

MILFORD SCHOOL BOARD
MINUTES
Tuesday, September 8, 2015 – 7:00PM
Milford High School – Lecture Hall Room #182

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6 1. Call to Order:

7 Chairman Paul Dargie called the school board meeting to order at 7:00 PM in Milford
8 High School room # 182. Board members present included Mr. Kevin Drew, Mr.
9 Robert Willette, Mr. Len Mannino, and Mr. Ron Carvell. Also present were
10 Superintendent Robert Marquis, Business Administrator Jennifer Burk, and school
11 board minute's recorder Diane Scott.
12

13 2. Board Member Comments:

14 There were no board member comments.
15

16 3. Public Comments:

17 Resident Ms. Carla Boudreau expressed to the Board her concerns regarding the
18 heat in the buildings. She asked the board how they planned to address this issue in
19 the future. Superintendent Marquis reported to Ms. Boudreau that he and the board
20 are aware of the heat concern within our schools. He also stated that as a parent it is
21 her prerogative to dismiss her student from school. Superintendent Marquis also
22 informed Ms. Boudreau that this issue would be a topic of discussion for the next
23 board meeting. Ms. Boudreau suggested to the board a possible solution of
24 changing the school calendar from days to hours and to decrease the number of
25 days in the school year calendar. Ms. Boudreau asked the board to allow a
26 committee to be formed to collect data on the surrounding districts' calendars. Ms.
27 Boudreau suggested to the board that they visit the schools tomorrow during the
28 peak heat. Superintendent Marquis reported that he has been in contact with area
29 superintendents to discuss the possibility of school closing if the heat wave
30 continues.
31

32 Director of Buildings and Grounds Bill Cooper reported to the board that he and his
33 staff are trying to pre-cool the buildings at night. Ms. Suzanne Schedin, Heron Pond
34 teacher, reported to the board that when the survey was done among teachers and
35 parents regarding the changing of the school calendar from days to hours, we had 62
36 percent of parents and 70 percent of staff that were in favor of one of the three
37 change options. Ms. Schedin suggested to the board that they invite the public to a
38 discussion on the calendar topic.

39 Resident Rick Wood suggested to the Board that they consider having discussions
40 on the topic.
41

42 Mr. Len Mannino asked the Board why the calendar has not been changed to hours.
43 Chairman Paul Dargie reported that if you have a shorter school year then there is
44 more loss of learning over the summer since the time away from school is longer.
45

- 46 4. Reports and Presentations:
- 47 a. Superintendent's Report:
- 48 1. Superintendent Marquis reported that on open houses will be held on these
- 49 dates:
- 50 September 10th Milford Middle School
- 51 September 15th Jacques Memorial for Kindergarten
- 52 September 16th Jacques Memorial for first grade
- 53 September 17th Milford High School and Sage
- 54
- 55 2. Superintendent Marquis reported that Milford High School was recognized as an
- 56 Outstanding Chapter of Best Buddies System International. Best Buddies is
- 57 about creating friendships between individuals with disabilities and those
- 58 individuals without disabilities. The award was chosen based on the quality of
- 59 1:1 relationships at the high school and the quality of outings they chose.
- 60
- 61 3. Superintendent Marquis thanked all staff and the Police Department for making
- 62 back to school safe.
- 63
- 64 4. Superintendent Marquis reported to the board that all members can expect their
- 65 own email addresses.
- 66
- 67 b. Annual Report of the Advanced Technology Center (ATC)
- 68 Mr. Jalbert reported that classes at the ATC are full or nearly full across the
- 69 board. Currently, they have 28 students participating in Career and Technical
- 70 Education programs from the surrounding area sending schools. Nine Milford
- 71 High students are taking advantage of CTE (Career and Technical Education)
- 72 programs at Mascenic and at Nashua.
- 73
- 74 There are several new faces at the ATC. Laurie Desmarais has been hired as
- 75 the Administrative Assistant to the Director of Technical Studies; Cheryl Owens
- 76 has replaced Pamela Paquette as the Business Education Instructor and Michael
- 77 McInerney is the .62 Time Video Production teacher replacing Terry Toland.
- 78 Kimberly Daniels has returned as the Marketing Instructor after replacing Mark
- 79 Yeaton in February 2015.
- 80
- 81 Mr. Jalbert reported to the Board that they are preparing for the upcoming
- 82 decennial accreditation visit by the New England Association of Schools and
- 83 Colleges.
- 84

85 Mr. Jalbert reported that starting in the spring of 2016, students that complete a
86 CTE program will also be evaluated using third-party, industry-validated end-of-
87 program assessments that will be provided by the state. Precision Exams has
88 been contracted by the state to provide the majority of tests that will be accessed
89 by MHS/ATC completers. He anticipates utilizing these as pre-test/post-test
90 instruments that will provide valuable data as Student Learning Objectives are
91 developed.

92
93 Mr. Jalbert reported to the Board that they will continue to maintain the Career
94 Pathway Programs of Study. Pro-start standards are now being used in Culinary
95 Arts. Students may earn industry credentials for satisfactory completion of a two-
96 year program.

97
98 Mr. Jalbert reported to the Board in Construction Technology they are developing
99 a capstone course called Construction Management that will help students meet
100 more knowledge content and skill standards.

101
102 In Graphic Communications, they have added a fourth course, Animation. The
103 new .62 time Video Production Instructor has a strong relationship with Granite
104 Town Media.

105
106 In Computer Sciences/Computer Programming, the instructor is working with her
107 partners at the Nashua Community College to develop a pathway for students
108 that is modelled after the Mechatronics program affiliation that we have with
109 Manchester Community College.

