

**MILFORD SCHOOL BOARD  
AGENDA  
Tuesday September 8, 2009  
7:00 PM Milford High School – Lecture Hall Room # 182 (formerly room # 4)**

1. Call to Order
2. Board Member Comments
3. Public Comments
4. Reports and Presentations
  - a. Superintendent's Report
    1. NEASC Report MHS EXHIBIT
    2. 2009 -2010 Report of the Schools EXHIBIT
  - b. Monthly Reports MHS Renovations
  - c. Annual Report from Director of Buildings and Grounds
5. New Business
  - a. BOS Downtown Parking Request EXHIBIT
  - b. Budget Process Guidelines and Parameters EXHIBIT
6. Old Business
7. Housekeeping Items
  - a. Nominations
  - b. Approval of Minutes 8/17/09
  - c. Approval of Manifests  
Vouchers # 3,4,1004,1005,1012,1013,1014,1015,1016,1017,1018,1019  
1020,1021,1022,1023,1024,1025,1026,1027,1028,1029,1030
  - d. Approval of May 2009 Treasurer's Report
  - e. Approval of June 2009 Treasurer's Report
  - f. Approval of July 2009 Treasurer's Report
  - g. Approval of Fiscal Year July 1, 2008 to June 30, 2009 Treasurer's Report
8. Public Comment
9. Non Public Session RSA 91-A :3II (c)(d)
  - a. Collective Bargaining
  - b. Sale or Lease of Property
  - c. Superintendent's Evaluation
10. Adjournment

RECEIVED

AUG 10 2009

Milford School District  
SAU 40



Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.  
COMMISSION ON PUBLIC SECONDARY SCHOOLS

**Interim Director**

JANET D. ALLISON  
direct line (781) 541-5418  
jallison@neasc.org

**Associate Director**

CHARLES J. MC CARTHY, JR.  
direct line (781) 541-5417  
cmccarthy@neasc.org

**Associate Director**

ANN L. ASHWORTH  
direct line (781) 541-5441  
aashworth@neasc.org

**Associate Director**

GEORGE H. EDWARDS  
direct line (781) 541-5435  
gedwards@neasc.org

**Executive Assistant to the Director**

DONNA M. SPENCER-WILSON  
direct line (781) 541-5419  
dswilson@neasc.org

August 6, 2009

Bradford W. Craven  
Principal  
Milford High School  
100 West Street  
Milford, NH 03055

Dear Dr. Craven:

The Commission on Public Secondary Schools, at its June 23-24, 2009 meeting, voted to accept the Five-Year Progress Report of Milford High School and to continue the school's accreditation.

The Commission was pleased to learn of the following:

- the collection and reporting of school-wide achievement of all the expectations in the mission
- the implementation of new strategies to ensure that all students engage in inquiry, problem solving, higher order thinking and application of knowledge and skills
- the revision of the curriculum to ensure that inquiry is encouraged
- the development of essential questions for each unit of study
- the common assessments that have been created for use in all levels of classes and are designed to challenge every student, regardless of ability
- the use of differentiated instruction to challenge students
- the linking of incoming freshmen to faculty member to ensure that students have personalized relationships with an adult from the school community
- the increased use of technology in instruction, including computer-based learning and the creation of blogs and online classrooms
- the revision of the district's master plan for professional development which emphasizes collaboration, differentiation, and integration
- the documentation of implementation and benefits of the new professional development plan to increase accountability
- the numerous examples of district sponsored professional development
- the use of online technology to report detailed student achievement of the academic expectation to students and their families
- the completed renovation of the athletic complex, including a new track, storage shed, and grandstands

Bradford W. Craven  
August 6, 2009  
Page Two

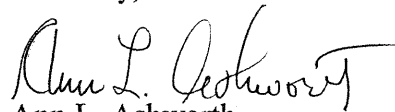
- the significant renovation of classrooms throughout the school as well as the auditorium, library, and parking lot
- the use of descriptive indicators to expound on the expectations of a knowledgeable person and complex thinker
- the intense focus on high expectations for all students
- the increased access to technology and adequate supply of textbooks and other curricular materials
- the strong leadership and creation of a professional culture for the school
- the work accomplished to ensure special education students are equitably supported
- the development of an effective program of community relations
- the development and implementation of a detailed maintenance plan

The Commission, however, expressed concern at the school's rejection of the recommendation related to Indicator 9 in the Standard on Leadership and Organization, which requires that a member school have a "formal, on-going program" designed to ensure that each student has an adult member within the school community in addition to a guidance counselor who knows him or her well and can assist the student in achieving the expectations in its mission. While the Commission understands and appreciates the efforts of adults to create a school climate which emphasizes natural and strong adult connections with students, the Commission expects that a school of nearly 900 students will demonstrate reasonable progress in addressing this indicator. Accordingly, school officials are asked to submit a Special Progress Report, due April 1, 2010, which provides detailed progress on addressing the following recommendation:

