National Honor Society, assisted by the Red Arrow Diner, hosted a senior breakfast last week to congratulate the class, at which 74 of the senior NHS members were given their tassels. On May 31 the *Be the Change Club* hosted its 8th annual International Night highlighting CHS' diversity. This year's theme was "coming together." The hosts were students Hamza Abdulrahman and Ennoson Yen,

one from Sudan and the other from South Sudan. Rwandan and Congolese students, as well as Indian and Pakistani students, were represented. On May 11, *Be the Change* hosted its 8th annual Youth Leadership Summit. The keynote speaker was Anthony Valentine. Through Ms. DiPasquale's involvement on the NH Charitable Foundation Board, fellow Board member (and former School Board member) Bill Glahn and his wife Hansi made a donation to continue both the International Night and the Youth Leadership Summit.

Superintendent Forsten noted that the 2019-2020 school year calendar contained an error, and suggested modifying it to change the dates of the parent-teacher conferences from November 14 and 18, 2019 to November 21 and 25, 2019.

Mr. Crush asked whether parents are asked for input on the school year calendar. Superintendent Forsten noted that there is no formal process including parents, but that over time feedback is received. Ms. Patterson noted that the calendar development typically comes before the Instructional Committee in the fall before the next year. Mr. Richards noted that parents are welcome to speak at that Committee meeting. Feedback from the CEA is part of the calendar development process.

The Board voted 9-0 to modify the 2019-2020 school year calendar as presented (moved by Ms. Higgins, seconded by Mr. Croteau).

Superintendent Forsten referenced several recent non-public Board meetings and "non-meetings" related to the recent arrest of a District teacher. She recommended that, in the wake of these events, the Board move forward to review, revise and adopt several policies, as well as review student, parent and staff handbooks to ensure that specific and consistent standards are in place across the District. Professional development for all employees and instructional programs for all students relative to the areas listed below will be developed and provided. The focus of this work will be to "promote and support a safe environment for all;" more specifically, the work will include the following:

Policies, handbooks, training

- Guiding all staff (administrators, teachers, educational assistants, administrative assistants, custodians, bus drivers)
- Guiding all students (preschool through grade 12)
- Focus on promoting and supporting a safe environment for all

Policies: review, revise, adopt

- Employee-Student Relations (NHSBA)
- Staff Concerns and Complaints (NHSBA)
- Reporting Child Abuse or Neglect (NHSBA)
- Child Abuse and Neglect (CSD)
- Staff Ethics (NHSBA)
- Staff Conduct (NHSBA)
- Professional Expectations (CSD)
- Employee-Student Relations (NHSBA)
- Student Conduct (NHSBA)

- Pupil Safety and Violence Prevention – Bullying (NHSBA)
- Student Safety and Violence Prevention - Bullying (CSD)
- Bullying, Cyberbullying, Harassment, Retaliation incident *report form* (CSD)
- Sexual Harassment and Sexual Violence, *report form* (NHSBA)
- Reporting Child Abuse or Neglect (NHSBA)
- Child Abuse and Neglect (CSD)
- Relations with Police Authorities (CSD)
- MOU for Administering Safe School Zones (NHSBA)
- Public Complaints about school personnel, employees, students or administration (NHSBA)
- Communication of Concerns to School Officials (CSD)

Standards for handbooks

- District elements to student and parent handbooks
- District elements to staff handbooks
- Update relevant District policies
- Processes and procedures related to policies

Professional Development

- Title IX discrimination: laws, policies, procedures
- Harassment: laws, policies, procedures
- Child abuse and neglect: laws, policies, procedures
- “If you see something, say something”

Instructional development

- Title IX discrimination: laws, policies, procedures
- Harassment: laws, policies, procedures
- Child abuse and neglect: laws, policies, procedures
- “If you see something, say something”

Superintendent Forsten presented background information on the federal civil rights law Title IX Discrimination, passed in 1972, which: protects people from gender-based discrimination in schools; protects people from gender-based discrimination in workplace; and includes being free from sexual harassment and sexual violence. The District is subject to this law’s provisions based on the statement “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Mr. Richards asked about the timeline for this work. Superintendent Forsten said that developing and reviewing the policies will take some time but will begin in the summer and across several Communications & Policy Committee meetings. Mr. Croteau suggested prioritizing policies that need to be in place before the start of the school year. Mr. Crush asked how the District will partner with the Concord Police Department and the NH Department of Education. Superintendent Forsten noted that a meeting will be set up with NHDoe and that CPD Chief Osgood and she will meet over the summer. Mr.

