

**MILFORD SCHOOL BOARD  
AGENDA  
Monday, June 7, 2010  
7:00 PM Milford High School – Lecture Hall Room # 182**

1. Call to Order
2. Board Member Comments
3. Public Comments
4. Reports and Presentations
  - a. Superintendent's Report
  - b. Annual Report on Test Scores
5. New Business
  - a. Award of Jacques Memorial Construction Bid **EXHIBIT**
  - b. Approval of Loan Resolution for Jacques Memorial Addition
  - c. Proposed District Goals for 2010-2011 **EXHIBIT**
  - d. Policy Proposals **EXHIBIT**
    1. Policy # 7030 Donations (1<sup>st</sup> Reading) **EXHIBIT**
    2. Policy # 7045 Fee Schedule For Photo Copy (1<sup>st</sup> Reading) **EXHIBIT**
    3. Policy # 7065 Internet Policy (1<sup>st</sup> Reading) **EXHIBIT**
    4. Policy # 7080 Use of Automated Telephone Messaging (1<sup>st</sup> Reading) **EXHIBIT**
    5. Policy # 7085 Daily Physical Activity (1<sup>st</sup> Reading) **EXHIBIT**
    6. Policy # 5100 National Competition Donation Guidelines (1<sup>st</sup> Reading) **EXHIBIT**
6. Old Business
7. Housekeeping Items
  - a. Nominations
  - b. Approval of Minutes 05/17/10
  - c. Approval of Manifests  
Vouchers # 32,1191,1192,1193,1194,1195,1196,1197  
1198,1199.
8. Public Comment
9. Non Public Session RSA 91-A :3II (c)
  - a. Personnel
10. Adjournment

# MILFORD SCHOOL DISTRICT

SAU 40  
100 West Street  
Milford, NH 03055  
603-673-2202  
Fax 603-673-2237

**Laurel K. Johnson**  
Assistant Superintendent of Schools

**Robert A. Suprenant**  
Superintendent of Schools

**Katherine E.L. Chambers**  
Business Administrator

---

May 18, 2010

## SUMMARY OF BID RESULTS

### Permanent Modular Addition to Jacques Memorial Elementary School

Bids were publically opened at SAU #40, 100 West Street, Milford, NH, on Tuesday, May 18, 2010, at 10 a.m. Four bids were received, opened and announced in the following order:

#### SCHIAVI LEASING CORPORATION OXFORD, ME

DEMO	BASE	ADD 1	ADD 2	ADD 3	Add 4	TOTAL
\$54,612	\$1,312,226	\$6,187	\$6,725	\$2,206	\$4,906	\$1,386,862

#### TRIUMPH MODULAR LITTLETON, MA

DEMO	BASE	ADD 1	ADD 2	ADD 3	Add 4	Sq Bldg	TOTAL
\$46,650	\$1,478,232	\$8,165	\$6,590	\$1,685	\$16,601	\$28,900	\$1,586,823

#### WILLIAMS SCOTSMAN, INC PELHAM, NH

DEMO	BASE	ADD 1	ADD 2	ADD 3	Add 4	TOTAL
\$35,000	\$1,304,000	\$4,800	In Base	In Base	In Base	\$1,343,800

It was announced the Administration planned to undertake a thorough review of the bids with the intention of making an award recommendation to the School Board at their regular meeting on June 7, 2010.

**To: Milford School Board**  
**Fr: Bob Suprenant**  
**Re: Proposal, 2010-2011 District Goals**  
**Dt: June 7, 2010**

**A. Communication: Build understanding through effective internal and external communications systems.**

1. Implement the standards reporting approach through grade one and develop a plan for implementation for grades two through five.
2. Assist the Board in completing the School District's Local Education Improvement Plan.

**B. Resources: Utilize District resources efficiently through effective management and training.**

1. Continue to utilize American Recovery and Reinvestment Act funds for IDEA in a manner that will increase District capacity to improve student achievement that will be sustainable.
2. Assist the School Board in negotiations with the Milford Educational Personnel Association for a successor agreement that attracts and retains quality staff at a rate that is acceptable to Milford taxpayers.
3. Ensure the completion of the Jacques Addition in a timely and cost efficient manner.

