

**MILFORD SCHOOL BOARD  
AGENDA  
Monday, June 21, 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 from ATC Regional Committee Chair
  - c. Quarterly Reports: Granite Town Media Advisory Comm, Wellness, Technology Professional Development, LEIP, MHS Renovations.
5. New Business
  - a. Appointments to ATC Advisory Committee
  - b. High School ARRA Funding
  - c. Jacques Addition Building Committee Proposal **EXHIBIT**
  - d. Review of Annual Goals **EXHIBIT**
  - e. 2010-2011 Staffing Recommendation (Option B) **EXHIBIT**
6. Old Business
  - a. Proposed District Goals for 2010-2011 **EXHIBIT**
  - b. Policy Proposals **EXHIBIT**
    1. Policy # 7030 Donations (2<sup>nd</sup> Reading) **EXHIBIT**
    2. Policy # 7045 Fee Schedule For Photo Copy (2<sup>nd</sup> Reading) **EXHIBIT**
    3. Policy # 5100 National Competition Donation Guidelines (1<sup>st</sup> Reading) **EXHIBIT**
    4. Policy # 7040 Request/Solicitation of Funds (1<sup>st</sup> Reading) **EXHIBIT**
7. Housekeeping Items
  - a. Nominations
  - b. Approval of Minutes 06/07/10
  - c. Approval of Manifests  
Vouchers # 33,1200,1201,1202,1204,1205,1206,1207.
8. Public Comment
9. Non Public Session RSA 91-A :3II (c)
  - a. Personnel – Superintendent's Evaluation
10. Adjournment

To: Milford School Board  
Fr: Bob Suprenant  
Re: Recommendation of Jacques Addition Building Committee  
Dt: June 21, 2010

I recommend that the Board establish a special sub-committee, as per Board policy 2132, to oversee the construction of the kindergarten addition this summer and fall. The charge to the Committee will be as follows:

1. Monitor the progress of the work.
2. Meet bi-monthly during business hours with representatives of the contractor.
3. Authorize change orders up to \$10,000.
4. Report back to the School Board at regular meetings until the project is completed.

Committee membership shall include:

1. Two School Board members appointed by the Chair.
2. The Superintendent of Schools.
3. The Business Administrator.
4. The Building and Grounds Supervisor.
5. The Jacques School Principal.

Representatives from the Contractor will be present at the meetings. All change order decisions will be made by the two appointed Board members upon the recommendation of the Superintendent. Change orders will be brought to the attention of the Board at regular meetings.

Though the Board shall generally act as a committee of the whole, the Board also recognizes that certain tasks could be addressed more effectively through the use of sub-committees, who shall make recommendations for action to the Board.

**Special Sub-Committees:** Sub-committees created for specific short-duration tasks shall be referred to as Special sub-committees. All Special sub-committees shall be dissolved automatically following each annual school district meeting.

**Standing Sub-Committees:** Sub-committees established on a long-term or permanent basis shall be referred to as Standing sub-committees. No Standing sub-committee shall be created without a corresponding policy in this section of the policy manual describing the specific purpose and limitations of the sub-committee.

Members of Board sub-committees shall be appointed by the Chair, with the approval of the Board. Board members may be appointed to Board sub-committees at any Board meeting, provided that item appears on the posted agenda for the meeting, and shall serve until the Board's next Organizational Meeting or until a successor is appointed, whichever comes first.

History: 12/15/03

**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.

**To: Milford School Board**  
**Fr: Bob Suprenant**  
**Re: 2010-2011 Staffing**  
**Dt: June 21, 2010**

Attached is a familiar document to the Board, Option B Revised. While there is always a degree of fluidity to school budgeting, things are starting to shake out in terms of state requirements and local staffing needs, particularly in the area of special education.

The Board will recall that voters approved a default budget that was actually \$68,828 more than the Board's recommended budget. Following the vote, administration was asked as to the plans for that money. At the time, there was consideration by the NH legislature to further shift retirement costs by an additional five per cent to the local Districts. This would have resulted in an additional unanticipated impact of about \$70,000 to our budget. For that reason, I recommended the Board take no action relative to that balance. We have recently been notified that the state will not shift an additional amount to the Districts, thus the \$68,828 is available to the District.

