

Concord School District
Board of Education
August 7, 2017

Board members present: Clint Cogswell, Alana Kimball, Maureen Redmond-Scura, Jennifer Patterson, Nathan Fennessy

Board member absent: Tom Croteau, Barb Higgins, Jim Richards, Pam Wicks

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

Agenda Item 1. Call to Order

Board President Clint Cogswell 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 Maureen Redmond-Scura, seconded by Jennifer Patterson).

Agenda Item 3. Public Comment– agenda items only

There was no public comment.

Agenda Item 4. Approval of Board Minutes

Ms. Patterson reviewed the minutes of the regular monthly meeting on July 10.

The Board voted 5-0 to approve the minutes of the regular monthly meeting on July 10 (moved by Ms. Redmond-Scura, seconded by Ms. Patterson).

Agenda Item 5. Personnel

Larry Prince presented several teacher confirmations.

Gabriel Cohen, Performing Arts Coordinator, Concord High School, \$16,133, 20% at M-14, one year only. Gabe replaces James Foley (20% at B-13 = \$14,636) – resignation. Budgeted at \$14,636

A. Brin Cowette, Music Teacher, Concord High School, \$20,624, 40% at B-5, 20% one year only. This is in addition to Brin's 60% music teacher position. Brin replaces Gabe Cohen (20% at M-14 = \$16,133) – LOA and James Foley (20% at B-13 = \$14,636) – resignation. Budgeted at \$30,769

Elizabeth Leone, ELL Teacher, Rundlett Middle School, \$21,812, B-1, 1st semester only. Elizabeth replaces Anne Mills (96 days at M-6 = \$30,537) prorated 96 days - LOA. Budgeted at \$30,537

Ann Rines, Mathematics/Literary Specialist, Rundlett Middle School, \$40,333, 50% at M-14. Budgeted at \$40,333

Lynda Masaites, Special Education Teacher, Abbot-Downing School, \$44,075, B-2. Lynda replaces Sandra Metevier (M-14 = \$80,665) – resignation. Budgeted at \$80,665

Robert Fogg III, Music Teacher, Beaver Meadow School and Christa McAuliffe School, \$53,140, 90% at B-8, 50% one year only. Robert replaces Maria Isaak (40% at M+30-10 = \$28,274) – resignation; and Philip Klose (50% at B-13 = \$36,591) – LOA to Stagecraft. Budgeted at \$64,865

Nicole Neal, Speech-Language Pathologist, Broken Ground School, \$80,665, M-14. Nicole replaces Alina Jackman (M-5 = \$55,718) – resignation. Budgeted at \$55,718

Kayla Chase, Physical Education Teacher, Broken Ground School and Mill Brook School, \$41,580, B-1. Kayla replaces Patrick Casey (M-8 = \$63,202) – transfer to Abbot-Downing School. Budgeted at \$63,202

Brian Collopy, Special Education Teacher, Abbot-Downing School, \$53,223, M-4, one year only. Brian replaces James Clute (M-14 = \$80,665) – LOA to fill 50% special education teacher position. Budgeted at \$80,665

Alexandra Sargent, Kindergarten Teacher, Abbot-Downing School, \$22,038, 50% at B-2. Alex replaces Emily Davis (50% at B-2 = \$22,038) – resignation. Budgeted at \$22,038

The Board voted 5-0 to confirm the teacher hires as presented (moved by Ms. Redmond-Scura, seconded by Nathan Fennessy).

Larry Prince presented one coach confirmation.

Molly McGilvray, Girls' Field Hockey B1 Coach, Rundlett Middle School, \$2,079, Step 1, Group 11, 5.0%. Molly replaces Tonya Pursell

The Board voted 5-0 to confirm the coach hire as presented (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

Larry Prince presented two leaves of absence: a professional leave request from Gabe Cohen, and a medical leave for a physical education teacher at Beaver Meadow School.

The Board voted 5-0 to confirm the leave of absence requests as presented (moved by Ms. Redmond-Scura, seconded by Alana Kimball.).

Agenda Item 6. Communications and Policy

Ms. Patterson presented the report of the Committee meeting on July 12.

Policy #261 Agreements between the State of New Hampshire and/or the City of Concord and Concord School District was left unchanged; the date of review was added.

