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MILFORD SCHOOL BOARD
MINUTES
Monday, March 16, 2015

Call to Order:

In accordance with Board policy 2154, Superintendent Robert Suprenant called the meeting to order at 7:00 PM in room 182 in the Milford High School. Board members present included Mr. Paul Dargie, Mr. Kevin Drew, Mr. Len Mannino, and Mr. Ron Carvell. Mr. Robert Willette was not present. Also present were District Administrators Superintendent Robert Suprenant, Business Administrator Jennifer Burk, and Director of Buildings and Grounds Bill Cooper.

Organization of School Board (per policy 2154):

a. Election of Officers

1. Chairperson: Mr. Mannino nominated Mr. Dargie. All in favor 4-0.
2. Vice Chairperson: Mr. Carvell nominated Mr. Drew. All in favor 4-0.
3. Secretary: District administration will handle Board clerical responsibilities.

b. Appointments

1. Truant Officer (RSA 189:34 & 35): Chairman Dargie appointed School Resource Officer Michael Dowd to serve in this capacity.

c. School Board Representatives to Advisory Committees: The following representatives to Advisory Committees were appointed by Chairman Dargie.

1. Professional Development Committee: Ron Carvell
2. Applied Technology Center Advisory Committee: Kevin Drew
3. Technology Committee: Paul Dargie
4. Wellness Committee: Paul Dargie
5. Granite Town Media Advisory Committee: Kevin Drew
6. Regional Services Education Center Board of Directors (RSEC): No appointment necessary.
7. Capital Improvement Plan – Citizens' Advisory Committee (CIP-CAP): Paul Dargie

d. School Board Standing Sub-Committees:

1. Finance: Paul Dargie and Bob Willette
2. Policy Review: Paul Dargie and Bob Willette

Board Member Comments:

Chairman Dargie thanked the Milford voters for participating on Election Day.

Chairman Dargie read a press release announcing Bob Marquis as the new Superintendent, effective July 1, 2015.

Mr. Drew welcomed Mr. Carvell to the School Board.

Public Comment:

There were no public comments.

Reports and Presentations:

a. Superintendent's Report:

1. The Superintendent informed the Board that Smarter Balanced Assessments started today for one half of fourth grade students at Heron Pond School. There were apparently some last minute changes to the log-in procedures for students but, following that, the testing went well. The Superintendent reported that Principal Mrs. Alcox stated they had good attendance for

the day and the students were not overwhelmed by the technology. In fact Mrs. Alcox was pleasantly surprised at how well the students used the technology tools such as the glossary, highlighting, and strike-throughs. Four labs were used for testing. Testing will continue throughout the District until June 5.

2. Eighth grade student Abby Forrence has been named as one of five National Fuel Up to Play 60 Ambassadors. Abby has been this year's NH representative succeeding former middle school student Lily Ayotte. Abby will now participate in national Fuel Up to Play 60 events. Our District has been a strong participant in this NFL program and the recipient of thousands of dollars the past few years. The Superintendent congratulated Abby.

3. Thirteen Milford student-athletes were awarded the NH Scholar Athlete Awards at a ceremony in Concord today. These awards are for two sport varsity athletes who also maintain a 3.0 GPA.

b. Update on High School Roof:

Director of Building and Grounds Bill Cooper presented an update on the high school roof structure resulting from the shifting of one of the classroom sky lights due to the excessive snow load. This shift led to the evacuation of high school students on Friday, February 20. Mr. Cooper distributed pictures of the snow on the roof and described the work necessary to repair the roof structure.

Business Administrator Burk informed the Board the cost for snow removal would be approximately \$60,000 and the roof repair approximately \$56,000. Some of this cost will be offset through insurance reimbursement.

New Business:

a. School Board Calendar for New Term:

Mr. Dargie reviewed standard agenda items for the school board meeting calendar for 2015 – 2016. There were no suggested changes to the calendar and thus it will be utilized for the school year.

b. School Board Goals for New Term – Preliminary Discussion:

Chairman Dargie referred to an email he sent to the Board members referencing Board policy 2122. He summarized the major tasks of the School Board as referenced in the policy. Mr. Dargie suggested some goals for next year.

