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**MILFORD SCHOOL BOARD
MINUTES
Monday, July 13, 2015 – 7:00 PM
Milford High School – Lecture Hall Room # 182**

1. Call to Order:

Chairman Paul Dargie called the school board meeting to order at 7:00 PM in Milford High School room # 182. Board members present included Mr. Kevin Drew, Mr. Len Mannino, Mr. Robert Willette and Mr. Ron Carvell. Also present were Superintendent Robert Marquis, Business Administrator Jennifer Burk, and school board minute's recorder Diane Scott.

2. Board Member Comments:

There were no board member comments.

3. Public Comments:

There were no public comments.

4. Reports and Presentations:

Superintendent Marquis gave the board an update of the positions that have not been filled to date. Superintendent Marquis reported that all of these positions have been posted and/or advertised. School personnel are currently reviewing applications, interviewing, and selecting the most qualified candidates.

The following are the positions that have not been filled as of July 13th:

Special Education Teacher – Milford High School
Mathematics Teacher – Milford High School
Television Video Production Teacher (part time) – Applied Technical Center at Milford High School
Special Education Teacher – Heron Pond School
Certified Occupational Therapy Assistant (COTA) – District Wide
Paraprofessionals: (1) Milford High School; (1) Milford Middle School.

Superintendent Marquis said that he expected that the positions would be filled by the start of school. The two that appear to be more difficult to fill are the Television Video Production Teacher and the Certified Occupational Therapy Assistant, and they are the positions that have a greater risk of not being filled.

5. New Business:

47 a. Discussion – Director of Curriculum and Instruction Position

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49 Superintendent Marquis recommended to the board that the position be filled as
50 director of curriculum and instruction as is currently in the budget. Additionally, it is
51 recommended that the board consider changing the position to be included in the
52 Non-Affiliated Administrator Group and that the benefits package of the director of
53 curriculum and instruction position be consistent with the benefits in Article VII
54 afforded to the Milford Administrative Group.

55
56 Superintendent Marquis made these recommendations after considering these
57 points:

- 58
59 • Due to the timing of posting and advertising, in all likelihood the number of
60 applicants for either position would be limited, but that the number of applicants
61 for an assistant superintendent position are especially likely to be limited. A thin
62 applicant pool limits the district’s ability to find a qualified and competent
63 candidate. Also, it would be more difficult (within the context of the unwritten
64 ‘superintendent’s agreement’) to expect an assistant superintendent to leave a
65 district at this time of the year, rather than a person who would assume the
66 position of director.
- 67
68 • Hiring an internal candidate who is interested and qualified would be desirable as
69 organizational continuity and stability would be attained. There are no internal
70 candidates for an assistant superintendent position but there are some for a
71 director position. Gaining some continuity is important because this will be the
72 third person to assume these responsibilities in the past three years.
- 73
74 • Sufficient systems and experienced personnel are currently in place that allows
75 various aspects of the district to function in the absence of the superintendent.
76 The previous superintendent worked part-time, so there was a frequent need for
77 situations to be properly handled when he was not present in the district, and
78 these situations were always handled well.
- 79
80 • The central time-consuming responsibility of either of these positions is the
81 development and oversight of curriculum, as well as its implicit links to instruction
82 and assessment within the district. This duty can be filled by a director.
- 83
84 • The additional responsibilities that are required of an assistant superintendent
85 are presently part of the responsibilities of various personnel within the district,
86 and are currently being effectively completed.
- 87
88 • The benefits included within Article VII of the Administrator’s contract would
89 make the position more “viable” to an internal candidate should s/he be
90 interested in the position.

- The salary of a director of curriculum is less than that of an assistant superintendent, even accounting for the inclusion of Article VII benefits. This results in a cost savings for the district.

Ron Carvell suggested that the board consider having someone in the district handle the duties of the position on an interim basis while continuing to perform their existing duties, and then search for an assistant superintendent at a later date when it is likely that more candidates would be available. Superintendent Marquis and Paul Dargie both expressed their doubt that such an arrangement would be workable.

Paul Dargie moved that the district hire a director of curriculum and instruction as part of the non-affiliated administrators group, with benefits for the position to be consistent with Article VII of the administrator's group contract. Kevin Drew seconded. The motion passed 4-1 with Ron Carvell in opposition.

6. Old Business:

a. Update on Heron Pond Card Access and Alarm System

Bill Cooper reported to the board that he had sent out Request For Proposals (RFPs) to seven interested businesses, and only received two responses that had a cost differential of \$30,000. After discussions with the high bidder, it became apparent that there was a misunderstanding as to our needs thus leading to their very high bid. Also, there were some items that were not included that are required (such as new access fobs for everyone). Based on these facts, the decision was made to reject the first bid responses and to go out for a rebid with a RFP that more clearly identified the items that were required for the bid. Bill Cooper reported to the board that this would delay the installation of the new security and access systems until after the start of school, probably in September or October. He informed the board that he is planning on a walk through July 22nd with Ron Carvell to review the specifics that will be included in the RFP. There would be a walk through with interested vendors sometime after that, perhaps in mid-August.

7. Housekeeping Items:

a. Approval of Minutes 6/15/15

Bob Willette moved to approve the minutes. Kevin Drew seconded. Motion passed 5-0.

b. Approval of Manifests: 38,1179,1180,1181,1182,1183,1184,1185,1186,1187

Bob Willette moved to approve the manifests as listed in the agenda. Paul Dargie seconded. Motion passed 5-0.

c. List of Email Correspondence (information only)

No comment on the list of email correspondence.

- 137 d. List of Co-Curricular Appointments (information only)
138 No comment on the list of co-curricular appointments.
139
140 e. List of Employees Leaving Service (information only)
141 No comment on List of Employees leaving service.
142
143 8. Public Comments:
144 There were no public comments.
145
146 9. Nonpublic Session RSA 91-A: 3 II (c) (e) (if needed):
147
148 Kevin Drew moved to go into nonpublic session under RSA 91-A: 3 II (e). Bob
149 Willette seconded. Motion passed 5-0 at 7:30 pm.
150
151 Upcoming bargaining unit contract negotiations were discussed.
152 The status of a lawsuit was discussed.
153
154 Kevin Drew moved and Bob Willette seconded that the board exit non-public
155 session. Motion passed 5-0 at 7:57.
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157 10. Kevin Drew moved and Bob Willette seconded to adjourn the meeting. Motion
158 passed 5-0 at 7:57.

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School Board Chairman

Date of signing