Crush said that the Board needs to work to make sure these policies are what are needed and that, without professional development the policies will not have meaning or impact. He encouraged community members to attend the Committee meetings.

It was also noted that agendas must be available in advance for all committees.

Agenda Item 7. Personnel

Mr. Prince presented one current and several new teacher confirmations for 2019-2020:

EXISTING

Heidi Vibert, Special Education Teacher, Abbot-Downing School, \$53,540, M-3, one year only. Heidi is currently a 50% Special Education Teacher. Heidi has been employed with Concord School District since 2018. Heidi replaces Laura-Beth Ulwick (M+30-14 = \$86,572) – LOA from CEA to accept CAA position one-year-only. Budgeted at \$86,572

NEW

Diana Liz, Special Education Teacher, Concord High School, \$83,926, M-14. Diana replaces Howie Leung (M+30-14 = \$86,572). Budgeted at \$86,572

Andrea McMillan, ELL Teacher, Concord High School, \$35,282, 80% of B-1, one year only. Andrea replaces Karrie Hanson (20% M-2 = \$10,205) – transfer, Natasha Berlin (20% M+30-14 = \$17,314) – LOA and Jane Newton (40% M-14 = \$33,570) – LOA. Budgeted at \$61,089

Kathleen Barnfield, Special Education/3R Teacher, Beaver Meadow School, \$63,683, M-7. This is a new position. Budgeted at \$86,572

Lily Blau, Classroom Teacher, Beaver Meadow School, \$44,102, B-1. Lily replaces Jennifer Follansbee (M-5 = \$58,612) – resignation. Budgeted at \$58,612

Hannah Linqata, Preschool Teacher, Beaver Meadow School, \$31,753, 72% of B-1. Hannah replaces Tracey Huppe (long-term sub). Budgeted at \$42,201

Emily Grohs, Classroom Teacher, Christa McAuliffe School, \$51,026, M-2. This is a new position. Budgeted at \$53,540

The Board voted 9-0 to approve the confirmations as presented (moved by Mr. Crush, seconded by Mr. Croteau).

Zachary Procek, Spring Track Coach, Concord High School, \$4,070, 0Step 3, Group 6, 9.5%. Zachary replaces Tristan Black-Ingersoll

The Board voted 9-0 to approve the confirmations as presented (moved by Mr. Croteau, seconded by Mr. Richards).

Larry Prince – interviewed a CHS Assistant Principal candidate and will bring the confirmation forward in July. Mr. Croteau was on the search committee and said they were all happy with the finalists and the final candidate.

The Board voted 9-0 to approve the roster of returning fall coaches as presented (moved by Nancy Kane, seconded by Ms. Higgins).

Agenda Item 8. Security Grant Update

Jack Dunn presented a chart indicating the number of cameras installed and doors electrified and replaced at the high school and the elementary schools, as well as cost accounting charts.

Summary

School	Cameras	Doors
CMS	12	N/A
ADS	18	N/A
MBS	16	N/A
BGS	16	7
BMS	19	7
CHS	192	59

DESCRIPTION	BMS	BGS	ADS	CMS	MBS	TOTALS
PROJECT BUDGET (APPLIED)	\$153,670.00	\$152,680.00	\$92,730.00	\$99,000.00	\$115,000.00	\$613,080.00
UP TO AWARD (80%) (max \$100,000)	\$100,000.00	\$100,000.00	\$74,184.00	\$79,200.00	\$92,400.00	\$445,784.00
TOTAL EXPENSES	\$120,197.67	\$118,414.96	\$88,029.78	\$89,771.70	\$107,148.11	\$523,562.22
80% REIMBURSEMENT	\$96,158.14	\$94,731.97	\$70,423.82	\$71,817.36	\$85,718.49	\$418,849.78
STATE FUNDS AVAILABLE	\$3,841.86	\$5,268.03	\$3,760.18	\$7,382.64	\$6,681.51	\$26,934.22

Applied: November 26, 2018; awarded: January 14, 2019; extension granted: March 27, 2019