1. Negotiate with the Milford Educational Personnel Association (MEPA) and the Milford Education Support Staff Association (MESSA) for successor collective bargaining agreements.

2. Review the capital needs analysis developed by the District, establish priorities, and if deemed appropriate, present a proposal to the voters on the March ballot.

3. Work closely with the new Superintendent and develop performance evaluation procedures.

4. Create a strategic plan for the District.

Mr. Drew agreed on the capital needs assessment.

Mr. Mannino suggested inviting The New Hampshire School Board Association to a Board meeting to help understand issues at the legislative level. Mr. Mannino stated the District was in dire need of additional revenue sources.

c. School District Calendar 2015 - 2016:

Superintendent Suprenant presented 2015-2016 school calendar options to the Board. He highlighted the advantages and disadvantages to each option. After discussion and

commentary by members of the public and Teacher Association President Suzanne Schedin, Chairman Dargie moved to adopt Draft 2 with Friday, September 4th as a no school day, and the 180th school day as Monday, June 13th. The first day of school for students will be Wednesday, August 26. Mr. Mannino seconded. All in favor 4-0.

d. Adjustment to Meet Default Budget:

Superintendent Suprenant reviewed the options to meet the default budget as presented in the Board packet. He strongly recommended Option A.

Mr. Rick Wood suggested the Board follow its default policy and reduce the budget to the default number by including the new Superintendent's salary.

Mr. Dargie moved to approve option A. Mr. Drew seconded.

Mr. Mannino expressed concern about reducing special education associate positions for students who need the most help. Parent Jane Tessier asked for consideration in not reducing the associates' time. Mr. Carvell suggested asking the Budget Committee to come back with recommendations in place of the special education associates reductions.

Motion failed, with Mr. Carvell and Mr. Mannino in opposition.

Business Administrator Jen Burk suggested that the line in question be changed to reflect a reduction in overall benefits, rather than two employees' time. The District could then hire the new associates as full-time and make adjustments to the benefits line as necessary throughout the year. Chairman Dargie moved to approve option A, with item #9 to be listed as benefits. Mr. Drew seconded. All in favor 4-0.

Old Business:

There was no Old Business.

Housekeeping Items:

a. Nominations:

Mr. Drew moved to approve Michael Hatfield as the Director of Special Services, effective July 1, 2015. Mr. Mannino seconded. All in favor 4-0.

b. Approval of Minutes 2/16/15:

Mr. Drew motioned to unseal the minutes of 2/16/15. Mr. Mannino seconded. All in favor 3-0-1. (Mr. Carvell abstained).

Mr. Drew moved to approve the minutes of 2/16/15. Mr. Mannino seconded. All in favor 3-0-1. (Mr. Carvell abstained).

c. Approval of Manifests:

Mr. Dargie moved to approve the listed manifests. Mr. Drew seconded. All in favor 4-0.

Public Comments:

Resident Richard Wood questioned the Board's use of emails and asked where emails relative to Board meetings were archived. Superintendent Suprenant responded that they were stored with the minutes at the SAU. Mr. Wood expressed concern about an email that he sent to Chairman Dargie regarding the calculation of the default budget and asked why a special meeting was not called to respond to his email. Mr. Dargie reiterated his email response that the request was too late in the process as the school ballots had already gone to print. Mr. Wood requested his email be part of the public record.

Adjournment

Mr. Drew moved to adjourn the meeting at 8:27 PM. Mr. Mannino seconded. All in favor 4-0.

Paul Dargie
Chairman of the School Board

4/6/15
Date of signing

The Mission of the Milford School District is to provide a quality education that challenges all students to succeed.

Suprenant, Robert

From: Paul Dargie <pauldargie@gmail.com>
Sent: Saturday, March 14, 2015 3:11 PM
To: Bob Willette; Len Mannino; Kevin Drew; Ron Carvell
Cc: Suprenant, Robert; French, Janice
Subject: School Board Goals
Attachments: Role of the School Board.pdf; Policy 2122 School Board Powers and Duties.pdf

Hi all,

One of the agenda items for Monday's meeting is a preliminary discussion of school board goals for the next year. Any goals that we set should relate in some way to one of the roles of the school board. There are two documents attached to this email that outline the roles and duties of the school board. One document is policy number 2122, and the other is a document that summarizes the role of the board based on various NSBA publications. The two are basically the same, but the summary document is easier to read. Topics that do not relate to one of the functions of the school board should probably be set as a district goal rather than as a school board goal. We generally try to have three to five goals for the year.