- develop and initiate the implementation of a formal, on-going program which provides each student in the school with one adult, in addition to a guidance counselor, who personalizes the student's learning and assists the student in achieving the school-wide learning expectations

The school's accreditation status will be reviewed when the Commission considers the Special Progress Report. Consistent with the Commission's follow-up procedures, the Special Progress Report should include an electronic signature of the principal and chair of the Follow-Up Committee and be sent electronically to the Commission office at the following address: [cpssreports@neasc.org](mailto:cpssreports@neasc.org).

Sincerely,

  
Ann L. Ashworth

ALA/rt

cc: Robert Suprenant, Superintendent, SAU #40  
Peter Bragdon, Chairperson, Milford School Board  
Victor D. Mercurio, Chair, Commission on Public Secondary Schools

## **Programs and Services**

### Bus Transportation

All students in grades 1 through 5 are provided bus transportation to and from school. Students in grades 6 through 12 who live at least one and one half (1.5) miles from school are provided bus transportation to and from school.

### School Lunch Program

All schools provide a nutritionally balanced breakfast and lunch each school day. Lunch consists of a varied menu with milk and dessert. Free and reduced lunches are available for eligible applicants. Elementary Schools - breakfast \$1.25, lunch \$2.25. Middle School - breakfast \$1.50, lunch \$2.75. High School - breakfast \$1.75, lunch \$3.00.

### After School Programs (privately operated)

At the Elementary Schools, after school programming is available through private organizations.

The Middle School Enrichment/After-School Program provides interesting and fun after-school, school vacation and summer options for students. The parent-initiated program is supported by student fees, grants and fundraising activities.

### Gifted and Talented Education

At the Elementary and Middle Schools the gifted and talented program provides direct services to students with exceptional strengths and talents. Students in grades 3-8 are referred to this program by the classroom teacher based on student performance, work habits, social readiness, as well as testing done by the Gifted and Talented teacher. Challenging and enriching activities are provided for the students accepted into this program.

### Guidance Services

At the Elementary and Middle Schools guidance services are provided by guidance counselors as well as a psychologist. This staff does individual and group counseling, parent counseling, classroom lessons, student testing, as well as providing for outside counseling referrals when necessary.

MHS Student Services offers a comprehensive guidance and counseling program. Besides the counselors, staff includes a psychologist, a social worker, and a career counselor. Also available is a resource and career center for students and alumni.

### Special Education Programs and Services

Special Education services are provided to students between the ages of 3 and 21 through the process of evaluation and identification. Milford School District provides a comprehensive range of specialized instruction based upon the unique needs of identified children. Specialized instruction includes, but is not limited to, general remediation and/or specialized programs at each level within the District.

### Summer School

Summer school provides the opportunity for students to receive remediation and support to strengthen skills and prepare for a successful ensuing year. Summer School programs provide support for elementary, middle and high school students. MHS offers credit completion programs in Math, English, Science, and Social Studies.

### Title 1 Programming

Under the Elementary and Secondary Education Act of 1965 (ESEA), the federal government provides to local school districts funding designed to help children meet the state proficiencies. This funding is known as Title 1. Specifically, the purpose of Title 1 is twofold: (1) to provide children with supplemental support through enriched and accelerated school programs; and (2) to provide instructional personnel in participating schools with opportunities for professional development.

### Title 1 Summer Skills Reading and Math Program

This three-week summer program is offered to identified Title 1 students in grades K-5. This program is designed to reinforce reading and math skills taught during the school year and to continue remediation. Each student's areas of need in both reading and math are targeted and instruction is matched to meet these needs.

### Destination Imagination

Students of the Milford School District can participate on Destination Imagination (D.I.) Teams at elementary, middle, and high school levels led by parent and teacher volunteers. In D.I., participants work together to create unique solutions to team challenges through their uses of creativity, teamwork, and problem solving. More information can be found at [www.nh-di.org](http://www.nh-di.org).

### Information Literacy

Students at all schools have access to current media and print resources and technology applications. A comprehensive information literacy/technology literacy curriculum guides integrated instruction throughout the grades.

### Driver's Education

The Milford School District provides a fee-based driver education program to students who meet age eligibility requirements. Classes are offered on a year round basis. Students receive both classroom and on-the-road training to prepare for the NH State Driver Examination.

## **Programs and Services continued**

### Applied Technology Center

Career & Technical Education offers a variety of one or two credit programs in semester or full year sequences preparing students to continue their course of study at 2 or 4-year colleges, learn and apply technical and academic related skills that will enable them to succeed at advanced levels of training and/or education and acquire entry-level skills for employment upon graduation.