The following policies were presented to the Board for a first reading: Policy #300 – Fiscal Management Plan; Policy #301 – Fraud Prevention; Policy #320 – Purchasing Procedure; Policy #322 – Bidding; Policy #322.1/874 – Cooperative Bids; Policy #350 – Fixed Assets – Inventories; Policy #390 – Investments.

The following policies were considered for deletion: Policy #323 – Purchasing of Goods for Non-District Usage; Policy #372 – Home Use of District Computers.

Mr. Fennessy expressed concern about the change to the word “shall” in in the penultimate paragraph of Policy #301 Fraud Prevention. Ms. Patterson noted that the sentence referred to “seeking” to recover funds (making the effort), as would be the case in any instance. Board members suggested changing the word “shall” back to “may.”

Regarding Policy #322.1/874 Cooperative Bids, Mr. Fennessy asked Superintendent Forsten whether other districts purchase cooperatively; she indicated that this is common among smaller districts.

Ms. Patterson asked whether Policy #390 Investments is needed, and whether most of its clauses might be covered under the Charter. Business Administrator Jack Dunn indicated that District Treasurer Kass Ardinger also expressed several concerns with language in the policy. The District will also solicit input from the auditors. The policy will go back to the Communications Committee for further work.

Agenda Item 7. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board committee meetings for August and September, noting in particular the September 27 Capital Facilities Committee meeting to be held at RMS, at which HMFH will make its presentation of the RMS Facility Study. The Board determined an alternate date for the School Board candidates' information session, on September 13.

Agenda Item 8. Other

2017-2018 school lunch prices

Food Services Director Donna Reynolds noted for the Board that Concord School District participates in the National School Lunch Program (NSLP). Regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food

service account for meals served to students not eligible for free or reduced-price meals, so the free- and reduced-price funds are not supporting the paid meal costs. There are two ways to meet this requirement: either through the prices charged for “paid” meals or through other non-Federal sources provided to the nonprofit school food service account. Source: NH Department of Education – Bureau of Child Nutrition Services

Annually, the program publishes a Paid Lunch Equity Tool (PLE) that requires the District to enter its October (paid) meal counts to determine if the District is providing sufficient funds. Based on October 2016 numbers, the PLE has determined that the District must either increase prices (Board Policy #361) or increase the funding to the food service program from the general fund. The administration recommended maintaining current elementary level lunch prices at \$2.50 per meal, and mitigating the need to increase meal prices by using non-federal sources. Based on corrected information, the General Fund, Adult Meal Sales, Catering, etc. (non-federal sources) would need to contribute \$16,747.50 or less to the Food Service Fund.

Ms. Reynolds noted that raising meal prices would have a detrimental effect on the overall program. An increased amount of catering by the Food Service Department, or other non-federal funds, could mitigate the required \$16,747.50 shortfall. Mr. Fennessy noted that the Food Service program is always running at a deficit, and asked whether there are other actions the Board could take to solve this problem. Mr. Dunn noted that, for example, while the coffee bar at CHS is popular, its concurrent effect of the increased purchase of a la carte items add to the imbalance (only full meals are reimbursable) that must be addressed according to federal regulations. Ms. Reynolds noted that the challenge is to increase the purchase of reimbursable meals at the high school. The federal regulations are set up such that not addressing this issue would result in an audit finding.

The Board voted 5-0 to accept the administration’s recommendation to maintain the current price of elementary school lunches, to contribute at most \$16,747.50 in non-federal funds to the Food Service department, subject to further discussion at a future joint meeting of the Finance and Communications & Policy Committee (motioned by Ms. Patterson, seconded by Mr. Fennessy).

Community Education

Superintendent Forsten discussed the draft Memo of Understanding with ConcordTV to handle the management of Community Education until and if the City of Concord assumes responsibility for the program in January, 2018. The initial term of the agreement with ConcordTV is July 24, 2017 through December 31, 2017, and will be terminated automatically. In this agreement, ConcordTV would provide on-site and telephone coverage for the District’s Community Education Program for the fall semester, including registration for classes, onsite access to designated classrooms,

processing tuition payments and instructor timesheets, and providing instructors with materials and equipment.

The Board voted 5-0 to approve the Memo of Understanding between the District and ConcordTV subject to the addition of the full name and legal status of Concord Television (motioned by Ms. Patterson, seconded by Mr. Fennessy).

Agenda Item 9. Public comment

There was no public comment.

Agenda Item 10. Adjournment

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

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

Clint Cogswell, *President*