

1
2
3
4
5
6
7
8

**MILFORD SCHOOL BOARD
MINUTES
Monday, August 17, 2015 – 7:00 PM
Milford High School – Lecture Hall Room # 182**

9
10
11
12
13
14
15

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. Robert Willette and Mr. Ron Carvell. Mr. Len Mannino was absent due to a schedule conflict. Also present were Superintendent Robert Marquis, Business Administrator Jennifer Burk, and school board minute's recorder Diane Scott.

16
17
18

2. Board Member Comments:

There were no board member comments.

19
20
21
22
23
24
25

3. Public Comments:

Mr. Rick Wood of Milford suggested to the board that they consider the community and what it can afford when developing the upcoming budget. He suggested that Superintendent Marquis draft a budget considering the community's affordability, and he suggested that the board provide a budget spending guideline to the superintendent prior to the budget development.

26
27
28

4. Reports and Presentations:

a. Superintendent's Report:

Superintendent Marquis informed the board that the high school was awarded the NHIAA 2014-2015 Division II Sportsmanship award and the NHIAA/National Federation of State High Schools Association award of Excellence for outstanding sportsmanship.

Superintendent Marquis informed the Board that there were 102 students, at all levels that attended the summer program that begin July 7th and ended August 13th.

38 Superintendent Marquis thanked the Rotary Club for providing an IPAD that
39 was awarded as a contest prize to a student in the summer program. He also
40 commended the custodial and IT staff for their work over the summer in
41 preparation for the new school year.

42

43 Superintendent Marquis invited the board to the district-wide welcome
44 breakfast to be held on August 25th.

45

46 Superintendent Marquis reported to the board that there are two positions
47 that had not been filled as of August 17th:

48 Director of Curriculum & Instruction MHS

49 Certified Occupational Therapy Assistant (COTA) District Wide

50

51 Superintendent Marquis said that the COTA position was offered to a candidate
52 but was declined at the last minute. He also stated that they may split the
53 position to make it more attractive.

54

55 5. New Business

56 a. Signature Required – Engagement Letter – Vachon Clukay & Company:
57 Bob Willette moved to sign the engagement letter. Ron Carvell seconded.
58 Motion passed 4-0.

59

60 b. Email Received Regarding Brox Property Sale:

61 Ms. Suzanne Fournier and Mr. Tom Gardner presented their thoughts regarding
62 the Brox property sale. Ms. Fournier addressed the board with her concerns
63 regarding the Board of Selectmen's proposal to sell 93 acres of Brox town land
64 north and east of school-owned land to become the new location for Stonyard
65 New England Stone Veneer. Chairman Dargie said that in his opinion the
66 property is far enough away from the Heron Pond School that it would not have
67 an impact. He stated that he was in favor of the sale. Bob Willette stated that
68 he was also in favor of the sale as it is consistent with the original intent of the
69 voters when they purchased the property.

70

71 c. First Grade Enrollment Figures:

72 Superintendent Marquis informed the board that as of 8/17/15 at 2:00 pm
73 enrollment is as follows:

74

- 75 • Kindergarten 110 students 8 sections 13.8/section
- 76 • Grade 1 175 students 8 classrooms 21.9/class

77
78 Parents of kindergarten, grade 1, and grade 2 students have not yet been
79 notified as to their child’s placement. The decision to delay notification was
80 made last spring when the potential variations to the budgeted enrollment
81 numbers were identified. There was a lot of uneasiness last year when an
82 additional first grade teacher was added at the last minute, and we did not
83 want to have that happen again if we had to do the same process. Letters to
84 parents will be sent on Tuesday, August 17, once a final decision has been
85 made.

86
87 Superintendent Marquis informed the board that due to the fact that our
88 district has half-day kindergarten, he feels that these students are not well
89 prepared for first grade given limited instructional time. To better meet the
90 educational needs of students entering the first grade while maintaining
91 instructional efficacy (as much as possible) in kindergarten, additional
92 instructional opportunities need to be considered for students in grade 1 by
93 adding personnel.

94
95 Superintendent Marquis discussed options that he considered.

- 96
97 • Adding a full time first grade teacher and eliminating one section of
98 kindergarten. The funding for the first grade teacher would be a
99 combination of the funding for the eliminated kindergarten section and
100 additional new funding.
- 101 • Hiring another full time first grade teacher while keeping the kindergarten
102 sessions as-is. The funding for the first grade teacher would be all new
103 funding.
- 104 • Adding four part-time first grade tutors. This would increase the number of
105 tutors from four to eight, and increase the tutor assignment form one for
106 every tow classrooms to one for every classroom.
- 107 • Do nothing and leave the situation as was currently planned.

108
109 Superintendent Marquis then made the recommendation that the district hire
110 four additional part-time first grade tutors.