Programs available to all sending schools (Souhegan, Hollis/Brookline, Wilton/Lyndeborough) are:

Accounting ~ Biotechnology \* ~ Construction Technology ~ Business Technology ~ Computer Science & Technology ~ Culinary Arts ~ Graphic Arts ~ Marketing ~ Precision Machining ~ Project Lead the Way ~ Pre-Engineering\* ~ TV Production I, II.  
\* College Credit available

### MHS Athletics

Fall: Football, Volleyball, Soccer, Cross-Country, Golf, Cheerleading, Field Hockey.

Winter: Basketball, Indoor Track, Wrestling, Cheerleading.

Spring: Baseball, Softball, Tennis, Track, Lacrosse.

### MMS Co-Curricular Activities

As part of the total education program, MMS offers a number of after-school activities and clubs which encourage the development of cooperation, interdependence, confidence, and pride. Activities include Drama, Student Council, Math Team, Art Club, Yearbook, School Newspaper, Mock Trial, Computer Team and Kaley Speaking/Kaley Writing.

### MHS Co-Curricular Activities

MHS offers a wealth of co-curriculars for enrichment, leadership and service, and academic challenge. The latter include award winning Art, Mock Trial, Math, Music, Computer, We the People, History Day Teams, Skills USA and Science and Engineering Expo competitors.

Other co-curriculars include French and Spanish, Marketing, Business, History, Bible, and Environment clubs; along with Radio Broadcasting, Theater, Music and Arts festivals, S.A.D.D., National Honor Society and Student Council.

## **Professional Development Goals & Priorities**

### Milford Elementary School - Jacques

- To develop an effective Kindergarten program that supports the learning of all Kindergarten students.
- To continue to improve reading instruction for all students through RtI practices and programs.

### Milford Elementary School - Heron Pond

- To continue to improve reading and math instruction for all students by expanding RtI practices and programs to all grades.
- To implement effective Science and Social Studies units and core assessments.
- To expand personalization efforts through the use of Performance Pathways and student goal setting protocols.

### Milford Middle School

- To expand personalization efforts through the use of Performance Pathways, student goal setting practices and ePortfolios.
- To improve reading and math instruction for all students by introducing RtI practices and programs.
- To continue to improve curriculum and instruction in reading and writing across all content areas.

### Milford High School

- To expand personalization efforts through the use of Performance Pathways and other softwares.
- To continue to improve reading and math instruction for all students by expanding RtI practices and programs.
- To continue to improve curriculum and instruction by developing a system that includes curriculum maps and guides, core assessments and shared teacher resources.

## **SCHOOLS**

	<u>Principal</u>	<u>Asst. Principal</u>
<b>Jacques Memorial</b> <b>9 Elm Street</b> <b>673-4434</b> <b>Gr. PK-K-R-1: 365 students</b>	John Foss jfoss@sau40.com	
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<b>Heron Pond Elementary</b> <b>80 Heron Pond Road</b> <b>673-1811</b> <b>Gr. 2-5: 819 students</b>	Peter Bonaccorsi pbonaccorsi@sau40.com	Janice Coburn jcoburn@sau40.com
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<b>Milford Middle School</b> <b>33 Osgood Road</b> <b>673-5221</b> <b>Gr. 6-8: 678 students</b>	Anthony DeMarco ademarco@sau40.com	Colleen Hackett chackett@sau40.com
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<b>Milford High School</b> <b>100 West Street</b> <b>673-4201</b> <b>Gr. 9-12: 912 students</b>	Bradford Craven Ph.D. bcraven@sau40.com	Diane Doran ddoran@sau40.com  Stephen Claire sclaire@sau40.com

## **Accreditation Status**

- ⇒ The Jacques Elementary School is an approved elementary school by the NH Department of Education.
- ⇒ The Heron Pond Elementary School is an approved elementary school by the NH Department of Education.
- ⇒ The Milford Middle School is an approved middle school by the NH Department of Education. Additionally, the school is a member of the New England League of Middle Schools.
- ⇒ The Milford High School and Applied Technology Center is an approved high school by the NH Department of Education. The High School is also accredited by the New England Association of Schools and Colleges.