**C. Curriculum: Develop and implement an integrated curriculum and effective instructional strategies.**

1. Complete and implement the School In Need of Improvement (SINI) Plan for the Heron Pond School.
2. Implement strategies that will support the bullying prevention legislation throughout the District.

It is the intent of the District to continue with initiatives that have now become practice. These include the publication of a District Report Card, systemic training in literacy instruction, systematic review of School Board policies, development of electronic portfolios, and cyclical review and implementation of curriculum. Personalizing student learning will continue to drive our efforts.



## MILFORD POLICY PROPOSAL OVERVIEW – June 7, 2010

POLICY TITLE	PROPOSED CODE	CURRENT CODE	PROPOSAL STATUS	REASON FOR CHANGE / SUBSTANCE OF CHANGE	NHSBA POLICY REFERENCE
Donations	2329	7030	1 <sup>st</sup> Reading	Revision	KCD,KCD-R
Fee Schedule For Copying	6035	7045	1 <sup>st</sup> Reading	Revision	BEDG-R, #5
Internet Policy	2295	7065	1 <sup>st</sup> Reading	Move to New Section	N/A
Use of Automated Telephone Messaging	2290	7080	1 <sup>st</sup> Reading	Move to New Section	N/A
Daily Physical Activity	2286	7085	1 <sup>st</sup> Reading	Move to New Section	N/A
National Competition Donation Guidelines	5100	N/A	1 <sup>st</sup> Reading	New	N/A

1. ~~Purpose~~ — The Milford School Board welcomes donations to the District. **Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss the appropriateness of the gift in advance with the Building Principal or the Superintendent.** ~~The purpose of this policy is to establish consistent guidelines for the acceptance and use of donated items.~~
2. ~~Delegation to Superintendent~~ — ~~Except as noted below,~~ The School Board delegates the responsibility for acceptance of **non-financial** donations, in accordance with the terms of this policy, to the Superintendent. This delegation includes the determination as to whether or not a specific donation is appropriate and/or useful and also includes the right to reject donations deemed unsuitable.

**The School Board will consider for acceptance donations recommended by the Superintendent, pursuant to RSA 198:20b.** Contributions of equipment or services that may involve major costs for installation or maintenance, initial or continuing financial commitments from the District, or other contractual obligations shall be presented by the Superintendent of Schools to the School Board for consideration. Information about the contribution shall be presented, in writing, to the School Board at one meeting and voted on at a subsequent meeting no less than two weeks later.

3. ~~Exceptions~~ — ~~Contributions of equipment or services that may involve major costs for installation or maintenance, initial or continuing financial commitments from the District, or other contractual obligations shall be presented by the Superintendent of Schools to the School Board for consideration. Information about the contribution shall be presented, in writing, to the School Board at one meeting and voted on at a subsequent meeting no less than two weeks later.~~
4. ~~Suitability and Use~~ — ~~Donations of all items shall be subject to the same standards of selection that govern similar purchased items. The use of donated items shall be subject to the same controls and regulations governing the use of other similar school-owned property.~~
5. ~~Ownership~~ — Upon acceptance, all gifts shall become the property of the Milford School District. ~~Who may dispose of such gifts at its discretion at any time.~~ **Suitability and Use** — ~~Donations of all items shall be subject to the same standards of selection that govern similar purchased items.~~ **At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift. The District will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the District of a commercial product or business enterprise or institution of learning.** The use of donated items shall be subject to the same controls and regulations governing the use of other similar school-owned property. **The District may dispose of such gifts at its discretion at any time.**

~~6. Monetary Gifts – In lieu of specific instructions, the School Board shall determine the use of any monetary gifts, grants, or bequests.~~

**Ref: 198:20b**

Adopted	November 1976
Revised	June 1994
Revised	September 13, 1999

~~7045-  
6035~~

## FEE SCHEDULE FOR COPYING

~~7045  
6035~~

Requests for copies of information available under the Right-to-Know Law will be supplied **provided** by the Milford School District under the following policy ~~as follows~~:

1. **Single copies of information, up to fifteen pages, shall be provided at no charge. Information in excess of fifteen pages, or multiple copies, shall be provided according to the costs listed below.**