High School Projects

Access Control and Inclusion	
Project Budget	\$589,089
Total Award (80%)	\$471,271
Total Expenses	\$589,089
80% reimbursement	\$471,271
Available balance	\$0

Video Surveillance	
Project Budget	\$354,632
Total Award (80%)	\$283,706
Total Expenses	\$382,567
80% reimbursement	\$283,706
Available balance	\$ (27,935)

Applied: November 1, 2017; awarded: February 9, 2018; extension granted: March 27, 2019

Mr. Crush asked what doors, security and camera work the District has planned at RMS and suggested getting a quote for the same work as at CHS. Mr. Dunn noted that no money was budgeted for security work at RMS, primarily as it is anticipated that the building will be completely renovated or built new within the next few years, but that there is security on all its doors right now, and the building has alarms. He stated that if the District applies for and accepts security grant money from the state, it is bound to pay it back even if the District does not keep the middle school building. In response to a comment from Mr. Richards that any HD cameras could be removed and re-used in a new or renovated building, Mr. Dunn noted that the District would not be likely to re-use those cameras.

Agenda Item 9. City & Community Relations

Ms. Poinier reported that the Committee met on May 15 to meet Stefanie Breton, the City's new Public Information Officer, and to discuss the District's website and the draft brochure. The web page has improved over the past couple of years; Committee members discussed what they liked and how they could support staff. They will discuss the brochure at a summer meeting.

Agenda Item 10. Negotiations

Chuck Crush reported that the Negotiations Committee met earlier on June 3 and recommended approval of a collective bargaining agreement from July 1, 2019 to June 30, 2022 with the Transportation group. He noted that Jack Dunn, Terry Crotty and Larry Prince worked toward this agreement. Robert Crosby, Jennifer Carrier, David Hathaway, Kim White represented the union. Highlights of this agreement include:

Salary:		New Money:
Year 1 (2019-2020):	2%	\$ 46,900.88
Year 2 (2020-2021):	2%	\$ 37,833.08
Year 3 (2021-2022):	2%	\$ 39,287.58
	Total:	\$124,021.55

Added one step to the top of the wage scale.

Health Insurance:

Employer/Employee contribution rates to remain at current levels for all 3 years of this agreement:

Employer: 90%	Employee: 10%
<i>Those hired on or after July 1, 2013:</i>	
Employer: 85%	Employee: 15%

Longevity:	Current Levels:	New Levels:
10-14 years of service	\$900	\$1,000
15-19 years of service	\$950	\$1,150

20+ years of service \$1,150 \$1,500

Benefits-Eligibility:

- Current: must work 30 hours per week. Determination if formula-driven based on an average of 6 hours worked per school day in advance of eligibility.
- New: must have a morning and afternoon route assigned. This is a new pilot program. The District reserves the right to revisit/renegotiate this provision at any time during this 3-year agreement, which will sunset at the end of this agreement in June 2022.

Life Insurance Eligibility:

Current: 30 hours per week New: 20 hours per week

Trip Meal Stipend:

- Current: Driver gets a \$10 meal stipend for a seasonal athletic trip that lasts 5 hours or more. Drivers can earn up to two stipends per trip, dependent on duration of trip
- New: Driver gets a \$15 meal stipend for a seasonal athletic trip that lasts 5 hours or more, however, they can only earn one stipend per trip.

Service Fee (Fair Share): remove all language as it relates to the payroll deduction of the service fee or fair share

Add to Recognitions/Definitions:

Trainer/Instructor position Unassigned Bus Drivers

Remove: Language as it relates to mid-day kindergarten trips (no longer applicable)
 Language as it relates to spare bus drivers (no longer applicable)

Bulletin Board Postings:

The District agrees to designate a specific area for union-related postings. If the union posts a notice outside of this designated area, it shall be signed by a union official.

Longevity Payments:

- Current: Will be paid in whole in the first pay period in December
- New: Will be paid within the next two pay periods following the employee's anniversary date of hire.

Bereavement – definition of immediate family:

The District agrees to ensure bereavement leave for “any child of whom the employee has legal custody.”

The Board voted 9-0 to approve the 3-year contract with the Transportation employees (moved by Mr. Crush, seconded by Ms. Kane).

Agenda Item 11. Communications & Policy

Ms. Patterson noted that the Committee met on May 22 including, again, a perspective on information that cannot be shared with the public or even among Board members. The Committee started a good initial review of relevant policies and their implementation.