### **Notice of Nondiscrimination**

The Milford School District does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:  
Jennifer Burk  
Human Resources Coordinator  
100 West Street  
Milford, New Hampshire 03055  
(603) 673-2202

# MILFORD SCHOOL DISTRICT

# Report of the Schools

### **Milford School Board**

Peter Bragdon, Chairperson	(2012)	673-6730
<a href="mailto:PeterBragdon@myfairpoint.net">PeterBragdon@myfairpoint.net</a>		
Paul Dargie, Vice-Chairperson	(2011)	672-5336
<a href="mailto:PaulDargie@aol.com">PaulDargie@aol.com</a>		
Bertram Becker	(2010)	673-9011
<a href="mailto:Jayoliver2@myfairpoint.net">Jayoliver2@myfairpoint.net</a>		
Len Mannino	(2010)	732-3481
<a href="mailto:Mannino8@comcast.net">Mannino8@comcast.net</a>		
Robert Willette	(2011)	673-1465
<a href="mailto:Bandwillette@comcast.net">Bandwillette@comcast.net</a>		

The School Board generally meets on the first and third Mondays of the month in the Milford High School Lecture Hall, Room #182 at 7:00 P.M.

## 2009 - 2010

**Central Office Administration**

Superintendent of Schools	Robert A. Suprenant <a href="mailto:rsuprenant@sau40.com">rsuprenant@sau40.com</a>	673-2202
Assistant Supt. Of Schools	Laurel K. Johnson <a href="mailto:ljohnson@sau40.com">ljohnson@sau40.com</a>	673-2202
Business Administrator	Katherine E. L. Chambers <a href="mailto:kchambers@sau40.com">kchambers@sau40.com</a>	673-2202

**District Wide Services**

Director of Special Services	Johanna Johnson <a href="mailto:jjohnson@sau40.com">jjohnson@sau40.com</a>	673-6709
Director of Buildings & Grounds	William Cooper <a href="mailto:wcooper@sau40.com">wcooper@sau40.com</a>	673-2202
Director of Computer Technology	Scott Field <a href="mailto:sfield@sau40.com">sfield@sau40.com</a>	673-2202

**Communications Connection**

The School Board, administration, and teaching staff recognize that parents and community are important partners in educating children. Building a strong relationship between home, school, and community is critical to a quality education. As such, it is an ongoing School Board goal to build understanding through effective internal and external communications systems.

As a parent or resident, when you need specific information, it is important to begin at the appropriate level. As a parent, for instance, when questions arise about classroom activities, the first place to start is with the teacher. The following chain outlines the protocol for school information:

- \*Teacher or counselor
- \*Principal
- \*Director of Special Education (when appropriate)
- \*Superintendent of Schools
- \*School Board

The School Board and administration make efforts to inform parents and citizens about school events. Generally, the School Board meets on the first and third Mondays of each month at 7:00 PM in the lecture hall, room #182 in the high school. There is always an opportunity for the public to address the School Board at these meetings. Please check the District's website or contact the Superintendent's Office for a detailed schedule of meetings.

Information about the Milford School District can also be found at [www.milfordschools.net](http://www.milfordschools.net). Additionally, school information frequently appears in The Cabinet, and The Granite Town Quarterly. School Board meetings can be seen on Community Access Channel 21.

**Staff**

**Professional Staff**

Central Office Administration	3
Administration	15
Teachers & Specialists	225

**Support Staff**

Secretarial & Central Office Support	34
Buildings & Grounds Staff	25
Special Education Associates	83
Other Support Staff	23
Food Service	23

Total Full Time 385  
Total Part Time 46

Total Personnel (Full Time & Part Time) 431

**Parent/Teacher Group Representatives 2009-2010**

Heron Pond Elementary & Jacques Memorial PTO	Tricia Shea <a href="mailto:lilmollyshea@aol.com">lilmollyshea@aol.com</a>
Middle School PTO	Becci Young <a href="mailto:youngbec1@comcast.net">youngbec1@comcast.net</a>
High School Football Boosters	Rita Siegel <a href="mailto:rsiegel@ems.com">rsiegel@ems.com</a>
High School Music Boosters	John Millhouse <a href="mailto:millhouse@me.com">millhouse@me.com</a>

**Did You Know ?...**

- ◆ 2004 Milford High School graduate Jeff Mack was named the Union Leader's 2009 Male Athlete of the Year for his achievements as a running back for the Plymouth State University football team.
- ◆ The Milford Middle School Destination Imagination team won their state competition and placed 20<sup>th</sup> in the world competition in Tennessee.
- ◆ Milford High School Band Director Brad Smith served as a guest conductor of the Boston Pops at their Christmas Concert in Manchester.
- ◆ The Milford High School Girls' Indoor Track Team is the reigning New Hampshire Class I Champion.
- ◆ Assistant Superintendent Laurie Johnson has been elected to Leadership New Hampshire, a cohort group of emerging New Hampshire leaders.
- ◆ 2009 Milford High School graduate Kyle Jackson earned a full scholarship, valued at \$150,000, from the United States Marine Corp.
- ◆ Milford High School's We the People team won the state competition for the seventh time in the last twelve years and placed 28<sup>th</sup> in the national competition.
- ◆ 2006 Milford High School graduate Kristen Bokhan won Clark University's prestigious Astolfi Memorial Award for combined academic and co-curricular success.
- ◆ 2009 Milford High School graduates will attend, among other schools, Harvard, Holy Cross, Villanova, Worcester Polytechnic Institute, and the Rochester Institute of Technology.