Some possible goals for this year might be:

- * Negotiate with the Milford Educational Personnel Association (MEPA) and the Milford Education Support Staff Association (MESSA) for successor collective bargaining agreements.
- * Review the capital needs analysis developed by the district, establish priorities, and if deemed appropriate, present a proposal to the voters on the March ballot.
- * Work closely with the new superintendent and develop performance evaluation procedures.
- * Develop a strategic plan for the district.
- * Any others? Please bring your thoughts to the meeting.

Regards,
Paul

Major Roles of the School Board

(paraphrased from NSBA publications)

Making Policy

- Developing and adopting district policies governing school and district operations.
- Evaluating the execution and effect of these policies through observations, special oversight studies, and/or periodic reports by administrators.

Supervising the Chief Executive

- Recruiting, hiring, and evaluating the performance of the superintendent of schools who will carry out the policies developed by the board.
- Establishing and maintaining effective board-superintendent relations.

Planning, Goal Setting, and Appraisal

- Establishing the current and long-range facilities and educational plans and programs for the district, and appraising the results of these programs.

Approving a Budget

- Approving an annual budget to provide the financial basis for the buildings, furnishings, staff, materials, and equipment needed to carry out educational programs.

Communicating with Community

- Maintaining ongoing communication with staff, students, and members of the community at large (including town government).
- Ensuring there are adequate and direct means for keeping the local citizenry informed and for keeping itself informed about the wishes of the public.

Negotiating and/or Ratifying Agreements

- Determining strategy with respect to collective bargaining agreements, selecting a chief negotiator, and determining who will be on the district negotiation team.
- Ratifying final agreements.

Setting Legal Strategy

- Setting strategy and coordinating litigation decisions when the school district is involved in a law suit

Hearing Appeals

- Hearing appeals from staff members or students on issues involving policy implementation.

The specific, required duties of school boards are delimited in Ed 303.01. Generally, however, the duties of the Board are as follows:

- Adopting district policies governing school and district operations and evaluating the execution and effect of these policies through observations, special oversight studies, and/or periodic reports by administrators.
- Recruiting, hiring, and evaluating the performance of the Superintendent, who will carry out the policies developed by the board, and maintaining effective board-superintendent relations.
- Establishing, implementing, and evaluating the current and long-range facilities and educational plans and programs for the district.
- Approving an annual budget to provide the financial basis for the buildings, furnishings, staff, materials, and equipment needed to carry out educational programs.
- Maintaining ongoing communication with staff, students, and members of the community at large.
- Determining strategy and tactics with respect to collective bargaining agreements and ratifying final agreements.
- Setting strategy and coordinating litigation decisions when the school district is involved in a law suit.
- Hearing appeals from staff members or students on issues involving policy implementation.

Reference: CAR Ed. 303.01

History: 2/73, 6/75, 3/89, 12/15/03

French, Janice

From: Burk, Jen
Sent: Tuesday, March 17, 2015 8:23 AM
To: French, Janice
Subject: FW: Default Budget Questions

From: Paul Dargie [mailto:pauldargie@gmail.com]
Sent: Thursday, February 12, 2015 3:45 PM
To: Richard Wood
Cc: Peter Bragdon; Kevin Drew; Len Mannino; Bob Willette; Suprenant, Robert; Burk, Jen
Subject: Re: Default Budget Questions

Hi Rick,

Your concerns about the calculation of the default budget were received too late to be considered. The town needs to send out absentee ballots and to allow time for people to respond. To meet those requirements, it is my understanding that the final draft of the town and school ballots needs to be submitted to the printer tomorrow. Our next board meeting is not until Monday, so we we will not have an opportunity to vote on your concerns before the ballot is finalized. Your concerns are noted, but no action will be taken on them this year.