Single sided sheet	.15 each
Double sided sheet	.25 each

~~A. CONFIDENTIAL STUDENT FILE MATERIAL REQUESTED BY PARENT AND/OR GUARDIAN~~

2. ~~No cost for any one copy of requested information.~~ **Single copies of confidential student file material requested by a parent/guardian shall be provided at no charge. Additional copies of information shall be provided according to the costs listed in # 1.** ~~sheet for additional copies.~~

~~B. INFORMATION READILY AVAILABLE IN CURRENT FILES~~

1. ~~For the first fifteen (15) minutes -- no cost for single copy (sheet) of requested information containing up to fifteen (15) pages. \$.05 per page (sheet) in excess of fifteen (15) pages.~~
2. ~~In excess of fifteen (15) minutes and less than thirty (30) minutes -- \$2.00 plus \$.05 per page (sheet) in excess of fifteen (15) pages.~~
3. ~~In excess of thirty (30) minutes -- Labor at \$10.00 per hour plus \$.05 per page (sheet) in excess of fifteen (15) pages.~~

~~Rates noted above are for one (1) copy only. Additional copies at \$.15 per page.~~

~~C. INFORMATION REQUESTED IN ADVANCE OF COPYING~~

1. ~~There will be NO CHARGE for information containing less than fifteen (15) pages.~~
2. ~~Information containing fifteen to forty pages -- \$2.00.~~
3. ~~Information containing forty pages or more -- \$3.00.~~

~~D. INFORMATION NOT READILY AVAILABLE OR REQUIRES PREPARATION/COMPILATION~~



~~1. At actual labor costs plus \$.05 per page (sheet) in excess of fifteen pages (sheets).~~

~~(Actual salary per hour, FICA, and benefits computed at 8%)~~

~~**Note:** Persons and/or parties exempt from this fee schedule include but not limited to School District Employees, Budget Committee Chairperson, the Press Corps, Town employees on official town business.~~

- 3. There will be no charge to employees or individuals who are acting on official school business.**
- 4. Individuals requesting material that requires postage will be charged accordingly.**
- 5. There will be no charge for electronic copies that are readily available in digital form.**
- 6. All proceeds will be forwarded to the SAU Business Administrator /designee for appropriate accounting.**

Adopted: July 1993

### **Computers and Computer Networks**

The Milford School District offers students and staff access to school computer systems and the Internet for School District purposes as an educational or work related resource. The use of computer technology and Internet access is an integral part of the mission of the Milford School District. Users are expected to follow all guidelines stated below as well as those given verbally by the staff or administration, and to demonstrate ethical behavior that is of the highest order in using the network facilities. For purposes of this policy, "user" means any person authorized to access the School District's computer systems or networks including, but not limited to, the Internet. Users are also expected to realize that the opportunity to use the network goes "hand in hand" with the responsibility to use the computers and the Internet properly. Access is a privilege, not a right, and that access requires responsibility.

During school, teachers will guide students toward appropriate materials. Teachers and staff will monitor the use of computers and the Internet to the best of their abilities. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

Activities not permitted include, but are not limited to:

1. Sending or displaying offensive messages or pictures ("If you cannot wear it on a tee shirt in school, it is not allowed on a District's computer screen");
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers, computer systems or computer networks;
5. Violating copyright laws;
6. Using others' passwords;
7. Trespassing in others' folders, work or files;
8. Intentionally wasting limited resources;
9. Conducting business related activities;
10. Engaging in illegal activities;
11. Loading or downloading screensavers, games, graphics/multimedia utilities, or other prohibited software applications on to school computers;

### **Access to the Internet**

Access to the Internet will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages throughout the world via the Internet. Email will be available for staff and for collaborative student projects. Within the guidelines of the Children's Internet Protection Act, freedom of speech and access to information will be honored.

The District uses a content filtering package prescribed by and compliant with the Children's Internet Protection Act (CIPA) to block obscenity, porn and other sites deemed harmful to

minors. CIPA mandates specific strategies to prevent adverse computer and Internet use by school-age children. Schools using E-Rate monies must comply or lose those dollars.

1. The District installed filtering software to be eligible for federal E-rate funds.
2. Filtering is not 100% effective and the district makes no guarantee that all objectionable material will be blocked.
3. The filter may block legitimate material, requiring a student to access it elsewhere or perhaps not discover it at all.
4. The District has no control and is not privy to which sites are blocked.