**Teacher Educational Experience and Attainment**

Years of Experience	Bachelor's Degree	Bachelor's Degree +15 Credits	Bachelor's Degree +30 Credits	Master's Degree	Master's Degree +15 Credits	Master's Degree +30 Credits	Total
0-5	18	3	4	19	1	1	46
6-10	9	4	6	14	6	6	45
11-13	6	1	2	11	5	6	31
14+	17	6	11	30	15	24	103
<b>Total</b>	<b>50 (22%)</b>	<b>14 (6%)</b>	<b>23 (10%)</b>	<b>74 (33%)</b>	<b>27 (12%)</b>	<b>37 (17%)</b>	<b>225 (100%)</b>

97% of Milford School District teachers meet the HQT (highly qualified teacher) requirements as defined by the State of New Hampshire.

**Students**

	1st day	1st day
<b>Enrollments</b>	<u>2008</u>	<u>2009</u>
Elementary Jacques (R-1)	222	201
Elementary Jacques (PK-K 1/2 day)	31	164
Elementary Heron Pond (2-5)	792	819
Middle (6-8)	649	678
High (9-12)	<u>883</u>	<u>912</u>
	2577	2774
<b>Average Class Size</b>		
Grades R-5	22	22
Grades 6-8	23	23
<b>Attendance Rates</b>	<u>2007/2008</u>	<u>2008/2009</u>
Elementary	97.2%	95.0%
Middle	95.4%	99.3%
High	93.4%	93.2%

**Milford High School SAT - Five Year Comparison**

Year	Critical Reading Scores			Math Scores			Writing Scores		
	MHS	NH	US	MHS	NH	US	MHS	NH	US
2008-09	507	513* 523**	501**	521	515* 523**	515**	506	499* 510**	493**
2007-08	523	513* 521**	502**	512	516* 523**	515**	513	502* 511**	494**
2006-07	517	511* 521**	502**	515	512* 521**	515**	509	501* 512**	494**
2005-06	515	510* 520**	503**	521	515* 524**	518**	511	499* 509**	497**
2004-05	518	515* 525**	508**	511	517* 525**	520**			
* NH public schools only **Includes private schools			* NH public schools only **Includes private schools			* NH public schools only **Includes private schools			

**RESOURCES  
School Budget  
2009/2010**

**Projected Revenue**

Federal Aid	\$1,768,291	4%
State Aid	9,436,572	27%
Local—Tuition/Lunch Sales/Other	1,591,570	5%
Local—Property Taxes	<u>21,822,259</u>	<u>63%</u>
<b>Total Projected Income</b>	<b>\$34,618,692</b>	<b>100%</b>

**Projected Expenses**

Instruction	\$14,300,950	41%
Instructional Services	3,430,537	10%
General Administration	1,173,515	3%
Building Maintenance & Operations	2,256,989	7%
Facilities Acquisitions & Construction	310,051	1%
Transportation	869,494	2%
Business Services/Fringe Benefits	8,293,779	24%
Debt Service	1,715,086	5%
Federal Funds & Food Service	<u>2,268,291</u>	<u>7%</u>
<b>Total Projected Expenses</b>	<b>\$34,618,692</b>	<b>100%</b>