I reviewed the items that you identified on your list of default budget calculations that were incorrect, and I personally agree with the first one and I personally disagree with all the other ones. Other board members may have different opinions.

The default budget RSA definition is: "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

The definition of default budget is vague, and it can be interpreted in many different ways. In my opinion, the term "one-time expenditures" should be interpreted using a common understanding of the term. In my opinion, the term one-time expenditure refers to expenditures that are unusual in nature and occurrence, and does not simply refer to expenses that will not exactly recur in the next year. In my opinion, one-time expenses should be identified without regard to the proposed budget; they should be identified based on the history of that type of expenditure. For example, the purchase of a tractor when you don't normally buy tractors would be a one-time expense. The purchase of IT equipment such as a server would not be a one-time expense if you typically buy IT equipment each year. The fact that you buy one piece of equipment one year and then you buy a different one the following year does not make it a one-time expense if there is a pattern to the expenditure.

Regards,
Paul Dargie

On Tue, Feb 10, 2015 at 2:45 PM, Richard Wood <woodfmo@comcast.net> wrote:
Members of the Milford School Board,

I am writing to request you review the following as it relates to the Default Budget as indicated at Deliberative Session. It is my understanding the Board has the ability to adjust the Default Budget number any time up until the Ballot is posted.

The Calculation of Default Budget policy #2327 states as its general intent to “produce a budget figure for next school year that represents the figure approved by the voters for the current year, with adjustments made only to recognize changes specifically required by law or contract”. The only section dealing with Salaries and benefits is under collective bargaining and it appears to lay out the generally principles toward achieving the general intent regarding salaries given the majority of district employees are represented by collective bargaining.

In order to appear in the default budget it would appear the following need to be met regarding positions:

1. Projected changes in salaries were included in the current year’s budget, AND
2. are also include in the proposed budget for the next year.
 - o Positions eliminated from the proposed budget shall be eliminated from the default budget
 - o Positions for which salary and benefits have ben reduced in the proposed budget shall have the same reduction in the default budget.

Using this approached consistently, appears to be a fair and reasonable way to approach salaries and benefits. Accordingly, I would like to draw your attention to the following areas which do not appear to to be consistent with this approach:

1. Line 10.2320.110 Admin Salaries SAU appear to include about \$45,000 additional for the transition to a Full Time Superintendent which is not Legally or contractually obligated.
 - o It would also be logical that retirement account would also include the additional NHRS costs associated with the full Superintendent’s salary of \$135,000 (approx \$21,000)
 - o It would also be logical that the FICA Line includes roughly \$3,400 associated with this salary change.
 - o
2. Line 10.1210.111 Special Education Summer School does not show the reduction of \$3546 as was included in the FY 16 request
3. Line 10.1430.111 Summer School Salaries-Middle does not show the reduction of \$507 as was included in the FY 16 request
4. Line 10.1430.111 Summer School Salaries-High does not show the reduction of \$726 as was included in the FY 16 request
5. Line 10.1410.112 Student Activities-Sal-Middle does not show the elimination of the Renzuli teacher stipend \$1,800 as was included in the FY 16 request
6. Line 10.1200.118 Salaries Secretaries-SPED-Jacques shows a number of 7728.8 which is greater then the FY 15 amount by \$350 and the FY 16 request by \$32.80 Appears should be FY 15 amount
7. Line 10.2120.118 Guidance Secretary-Mid shows an included number of \$18,566 which is greater then the FY 15 amount by \$5,535.27 and the FY 16 request by \$8,568.49 Appears should be FY 16 amount
8. Line 10.2332.118 Spec Ed Secretary Salary shows \$85,410 which is greater then the FY 15 amount by \$1,599 and less than the FY 16 request by \$1,755. Appears should be FY 15 budgeted amount. Staff replacement comment should be irrelevant as the replacement occurred with FY 15 funds that were included in that budget. To include the actual amount expended is to give an appropriations increase as the source of funds originally used to fund this difference is not being adjusted.