111

112 In addition to the considerations noted above this recommendation was made
113 in light of:

- 114 • No need to “(re)assign” students to an additional first grade teacher.
- 115 • All parents and students will know who their teacher will be.
- 116 • No need to “reassign” kindergarten student.
- 117 • In consideration of probable projected numbers for 2016-2017 in grade one
118 (based upon present kindergarten enrollment), it is likely that if an
119 additional first grade teacher were hired for this year, the position would
120 need to be eliminated next year. This would lead to staffing instability.

121 The fiscal comparison of these options was presented:

122 Cost of 4 part-time tutors: \$54,090.00

123 Cost of full-time grade 1 teacher (including wage driven benefits): \$62,785.00

124 Eliminating kindergarten section and adding full time grade 1 teacher
125 (including wage driven benefits): \$39,284.00

126

127 The budgetary ramifications of these options were presented:

- 128 • Presently: \$28,542.00 budgeted for another section of kindergarten that
129 will not be incurred.
- 130 • Based upon hires to date, salaries of positions will show a “savings” of
131 \$44,000.00 – in comparison with budgeted anticipated salaries (“attrition
132 rate”).

133 Using the \$28,542.00 budgeted for the kindergarten position would create a
134 balance of \$25,542.00 to be taken from the “attrition rate”. This would create
135 an “attrition rate” balance of \$18,452.00.

136

137 Chairman Dargie asked Business Administrator Jen Burk if the reduction in the
138 benefits line item that was instituted after the default budget became the
139 operating budget had been met. He also asked if adding together the benefits
140 and salaries line items if there was enough money available to fund these
141 potential increases. Jen Burk stated that although she had not fully identified
142 all the cost expectations for benefits as of yet due to the fluid nature of the
143 hiring process during the summer, she was confident that there was enough
144 money available in total to fund the potential cost increases.

145

146 Ron Carvell motioned to hire four (4) part-time first grade tutors. Kevin Drew
147 seconded. Motion passed 4-0.

148

149 6. Old Business

150 There was no old business.

151

152 7. Housekeeping Items

153 a. Approval of Nominations:

154 Bob Willette moved to approve the nominations of Kelly Noel, Nancy Bartlett,
155 Michael Tenters, Jennifer Crawford, and Michael McInernay, as listed on the
156 nominations list that was distributed at the meeting. Ron Carvell seconded.
157 Motion passed 4-0.

158

159 b. Approval of Minutes 7/13/15:

160 Kevin Drew moved to approve the minutes. Bob Willette seconded. Motion
161 passed 4-0.

162

163 c. Approval of Manifests: 2, 3, 39, 40, 41, 1000, 1001, 1002, 1003, 1004 1005,
164 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1188, 1189, 1190,
165 1191, 1192, 1193, 1194, 1195

166 Bob Willette moved to approve the manifests as listed in the agenda. Paul
167 Dargie seconded. Motion passed 4-0.

168

169 d. Approval of Treasurer's Report – April 2015:

170 Bob Willette moved to approve the treasurer's report for April 2015. Paul
171 Dargie seconded. Motion passed 4-0.

172

173 e. Approval of Treasurer's Report - May 2015:

174 Bob Willette moved to approve the treasurer's report for May 2015. Paul
175 Dargie seconded. Motion passed 4-0.

176

177 f. Approval of Treasurer's Report – June 2015:

178 Bob Willette moved to approve the treasurer's report for June 2015. Paul
179 Dargie seconded. Motion passed 4-0.

180

181 g. List of Classified Appointments (information only):

182 No comment on the list of classified appointments.

183

184

185 h. List of Email Correspondence (information only):
186 No comment on the list of email correspondence.

187
188 i. List of Co-Curricular Appointments (information only):
189 No comment on the list of co-curricular appointments.

190
191 j. List of Employees Leaving Service (information only):
192 No comment on the list of employees leaving service.

193
194 8. Public Comments

195 Rick Wood thanked the board for their update on the policy of sharing
196 correspondence. Paul Dargie said that manifests would not be added as an
197 exhibit to board agendas due to the extensive work required to redact
198 confidential information prior to posting. Manifests will continue to be
199 available for viewing in the SAU business office where confidentiality concerns
200 can be properly handled at the time of the viewing request. Treasurer reports
201 will be made available as exhibits on future school board agendas as these do
202 not have confidentiality concerns. The policy committee has not met during
203 the summer, and will meet in September to discuss his other concerns. Rick
204 Wood will be notified of the meeting date of the policy committee when it is
205 set.

206
207 10. Adjournment

208 Ron Carvell moved to adjourn at 7:55pm. Kevin Drew seconded. Motion
209 passed 4-0.

210

211

212

213 _____
School Board Chairman

_____ Date of signing