**Average Expenditure Per Student 2007- 2008**

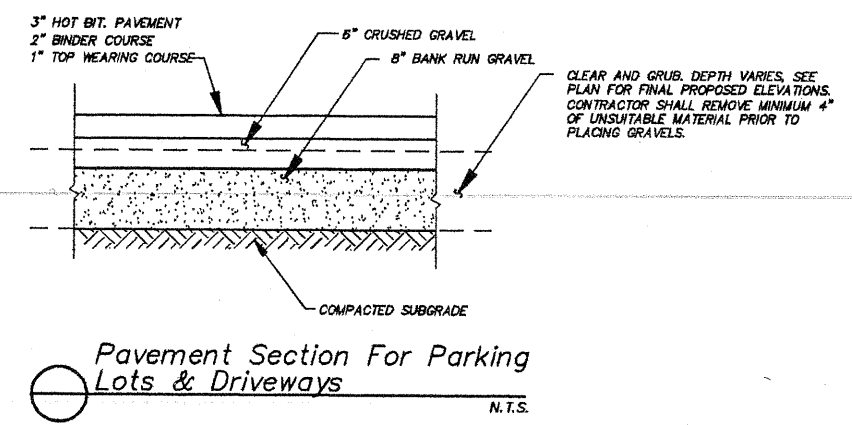
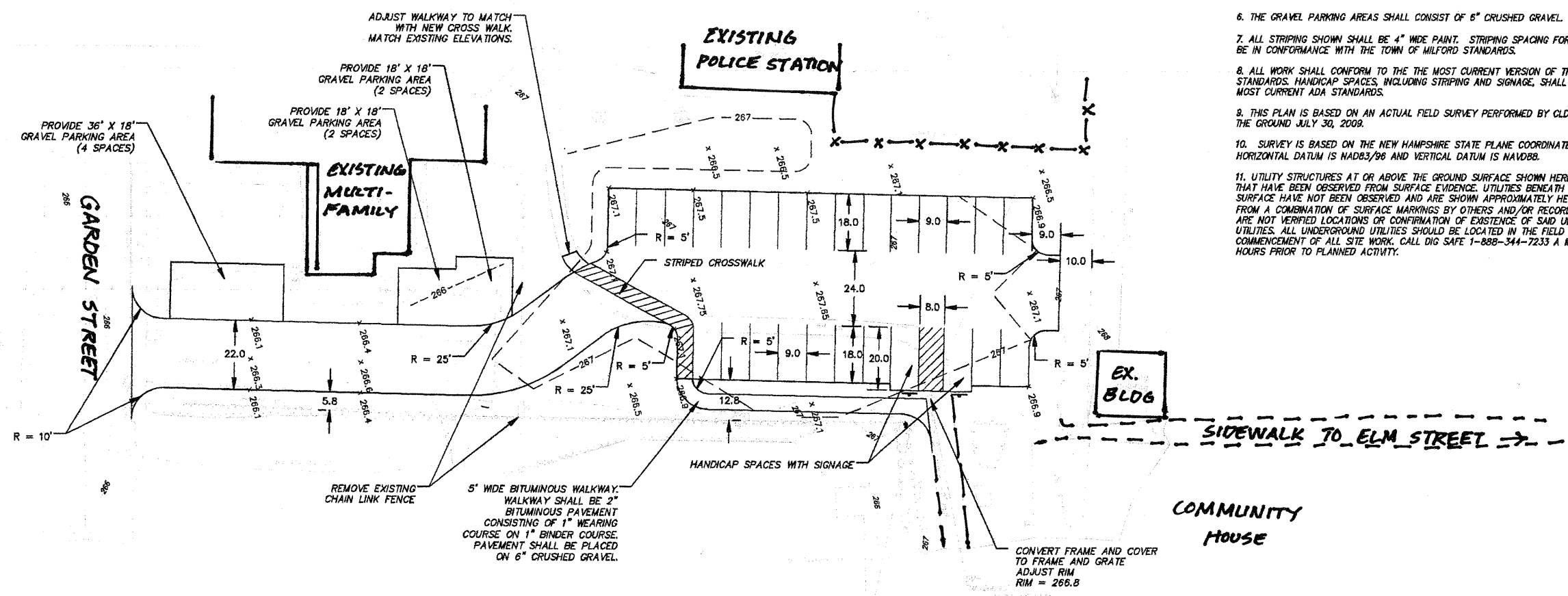
	<u>Milford</u>	<u>State</u>
Elementary	\$10,501.12	\$11,506.68
Middle	\$10,958.22	\$10,639.57
High	\$11,407.52	\$10,876.72
<b>Total (Pre-School - 12)</b>	<b>\$10,932.52</b>	<b>\$11,135.10</b>

<b>State Testing</b> October 2008 NECAP Grades 3-8, 11 New England Comprehensive Assessment Program % Meeting State Proficiency Standards						
Grade	Reading		Mathematics		Writing	
	Milford	State of NH	Milford	State of NH	Milford	State of NH
3	78	78	72	72		
4	64	75	69	73		
5	69	76	75	73	57	60
6	78	74	75	69		
7	83	77	73	66		
8	66	71	65	65	52	51
11	78	72	34	32	37	39

**Adequate Yearly Progress - August 2009**

Adequate Yearly Progress is the accountability measure required by the Federal No Child Left Behind Act.

- Heron Pond Elementary School met AYP indicators for all subgroups in Math and Reading except socioeconomically disadvantaged and educational disability.
- Milford Middle School met AYP indicators in Math and Reading for all subgroups.
- Milford High School met AYP indicators in Math and Reading for all subgroups.