9. Line 10.2400.118 Secretarial Salaries Elem-Heron shows \$105,128.4 which is greater than the FY 15 amount by \$5,094.11 and less than the FY 16 request by \$4,779.57. Appears should be FY 15 budgeted amount. Staff replacement comment should be irrelevant as the replacement occurred with FY 15 funds that were included in that budget. To include the actual amount expended is to give an appropriations increase as the source of funds originally used to fund this difference is not being adjusted.
10. Line 10.1100.120 Salaries Substitutes – Jacques appears to maintain FY 15 funding even though FY 16 request is less. Given the rate per day for substitutes is remaining constant, it is only logical that LESS substitutes will be required given the elimination of 5 teaching positions. It would appear this should be treated as a reduction in positions and should reflect the FY 16 number to be consistent with the Calculation policy and philosophy. Should be reduced to FY 16 request which results in a \$1,125 reduction to the default.
11. Line 10.1100.120 Salaries Substitutes – Middle appears to maintain FY 15 funding even though FY 16 request is less. Given the rate per day for substitutes is remaining constant, it is only logical that LESS substitutes will be required given the elimination of 5 teaching positions. It would appear this should be treated as a reduction in positions and should reflect the FY 16 number to be consistent with the Calculation policy and philosophy. Should be reduced to FY 16 request which results in a \$976 reduction to the default.
12. Line 10.1100.120 Salaries Substitutes – High appears to maintain FY 15 funding even though FY 16 request is less. Given the rate per day for substitutes is remaining constant, it is only logical that LESS substitutes will be required given the elimination of 5 teaching positions. It would appear this should be treated as a reduction in positions and should reflect the FY 16 number to be consistent with the Calculation policy and philosophy. Should be reduced to FY 16 request which results in a \$3,122 reduction to the default.
13. Line 10.2840.330 IT Professional Services shows a number of \$7,500 which is the FY 15 amount even though this contracted service is being reduced FY 16 request by \$1,500. Appears should be FY 16 amount as this contracted service is being reduced.
14. Line 10.2120.370 Statistical Services – Middle shows a number of \$9,658 which is the FY 15 amount even though this contracted service is being reduced FY 16 request by \$281. Appears should be FY 16 amount as this contracted service is being reduced.
15. Line 10.2120.370 Statistical Services – High shows a number of \$23,989 which is the FY 15 amount even though this contracted service is being reduced FY 16 request by \$6,294. Appears should be FY 16 amount as this contracted service is being reduced.
16. Line 10.2310.383 Negotiation Fees shows a number of \$5,000 which is the FY 15 amount even though this contracted service is being reduced FY 16 request by \$5,000. Appears should be FY 16 amount as this contracted service is being reduced.
17. Line 10.2600.410 Water and Sewer shows a number of \$34,511 which is the FY 15 amount even though this contracted service is being reduced FY 16 request by \$3,137. Appears should be FY 16 amount as this contracted service is being reduced.
18. Line 10.1109.430 Equipment Repairs– High home ec shows a number of \$518 which is the FY 15 amount even though this apparently one time repair need is being eliminated in FY 16 request by \$518. Appears should be FY 16 amount as this is a one time purchase.
19. Line 10.1110.430 Equipment Repairs– High Tech Ed shows a number of \$2,420 which is the FY 15 amount even though this apparently one time repair need is being eliminated in FY 16 request by \$2,420. Appears should be FY 16 amount as this is a one time purchase.
20. Line 10.2840.430 IT Repairs/Maintenance shows a number of \$112,068 which is the FY 15 amount even though this apparently one time repair need is being reduced in FY 16 request by \$16,626 . Appears should be FY 16 amount as this is a one time purchase.

21.

Line 10.1107.643 Gifted and Talented-Info Access Fees shows a number of \$5,000 which is the FY 15 amount even though this Renzuli program is being eliminated in FY 16 request. Appears should be FY 16 amount as this is an eliminated program.

22. Line 10.2840.650 IT Software shows a number of \$50,800 which is the FY 15 amount even though this apparently one time software purchase as it is reduced in FY 16 request by \$26,750. Appears should be FY 16 amount as this is a one time purchase.

Respectfully Requested,

Richard Wood
70 Homestead Circle
Milford NH 03055