The Milford School District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, outweigh any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

In addition to the rules for general computer use stated above, the following rules apply to accessing the Internet:

1. The use of the Internet by students is for research and other educational purposes as assigned by a teacher.
2. "Hacking" of any kind is not allowed.
3. Do not sign up for any promotions, catalogs, leave messages, or anything else on the Internet that requires your name or anyone else's name and/or address, age, or other personal information.

### **Policy Violations**

Any actions that might harm the computer equipment, software, data, another user, or the Internet, or that show disregard for the proper procedures set up for network access WILL NOT be tolerated. The Milford School District reserves the right to refuse access to the Internet to anyone when it deems it necessary in the public interest. Violation of this policy will result in a temporary or permanent ban on computer or Internet use. Additional disciplinary action may be added in line with existing practice on inappropriate language or behavior, including termination of employment of School District employees or contractors. When applicable, police or local authorities may be involved. Further, any users of the School District's computer systems or networks who intentionally violate the District's policy and who intentionally damage the computer system or network shall assume legal and financial liability for such damage.

Approved 9/1996  
Revised 5/2000,1/2002, 5/2002

**7080  
2290**

**USE OF AUTOMATED TELEPHONE MESSAGING**

**7080  
2290**

The School Board authorizes administrative use of automated telephone messaging in order to expedite communications to parents and staff. In order to safeguard the privacy of parents and staff, use of this technology shall be limited to the following:

1. Non-emergencies such as the following: announcements of report card distribution dates, school sponsored Open House type events that affect either an entire grade or the entire school.
2. Emergency announcements such as the following: cancellation of school, delay of school openings, early dismissal of school, or bus delays due to mechanical breakdowns or accidents.
3. Under no circumstances shall the automotive telephone system be used as a marketing tool for political purposes or for private enterprise profit, including sales of yearbooks, class rings, and the like.
4. All other situations not addressed above shall be subject, when possible, to the approval of the School Board.
5. Activation of the system will be limited to those designated by the Superintendent. Each activation will require the approval of the Superintendent.
6. At all times, sensitivity to privacy and appropriateness will prevail.

Adopted: September 2006

The Board recognizes that developmentally appropriate daily physical activity , exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following practices:

1. Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
2. Support special programs such as student and staff walking programs, family fitness events, and events that emphasize life-long physical activity;
3. Integrate health and physical activity across the school curriculum;
4. Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
5. Support adequate resources that include program funding, personnel, safe equipment, and facilities;
6. Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will assist school staff to recognize their influence as role models for active lifestyles;
7. Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;
8. Encourage physical activity recess periods; and
9. Support a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

Adopted: August 2007

**1. Introduction**

The Milford School Board encourages school sponsored student groups to enter State competitions, and to then enter National competitions when eligible based on the results of the State competitions. The Board may authorize partial funding by the District for the expenses associated with National competitions according to the following guidelines. The remaining costs to attend the National competition need to come from team fundraising or through personal funding. The Board specifically reserves the right to fund more or less than the amounts indicated by the guidelines depending on budgetary constraints or other factors that may be considered at the time of request. The Board reserves the right to provide no funding at its sole discretion.

**2. General Guidelines**

The Board will authorize District funding of \$500 per team or group, or 10% of the total eligible costs needed to be raised, whichever is higher, but not more than the total expected cost of the trip.

**3. Eligible Expenses**

Expenses that are eligible for consideration include transportation costs, meals expense, over-night accommodations, competition entrance fees, and other related expenses. Costs for reasonable and educational side trips may be included. For example, if the national competition is being held in Washington D.C., then costs for additional day(s) to visit the Smithsonian would be eligible, while costs for an extra day to go to an amusement park would not be eligible.

Eligible costs are only those that are associated with team or group members, their coaches or leaders, and a reasonable number of chaperones. The appropriate number of chaperones may vary depending on the type of the trip, the location of the trip, and the age group of the student participants. Costs for parents, siblings, relatives, or friends who also choose to go on the trip are not eligible for consideration.

**4. Request Format**

Requests for donations towards trip expenses need to be submitted in writing to the Board. The request should provide a brief overview of the trip listing the itinerary including any side trips. There should be a trip budget that details the expected costs for the various categories of expense. The names of the eligible people and their roles need to be included.

Adopted