Though revenues will be reduced (catastrophic aid, for instance), we anticipate an offsetting fund balance of about \$200,000 beyond the Board's required set aside. I also anticipate that new hires will be under budget by the start of the school year.

Additionally, our current School Resource Officer is leaving the police force. While every effort will be made by the Police Department to secure a replacement as soon as possible, it is conceivable that, due to the training requirements of the position, we may not have an SRO for the first part of the year. Thus, the budgeted amount of \$54,745 for that position may not be fully expended.

Though there are always unanticipated costs that come up during the year, given the availability at this time of a minimum of \$68,828, the Board may want to consider restoring some of the positions on the Option B revised list.

Total Reductions: \$1,023,943

1. Increase fund balance projection	\$300,000
2. Increase Catastrophic Aid	\$ 60,000
3. Reduce Health Insurance (7.1%)	\$124,870
4. Reduce Property and Liability Insurance	\$ 16,749
5. Reduce Workmen's Compensation	\$ 15,783
6. Reduce Building and Grounds Overtime	\$ 37,379
7. Reduce Non-Affiliated Salaries (1.5%)	\$ 18,848
<b>Total</b>	<b>\$573,629</b>

	Option A Implement full Science curriculum		Option B Implement partial Science curriculum		Option B – Revised Implement partial Science curriculum		Option C Implement ATC only	
	8. Reduce Science	\$17,427	8. Reduce Science	\$105,043	8. Reduce Science	\$105,187	8. Reduce Science	\$156,302
	9. Reduce staff	\$432,887	9. Reduce staff	\$345,271	9. Reduce staff	\$314,264	9. Reduce staff	\$294,012
					10. Misc Reductions	\$30,863		
MHS (31%)	GED Program(ARRA)	\$23,985	GED Program(ARRA)	\$23,985	GED Program(ARRA)	\$23,985	GED Program(ARRA)	\$23,985
	Woodworking (FT to .63)	\$28,439	Woodworking (FT to .63)	\$28,439	Woodworking (FT to .63)	\$28,439	Woodworking (FT to .63)	\$28,439
	Math teacher (FT to .63)	\$44,067	Math teacher (FT to .63)	\$44,067	Math teacher (FT to .63)	\$44,067	Math teacher (FT to .85)	\$32,687
	PT Health teacher***	\$20,758	Elect media (.85 to .54FT)	\$8,599				
	Electronic media assoc.***	\$15,707						
	<b>Subtotal - MHS</b>	<b>\$132,956</b>	<b>Subtotal - MHS</b>	<b>\$105,090</b>	<b>Subtotal - MHS</b>	<b>\$96,491</b>	<b>Subtotal - MHS</b>	<b>\$85,111</b>
MMS (18%)	Guidance sec. (FT to .73)	\$18,816	Guidance sec. (FT to .73)	\$18,816	Guidance sec. (FT to .73)	\$18,816	Guidance sec. (FT to .73)	\$18,816
	Instruct. Assist. (FT to .85)	\$8,190	Instruct. Assist. (FT to .85)	\$8,190	Instruct. Assist. (FT to .85)	\$8,190	Instruct. Assist. (FT to .85)	\$8,190
	Instruct. Assist. (FT to .85)	\$24,035	Instruct. Assist. (stays FT)	\$5,140	Instruct. Assist. (stays FT)	\$5,140	Instruct. Assist. (FT to .85)	\$24,035
	Instruct. Assist. (FT to .85)	\$5,669	Instruct. Assist. (FT to .85)	\$5,669	Instruct. Assist. (FT to .85)	\$5,669	Instruct. Assist. (FT to .85)	\$5,669
	Library Assoc. (FT to .85)	\$21,944	Library Assoc. (FT to .85)	\$21,944	Library Assoc. (FT to .85)	\$21,944		
