CONCORD
SCHOOL DISTRICT

Board of Education Minutes – July 6, 2026

In Attendance: Pamela Walsh - President, Cara Meeker - Vice President, Liz Boucher – Secretary, Jess Campbell, Alex Dubois, Barb Higgins, Madeleine Mineau, and Sarah Sadowski

Absent: Brenda Hastings

Administration: Timothy Herbert – Superintendent, Matt Cashman, Kris Gallo, Kaily Roukey, Bridget Edinger

Call to Order

Ms. Walsh called the meeting to order at 6:00 p.m. Ms. Boucher conducted roll call attendance.

Approval of Agenda

The Board voted via voice vote 8-0 to approve the agenda. (Moved by Ms. Boucher, 2nd by Ms. Higgins).

Consent Agenda

a.) Instructional Committee (May 13)
b.) Regular Monthly Meeting (June 1)
c.) Building Committee (June 4)
d.) Special Board Meeting (June 8)
e.) Communication & Policy (June 10)
f.) Executive Committee (June 22)
g.) Finance Committee (June 22)
h.) Instructional Committee (June 29)
i.) Joint Capital Facilities & Sustainability (July 1)

Motion to approve the Consent Agenda (Moved by Ms. Higgins, 2nd by Ms. Mineau).

Motion to remove Items A & G from the Consent Agenda to amend the Instructional Committee meeting minutes of May 13th to add the time the meeting adjourned and amend the Finance Committee meeting minutes of June 22nd to add the times when entered non-public, returned from non-public and time adjourned. (Moved by Ms. Boucher, Ms. Sadowski)

Voice vote in the affirmative, 8-0, to remove items A&G from the Consent Agenda for amendments.

Motion to amend the Instructional Committee meeting minutes of May 13th to reflect that Ms. Sadowski did not call meeting to order but rather requested to participate remotely (Moved by Ms. Sadowski, 2nd by Ms. Boucher)

Voice vote in the affirmative, 8-0, to amend the Instructional committee meeting minutes of May 13th.

The Board voted 8-0, via voice vote, to approve the consent agenda as amended.

Recognitions/Reports

Superintendent Herbert reintroduced new administrators, Kaely Roukey - Director of Student Services, and Kris Gallo - Assistant Superintendent of Curriculum, Instruction and Assessment.

End of year highlights: Superintendent Herbert reported that Concord High School's graduation ceremony was held at NHTI, with 355 graduates recognized, including 305 students receiving a high school diploma and 50 students receiving a Concord School District diploma. He also noted the successful completion of the Rundlett Middle School commencement ceremony and 8th-grade dance. Mill Brook School celebrated its end-of-year Field Day sharing that Concord Fire Department was there for the children to explore the trucks. MBS also concluded the Cliff Grant initiative, through which each student received two books—one to keep and one to share with another reader.

Legislative Update: Superintendent Herbert provided an update on several education-related bills. HB 656 addresses transparency in grant budgeting and reporting. HB 1467 establishes the New Hampshire Seal of Civic Excellence and Engagement; Concord High School plans to present information on the requirements students must meet to earn the designation. HB 564 relates to school administrative budgets and includes a requirement for districts to disclose the 10 highest salaries within the district.

Charter Amendment process: Superintendent Herbert reviewed the Charter amendment process.

Communications & Policy

Policy 901, Whistleblowers Protection (2nd read)
Policy 542, Acceptable Technology Use-Students (2nd read)
Policy 542.1, Use of Artificial Intelligence (2nd read)
Policy 432/537, Reporting of Child Abuse and Neglect (1st read)

Facilities Update

Mr. Cashman reviewed upcoming summer projects. The CRTC welding program is progressing, and Commons B at CHS is expanding with three additional rooms. Renovation work has been completed on the BMS sidewalk, and CMS sidewalk improvements have begun, including added drainage. At Broken Ground School, electrical upgrades for third-grade classrooms are being completed, marking the final phase of the building's electrical modernization. A permanent special education classroom is also being added to replace an accordion-style partition. Custodial teams are conducting deep cleaning across all buildings.

Middle School Project Update

Mr. Cashman reported that site preparation continues with all loam removed and structural fill fully installed. Settlement monitoring devices show no settlement to date, and the monitoring will continue. Installation of rammed aggregate piers is expected to begin within the next two to three weeks, pending engineering analysis. Geothermal work will begin late July into early August, with 84 wells planned at approximately 800 feet deep. Mr. Cashman reviewed the construction work hours as allowed by the ordinance. Long-range schedule expectations include foundation work in late summer/early fall and structural steel-installation projected for January 2027.