**GENERAL NOTES:**

1. THE INTENT OF THIS PLAN IS TO CONSTRUCT A TOWN OWNED, PAVED PARKING LOT.
2. THE PARKING LOT SHALL CONTAIN 26 PARKING SPACES. TWO (2) HANDICAP SPACES SHALL BE 9'X20' WITH A HATCHED 8'X20' SPACE. THE REMAINING SPACES SHALL BE 9'X18'.
3. THE STRIPED CROSSWALK SHALL BE IN CONFORMANCE WITH TOWN OF MILFORD STANDARDS.
4. ALL ELEVATIONS SHOWN ARE PROPOSED FINAL ELEVATIONS BASED ON A PAVED PARKING LOT.
5. ALL DISTURBED AREAS THAT WILL NOT BE GRAVEL OR PAVEMENT SHALL BE FINISHED WITH 4" LOAM AND SEED.
6. THE GRAVEL PARKING AREAS SHALL CONSIST OF 5" CRUSHED GRAVEL.
7. ALL STRIPING SHOWN SHALL BE 4" WIDE PAINT. STRIPING SPACING FOR CROSSWALK SHALL BE IN CONFORMANCE WITH THE TOWN OF MILFORD STANDARDS.
8. ALL WORK SHALL CONFORM TO THE THE MOST CURRENT VERSION OF THE TOWN OF MILFORD STANDARDS. HANDICAP SPACES, INCLUDING STRIPING AND SIGNAGE, SHALL CONFORM TO THE MOST CURRENT ADA STANDARDS.
9. THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY PERFORMED BY OLD ENGINEERS, INC. ON THE GROUND JULY 30, 2009.
10. SURVEY IS BASED ON THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM. HORIZONTAL DATUM IS NAD83/98 AND VERTICAL DATUM IS NAVD88.
11. UTILITY STRUCTURES AT OR ABOVE THE GROUND SURFACE SHOWN HEREON ARE THOSE THAT HAVE BEEN OBSERVED FROM SURFACE EVIDENCE. UTILITIES BENEATH THE GROUND SURFACE HAVE NOT BEEN OBSERVED AND ARE SHOWN APPROXIMATELY HEREON AS DERIVED FROM A COMBINATION OF SURFACE MARKINGS BY OTHERS AND/OR RECORD INFORMATION AND ARE NOT VERIFIED LOCATIONS OR CONFIRMATION OF EXISTENCE OF SAID UNDERGROUND UTILITIES. ALL UNDERGROUND UTILITIES SHOULD BE LOCATED IN THE FIELD PRIOR TO COMMENCEMENT OF ALL SITE WORK. CALL DIG SAFE 1-888-344-7233 A MINIMUM OF 72 HOURS PRIOR TO PLANNED ACTIVITY.

NO.	DATE	REVISION	DESIGNED:	CHECKED:	APPROVED:
			MFH	ELL	
			DRAWN:		
			MFH		

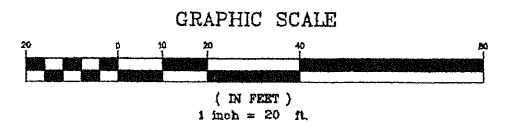
**OLD ENGINEERS CONSULTING ENGINEERS** Inc.  
 540 Commercial Street Manchester, NH 03101  
 (603) 686-8225 Fax: (603) 686-8802  
 old@oldengineers.com www.oldengineers.com  
 Manchester, Hampshire Vermont

CLIENT:

TOWN OF MILFORD  
 1 UNION SQUARE  
 MILFORD, NEW HAMPSHIRE 03055

GARDEN STREET PARKING LOT  
 MILFORD, NEW HAMPSHIRE  
 SITE PLAN

SCALE: 1" = 20'	JOB NO. 09-0238
DATE: AUG 2009	DWG. C1 1 OF 1



FOR SCHOOL BOARD 09/02/09

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## **Budget Process Guidelines for 2010/2011 Budget**

### **Time Line**

- ◆ 1<sup>st</sup> Sept. meeting - Board adopts guidelines for the budget process (this document) and establishes any parameters for the administration.

Note: In the recent past, the board has chosen to not establish parameters at this point – other than a general request for the administration to keep the effect on the tax rate in mind – preferring to wait until November to see the effects of expenses mandated by contractual and legal obligations.

- ◆ 2<sup>nd</sup> Sept. meeting - Board and administration discuss, in broad terms, potential areas for warrant articles.

Note: The intent of this discussion is to give enough time for the administration to gather any necessary facts before the presentation of the proposed budget in November.

- ◆ 2<sup>nd</sup> Oct. meeting – Establish enrollment projections by grade, based on 3-year average growth rate for Grade 1 and 3-year average cohort survival rate for all other grades.

- ◆ 1<sup>st</sup> Nov. meeting - Administration presents proposed budget as per Budget Checklist.

- ◆ Noon, one week following proposed budget presentation – Deadline for board members to E-mail questions on the budget to [jfrench@sau40.com](mailto:jfrench@sau40.com).