	<b>Subtotal – MMS</b>	<b>\$78,654</b>	<b>Subtotal – MMS</b>	<b>\$59,759</b>	<b>Subtotal – MMS</b>	<b>\$59,759</b>	<b>Subtotal – MMS</b>	<b>\$56,710</b>
HP (26%)	PT Office assistant***	\$11,009	PT Office assistant***	\$11,009	PT Office assistant***	\$11,009	PT Office assistant***	\$11,009
	Music teacher (FT to .7)	\$29,942	Music teacher (FT to .77)	\$26,938	Music teacher (FT to .77)	\$26,938	Music teacher (FT to .85)	\$23,506
	Music teacher (.7 to .5)	\$14,678	Art teacher (FT to .77)	\$27,826	Art teacher (FT to .77)	\$27,826	Art teacher (FT to .85)	\$19,258
	Art teacher (FT to .7)	\$31,031	PE teacher (FT to .77)	\$23,532	PE teacher (FT to .77)	\$23,532	PE teacher (FT to .85)	\$24,163
	PE teacher (FT to .7)	\$27,273						
	<b>Subtotal – Heron Pond</b>	<b>\$113,933</b>	<b>Subtotal – Heron Pond</b>	<b>\$89,305</b>	<b>Subtotal – Heron Pond</b>	<b>\$89,305</b>	<b>Subtotal – Heron Pond</b>	<b>\$77,936</b>
J (8%)	Gr1 Inst Assist (.85 to .62)	\$4,905	Gr1 Inst Assist (.85 to .62)	\$4,905			Gr1 Inst Assist (.85 to .62)	\$4,905
	<b>Subtotal - Jacques</b>	<b>\$4,905</b>	<b>Subtotal - Jacques</b>	<b>\$4,905</b>			<b>Subtotal - Jacques</b>	<b>\$4,905</b>
SPED (17%) *therapy reduced to half days	Summer therapy *	\$5,242	Summer therapy *	\$5,242	Summer therapy *	\$5,242	Summer therapy *	\$5,242
	Summer therapy *	\$5,050	Summer therapy *	\$5,050	Summer therapy *	\$5,050	Summer therapy *	\$5,050
	Summer therapy *	\$2,907	Summer therapy *	\$2,907	Summer therapy *	\$2,907	Summer therapy *	\$2,907
	Summer therapy *	\$5,476	Summer therapy *	\$5,476	Summer therapy *	\$5,476	Summer therapy *	\$5,476
	Summer therapy *	\$5,476	Summer therapy *	\$5,476	Summer therapy *	\$5,476	MS Pr. Assoc. (FT to .77)	\$18,787
	MS Pr. Assoc. ***	\$35,014	MS Pr. Assoc. (FT to .77)	\$18,787	MS Pr. Assoc. (FT to .77)	\$18,787	HS Pr. Assoc. (FT to .5)	\$31,888
	HS Pr. Assoc. ***	\$43,274	HS Pr. Assoc. ***	\$43,274	HS Pr. Assoc. (FT to .77)	\$25,771		
	<b>Subtotal - SPED</b>	<b>\$102,439</b>	<b>Subtotal - SPED</b>	<b>\$86,212</b>	<b>Subtotal - SPED</b>	<b>\$68,709</b>	<b>Subtotal - SPED</b>	<b>\$69,350</b>
<b>Total staff cuts</b>	<b>\$432,887</b>		<b>\$345,271</b>		<b>\$314,264</b>		<b>\$294,012</b>	

\*\*\* denotes elimination of a position

**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 21, 2010

POLICY TITLE	PROPOSED CODE	CURRENT CODE	PROPOSAL STATUS	REASON FOR CHANGE / SUBSTANCE OF CHANGE	NHSBA POLICY REFERENCE
Donations	2329	7030	2 <sup>nd</sup> Reading	Revision	KCD,KCD-R
Fee Schedule For Copying	6035	7045	2 <sup>nd</sup> Reading	Revision	BEDG-R, #5
National Competition Donation Guidelines	5100	N/A	1 <sup>st</sup> Reading	New	N/A
Request/Solicitation of Funds	N/A	7040	1 <sup>st</sup> Reading	Deletion	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

**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, **not to exceed \$1500.00**, 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

**7040**

**REQUEST/SOLICITATION FOR FUNDS**

**7040**

All requests for fund (e.g. trust funds) from local groups, organizations, and individuals shall be approved by the School Board or its designee.

Adopted      September 1978