Policies #541.3 Driving and Parking (change of title to Student Motor Vehicle Use); #551 Season Ticket Rates (change of title to Admission for Sporting Events); and #561/673 Sargent Memorial Essay Contest were also presented for a second reading and vote.

The Board voted 9-0 to revise the above policies as presented (moved by Ms. Patterson, seconded by Mr. Croteau).

Ms. Patterson noted that the committee had discussed a new, required policy on administration of federal grant funds based on recent regulations created at the federal level, which replaced the previous annual statement about distribution of funds and the District's adherence to the entitlement regulations of federal grants. The District had received notice from its auditors that these policies were not in place; the Board has until June to have these policies adopted. The committee discussed and recommended ten shorter policies in place of the one large, unwieldy draft provided by the auditors. These include Policy #390 Administration of Federal Grants Funds; Policy #391 Determination of Allowable Costs; Policy #392 Cash Management and Fund Control; Policy #393 Procurement; Policy #394 Procurement – Provisions Pertinent to Food Service Program; Policy #395 Conflict of Interest and Mandatory Disclosures; Policy #396 Inventory Management – Equipment and Supplies Purchased with Federal Funds; Policy #397 Travel Reimbursement – Federal Funds; Policy #398 Grant Budget Accountability and Reconciliation; Policy #399 Time-Effort Reporting / Oversight.

Ms. Patterson noted that, as the Board must have these policies in place in June, that she would entertain a motion to waive the first reading of each of these policies, based on two other Board policies.

The Board voted 9-0 to suspend Policy #141 Policy Development and Revision as it pertains to first and second readings, under Policy #143 Suspension of Policies Regarding Internal Board Operations, to waive the first and second readings of new policies #390-399 (moved by Ms. Patterson, seconded by Mr. Crush).

Ms. Patterson made a motion to adopt the new policies as described above.

The Board voted 9-0 to adopt new policies Policy #390 Administration of Federal Grants Funds; Policy #391 Determination of Allowable Costs; Policy #392 Cash Management and Fund Control; Policy #393 Procurement; Policy #394 Procurement – Provisions Pertinent to Food Service Program; Policy #395 Conflict of Interest and Mandatory Disclosures; Policy #396 Inventory Management – Equipment and Supplies Purchased with Federal Funds; Policy #397 Travel Reimbursement – Federal Funds; Policy #398 Grant Budget Accountability and Reconciliation; Policy #399 Time-Effort Reporting / Oversight, as presented (moved by Ms. Higgins, seconded by Ms. Kane).

Agenda Item 12. Proposed calendar of meetings

Superintendent Forsten presented draft Board calendars for June and July, highlighting Commencement on Saturday, June 15. She said the Communications & Policy Committee meeting on June 10 will be the start of the Board's discussion of safety policies.

Agenda Item 13. Public comment

Concord resident Paula Czech-Lesmerises, a retired nurse and survivor of child sexual assault, said she spends her time in retirement time advocating for the protection of children. She has developed a pamphlet about "red flags" for sexual predators, a copy of which she left with the Board. She noted that every NH citizen is a mandated reporter of child abuse or neglect. She suggested that one's own "gut reaction" is the best gauge of trouble in a child's life, and to "err on the side of the child."

Concord resident Tina Smith noted that she was also a survivor and advocate, and that both she and Ms. Czech Lesmerises volunteer for the NHCADSV. She had been furious when she read in the paper how the investigation into the arrested teacher was handled and said she was happier hearing how the District intended to move forward.

Concord Resident Dellie Champagne, who works at the Children's Behavioral Health Collaborative, thanked the Board for its work related to the teacher arrest and allegations. She said she attended the meeting to hear the plan moving forward and felt thankful and relieved about the Board's plan. She suggested the possibility of an independent, anonymous and dedicated hotline number for students and families.

Concord resident Robin Bach appealed to the Board to allow her daughter to graduate with her class; she has completed requirements for graduation except for one gym credit due to illness. Ms. Patterson noted that she had received an email from Ms. Bach; Superintendent Forsten said that she would reach out to this parent to discuss her situation.

Agenda Item 14. Adjournment

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

The Board adjourned at 9:15 p.m.

Respectfully submitted,

Jim Richards, *Secretary*
Linden Jackett, *Recorder*