Site Activity & Public Communication: Gravel trucking for the school footprint is largely complete. Drone footage showing current site progress is available on the district website.

A job-site sign with a QR code is being created to provide direct access to project updates. Additionally, a weekly three-week look ahead schedule will be posted every Thursday following the owner-architect-contractor meeting. These updates will be available online and physically posted at two locations: Cypress Street and Conant Drive. Community members may also sign up for middle school updates at sau8.org

Joint sustainability and Capital: The committee received a presentation from Beacon Integrated Solutions on rooftop solar versus rooftop solar with carport canopies for the new middle school. The district's goal remains a net-zero building. Current designs include solar canopies in the south parking lot, but additional arrays in the north lot would be required to meet net-zero targets. A simulation video demonstrated what expanded canopies could look like. The committee requested additional information from the district and contractors by the July 13 meeting.

Memorial Field Update

The Superintendent met with city representatives to discuss ongoing planning for Memorial field. Bleacher removal is scheduled, and long-term filed design options (primarily Plan A and Plan D) continue to be evaluated. Civil engineering constraints limit how much designs can shift without requiring further reviews. The track location remains a major discussion point. Both parties currently favor keeping the track in its existing location to avoid extended downtime and disruption to soft ball and baseball fields. A temporary resurfacing option is being explored, though contractors noted it would not resolve underlying structural issues. Additional cost estimates are forthcoming.

Special Board Meeting

Public hearings on July 13 will address two proposals:

1. Sale of the current district office building.
2. Sale of district-owned land near Broken Ground School.

The board will not vote on these items at the July meeting. Following the required waiting period, votes may occur at the August board meeting. The anticipated ballot submission deadline is September 14. The board intends to submit materials immediately following the August vote.

Finance

Ms. Campbell reported that the committee reviewed the FY25 audit, which again showed no material deficiencies of weakness. Year-end fund balance projections were discussed, including confirmation that the final SchoolCare payment will not carry over into the next fiscal year. Early planning for the

FY28 budget has begun, with interest in a joint session explaining how city and school budgets interact. The committee also revisited lunch debt procedures and requested a proposal allowing families to donate unused lunch balances.

The board discussed a motion to authorize $372.000 from the Facilities and Renovations Trust fund to reimburse the purchase of 20 Conant Drive, currently used as the middle school construction office. Using trust funds rather than bond funds preserves the district's ability to resell the property.

Public Comment

Stephen Michlovitz urged the board to move forward with the sale of the current district office building, noting its prime location and readiness for redevelopment. He asked the board to delay any vote on selling the Broken Ground parcel for at least one year, allowing community members time to organize efforts to preserve the land in its natural state for educational and recreational use.

Don Brueggemann reiterated community concerns regarding the proposed middle school bus route along Noyes and Cypress Streets. He stated that moving buses off campus does not automatically make the route safer, citing narrow roadways, limited sidewalks, poor visibility, and heavy pedestrian traffic as ongoing safety concerns. He urged the Board to revisit the traffic plan, consider alternative options, and engage the community in further discussion before construction limits future changes, emphasizing the need to address safety concerns proactively.

Mila Paul first clarified a misspelling of her name in prior records. She then spoke about the Curtisville Road forest parcel and asked the board to delay the sale until after November to avoid voter confusion and allow time for conservation efforts.

Elizabeth Tardugno, a Mill Brook parent, requested delaying the sale of the Curtisville Road parcel. She highlighted the educational value of the land for students, noting its use for walk-a-thons, science lessons, and outdoor learning. She stated that unlike buildings, the parcel does not impose financial burdens and that selling it would be a loss to both students and the broader community. She noted growing community momentum to preserve the land.

Laurie Rardin, a long-time Concord resident, spoke in support of preserving the Curtisville Road parcel and asked the board to delay the decision to allow time for community members to pursue appropriate steps to protect the land.

Personnel

Superintendent Herbert brought forward several teacher confirmations.

The board voted 8-0, via voice vote, to approve the teacher confirmations as presented for the 2026-2027 school year (Moved by Ms. Higgins, 2nd by Ms. Meeker).

Board members questioned the appointment of a one-year-only teacher position at Abbot-Downing School to fill a resignation vacancy. Superintendent Herbert stated that he would look into the matter and provide additional information.

Superintendent Herbert presented a list of 2026 Fall Coaches for confirmation.

The board voted 8-0, via voice vote, to approve the fall coaches as presented (Moved by Ms. Higgins, 2nd by Ms. Mineau).