Note: Questions to be distributed quickly to appropriate administrators to help prepare for the following Saturday's discussion. Questions should be categorized by administrative area for ease in distribution and should also include the page number as well as account number. All school board and budget committee members to receive copies of all questions.

- ◆ 2<sup>nd</sup> Saturday after proposed budget presentation - Board and budget committee meet with administrators to discuss their respective budget areas. Each administrator to give an overview of major areas of change in their budget, a justification for new/expanded programs and positions, followed by a review of submitted questions.

Note: Presentations usually start at 8:00, with the district-wide items penciled in for the last time slot, allowing the opportunity for this information to be presented during other gaps.

- ◆ 2<sup>nd</sup> Nov. meeting and first December meeting (and possibly other dates as the board determines) – Time allotted for budget work during meeting(s).

- ◆ 2<sup>nd</sup> Dec. meeting – Formal meeting with budget committee. Finalize all budget and warrant article decisions.

Note: Work on the budget and warrant articles must be finalized by the end of this meeting to allow adequate time for preparation of state forms, default budget, voter guide, graphs, etc.



### **Budget Development, Presentation, and Review**

- ◆ Budget to be developed using “zero-based” principles, as has been the past practice.
- ◆ New/expanded positions and programs to include grant-funded positions being switched to district-funded positions and materials needed for new courses.
- ◆ Proposed warrant articles and new/expanded positions and programs should show all original requests to the superintendent as well those approved by the superintendent.

Note: The intent is to allow board members to see perceived needs and to plan for future budgets.

- ◆ Due to upcoming/ongoing negotiations with our organized labor groups no increase in classified staff salaries will be built into the budget unless the board establishes one as part of the budget parameters. If not established as a budget parameter, the budget overview should indicate the total cost of a 1% salary increase. Board members can then estimate the cost for various percentages using that information.
- ◆ As much background information as possible should be distributed to board members before the Saturday session to allow for informed discussion. If items are to be handed out at the Saturday session, there must be at least 15 copies available to ensure that all school board and budget committee members receive the information.

### **Articles**

- ◆ No article will appear on warrant without a positive Board vote to place it there.
- ◆ Once all decisions have been made with respect to placing items on the warrant/ballot, there will be a separate vote on each item placed there with respect to the Board’s recommendation on the item. The Board’s recommendation is contingent upon a positive vote in that regard, otherwise the item will be considered as not recommended unless a majority decides upon an alternative designation.
- ◆ Once the warrant has been finalized, the Board’s response to questions on priorities will be determined.

### **General**

- ◆ Information sent to school board also to be sent to budget committee, and vice-versa.
- ◆ These guidelines are established in advance to provide all participants with clarity for the process. They may, however, be overridden at any time by majority vote.



## **Budget Checklist**

### **First November Meeting**

- Proposed Budget (function, with line-item descriptions)
- Backup Materials, to include the following items (which may be combined):
  - Budget Overview explaining significant areas of change within the main budget.
  - New or Expanded Positions and Programs including original requests from administrators
  - Warrant Article proposals – including original requests from administrators
  - Proposed Budget (object level – no line-item descriptions; as time allows)
  - Timeline for School District Voting, approved by counsel (as time allows)
  - Default Budget (as time allows)
  - Revenue Projections (as time allows)
  - Tax Impact Projections (as time allows)
- Current-Year Forecasts (as time allows)

### **Prior to Saturday Session**

- Board and Budcom questions and answers
- Backup material from administrators
- Schedule for Saturday presentations

## **Voter Guide**

1. For the ballot-voting session, mail a voter guide to each household.
2. The ballot-session voter guide contains the following:
  - Message to Voters from the Board; List of Board Members (group picture?)
  - Message from the Bud Com (at their discretion); List of members (group picture?)
  - Summary of warrant articles. Each article gets a one-paragraph summary of the article, the school board's opinion (with vote tallies and, where needed, minority reports and indications of the votes of individual board members), and the budget committee's opinion (with vote tallies, at budget committee's discretion).
  - Up to one page (8 ½ x 11) to provide details for each warrant article, except the budget article, which has its own rules, below.
  - Proposed Budget Overview (to include spending and tax rate comparisons with previous years.
  - Budget Detail by Object & Function (table)
  - ~~Do NOT include a copy of the actual warrant.~~
  - Pictures, if possible, of school activities and art work. (Superintendent should have principals start collecting some of these items as soon as possible).
  - ~~Page #s~~
  - Petition Warrant Articles – Petitioners may supply the above one-paragraph and/or one-page information for the school board's consideration for inclusion with the Voter Guide, however the school board retains all editorial control.
3. No political ads will be allowed in the voter guide. Short, free candidate profiles may be allowed if time and space permit.