Votes

Motion: The Concord School Board authorize the use of $372,000 from the Facilities & Renovations Trust Fund for the purchase of the property located at 20 Conant Drive, to be used as the Middle School Construction Project Office in support of the Middle School Construction Project.

Vote passed, by roll call, 8-0:

Ms. Campbell - yes
Mr. Dubois – yes
Ms. Higgins – yes
Ms. Meeker – yes
Ms. Mineau – yes
Ms. Sadowski – yes
Ms. Walsh – yes
Ms. Boucher – yes
Ms. Hastings- Absent

The board voted 8-0, via voice vote, to approve Policy 901 on 2nd reading (Moved by Ms. Meeker, 2nd by Ms. Sadowski).

The board voted 8-0, via voice vote, to approve Policy 542 on 2nd reading (Moved by Ms. Meeker, 2nd by Ms. Boucher).

The board voted 8-0, via voice vote, to approve Policy 542.1 on 2nd reading (Moved by Ms. Meeker, 2nd by Ms. Boucher).

Other Business

Superintendent Herbert presented a monthly enrollment report stating that summer months are currently in flux.

Ms. Sadowski noted ongoing concerns about traffic impacts on Noyes and Cypress Streets, referencing testimony from both June 8 and the current meeting. She emphasized the need to improve communication and trust with neighborhood residents. She suggested adding an agenda item next month to consider forming an ad hoc listening committee, where residents could meet informally with the traffic engineer and a school board representative to discuss constraints, ask questions, and explore possible adjustments. She proposed holding such meetings in the neighborhood rather than at the district office to strengthen community engagement. The Chair advised her to submit the request to the Executive Committee for placement of a future agenda, and Ms. Sadowski agreed to do so.

Ms. Boucher reminded the Board that the study of best practices for community communication and engagement was already referred last month to the City and Community Committee. The City and Community Committee did not meet last month and was not scheduled to meet in July. Ms. Boucher noted that the request above regarding a listening committee is a matter of the City and Community Committee chaired by Ms. Higgins. The City and Community Committee then set a date to meet in July.

Proposed Calendars of Meetings

7/13 Special Board Meeting Public Hearing 6:00pm
7/15 City & Community 5:30pm
7/20 Executive Committee 5:00pm
7/20 Board of Education Retreat 5:30pm
7/22 Instructional Committee and Communication & Policy 5:30pm
8/3 Board of Education Meeting 6:00pm
8/5 Admin Retreat
8/6 Admin Retreat
8/6 Building Committee 5:30pm
8/10 Communication & Policy 5:30pm
8/12 Finance Committee 5:00pm
8/12 Instructional Committee 5:30pm
8/17 Executive Committee 5:00pm
8/17 City & Community 5:30pm
8/19 Negotiations 5:00pm
8/19 Capital Facilities 5:30pm
8/27 Opening Day Ceremony 8:00am
8/27 Professional Day
8/28 Professional Day
8/31 First Day of School

Non-Public Session

RSA 91-A:3II I, RSA 91-A:3, Section II a, RSA 91-A:3, Section II d, RSA 193:3, II(a), RSA 193:31, RSA 91-A-2, RSA 91-A:3, Section II (i)

The board voted unanimously via roll call vote 8-0, to enter into non-public under RSA 91:3, Section II (c) & (e) (Moved by Ms. Boucher at 6:59 pm, 2nd by Ms. Sadowski).
Ms. Campbell - yes
Mr. Dubois – yes
Ms. Higgins – yes
Ms. Meeker – yes
Ms. Mineau – yes
Ms. Sadowski – yes
Ms. Walsh – yes
Ms. Boucher – yes
Ms. Hastings- Absent

Motion to come out of non-public session
Time: 7:09 pm
Made by Ms. Boucher; 2nd by Ms. Sadowski
Motion passed 8-0, via voice vote, in the affirmative to exit non-public session

Motion to seal the minutes of the non-public session
Made by Ms. Boucher; 2nd by Ms. Meeker
Roll call vote 8-0 in the affirmative to seal the minutes of the non-public session

Ms. Campbell - yes
Mr. Dubois – yes
Ms. Higgins – yes
Ms. Meeker – yes
Ms. Mineau – yes
Ms. Sadowski – yes
Ms. Walsh – yes
Ms. Boucher - yes
Ms. Hastings- Absent

Adjournment

Motion to Adjourn
Time: 7:09 pm
Made by Ms. Higgins; 2nd by Ms. Meeker
Voice vote in the affirmative 8-0 to adjourn the meeting

Respectfully submitted, Sarah LeMay
and Liz Boucher, Secretary