110
111 The Business Education Department (Accounting, Marketing & Business
112 Administration) is working hard to develop options for students to move between
113 classes seamlessly. They are looking to use some of the Perkins allocation this
114 year to upgrade the technology in these labs. Laptops in Accounting; a new
115 point of sale register in Marketing.

116
117 Engineering and Precision Machining continue to function as partners to deliver
118 both their individual discreet programs but are still collaborating in the
119 "Mechatronics" world.

120
121 In Biotechnology, the instructor has added several outstanding members to the
122 Program Advisory Committee.

124 Mr. Jalbert reported to the Board that the State is looking at Nashua, Milford and
125 Hudson schools to get together and work out their calendars.

126
127 Chairman Dargie asked Mr. Jalbert if he had any knowledge of any expensive
128 items that would be anticipated for next year. Mr. Jalbert reported that he only
129 anticipates the expense of text books.

130 5. New Business:

131 a. Appointments to ATC Advisory Committee:

132 Kevin Drew moved that the board appoint Carolyn Halstead, John Leslie, and
133 Timothy Finan to the ATC Advisory Committee. Bob Willette seconded. Motion
134 passed 5-0.

135
136 b. Approval of Heron Pond Security System Bid
137 Bill Cooper reported to the board that they solicited quotes from eight vendors.
138 Three vendors attended the mandatory pre-bid meeting. One Source is the
139 lowest bidder followed by American Alarm and Securadyne.

140
141 Bill Cooper reported to the board that the cost to replace the Win-Pak system at
142 Jacques Elementary School with the Continental security system that was quoted
143 for Heron Pond would be \$4,200. The cost to use the Win-Pak system that we
144 currently have in place at Jacques in Heron Pond instead of the Continental
145 system would be an additional \$3,500 on top of the \$27,917 which was bid for
146 Heron Pond which would bring the total to \$31,417. Either of these two options
147 would allow us to have two buildings on the same access system and phase in
148 the remaining buildings over the next two years so that we will have one
149 operating platform for the entire district.

150
151 Bill Cooper recommended to the board that we award the project to One Source
152 Security and Automation with the upgrade to have both Heron Pond and Jacques
153 Memorial School using the Win-Pak system which is currently in use at Jacques.
154 The total cost of the project would be \$31,417.

155
156 Ron Carvell moved to award the bid to One Source Security, and to upgrade it to
157 a Win-Pak solution that is used for both Jacques and Heron Pond. Kevin Drew
158 seconded. Motion passed 5-0.

159
160 c. Adoption of Budget Process Guidelines:
161 Paul Dargie stated that the items in the budget process guidelines document
162 were identical to the listing from last year except for the third bullet down which

163 describes the enrollment projections process. Dargie proposed to estimate next
164 year's kindergarten enrollment by taking the last five years of actual enrollments,
165 eliminating the high and low values, and averaging the remainder to get the
166 kindergarten enrollment forecast. He also proposed to change the first grade
167 enrollment forecast to be a three-year average enrollment cohort survival rate
168 instead of a four-year average, which will match the process that is used for all
169 other grades.

170
171 Budget Committee Chairman Rick Wood suggested that the board provide up
172 front guidance to the Superintendent on the budget development parameters.
173 Ron Carvell agreed with Mr. Wood's suggestion that the board provide guidance
174 to the administration during the first draft of the budget. Dargie stated that he is
175 not in favor of providing up front budget development direction to the
176 administration because there are many unknowns at this stage of the process
177 (such as health care costs and bargaining unit contract negotiation costs) that
178 are large enough variables that making a good proposal is problematic. Dargie
179 also stated that at the end of the budget development process that he preferred
180 to be making cuts rather than adds to get to the final number, as reviewing cuts is
181 a simpler task that focuses the discussion a smaller number of issues. Dargie
182 stated that he would like to see the administration provide a budget that includes
183 a combination of the needs of the students, keeping costs low, and putting things
184 in that are valuable, useful and needed.

185
186 Mr. Carvell agreed to some degree but stated that he still feels that the Board
187 should incorporate language that forces the administration to prioritize.

188
189 Mr. Wood stated that it is unfair of the Board to expect the administration to
190 prepare budgets and then expect them to make cuts.

191
192 Mr. Dargie proposed that the budget process guidelines be changed by moving
193 the discussion of the budget direction that the board gives to the Superintendent
194 from the first September meeting to the second September meeting. Paul Dargie
195 moved to adopt the Budget Process Guidelines as amended. Kevin Drew
196 seconded. Motion passed 5-0.

197
198 d. Proposed Change to Calculation of Default Budget Policy:
199 Paul Dargie moved to approve the first reading of a change to policy 2327,
200 Calculation of Default Budget. Len Mannino seconded. Bob Willette moved to
201 table the discussion, and send the review of the policy to the policy committee.
202 Ron Carvell seconded. Dargie ruled that the motion to table was non-debatable.

203 The tabling motion passed 3-2, with Paul Dargie and Kevin Drew voting in
204 opposition.

205

206 Mr. Rick Wood questioned the board as to when the default budget is calculated.
207 Ms. Burk reported that it is done late December or early January. Paul Dargie
208 stated that the default budget value is allowed to be changed until the final ballots
209 are printed which usually occurs in late February.

210

211 Resident Paula Durand questioned the motion and expressed her concern that
212 the public would not have opportunity to comment on the topic.

213

214 e. Tax Rate Information:

215 Paul Dargie reported that the board had received a letter from John Beardmore,
216 Commissioner of the Department of Revenue Administration, basically stating
217 that all parties involved in the development of the state budget believed that the
218 issues that were being discussed would not have an impact on the tax rate
219 setting process, and that it would occur in the normal manner and timeline.

220

221 f. New Hampshire School Boards Association - Call for Resolutions:

222 Paul Dargie stated that any board member interested in submitting a resolution to
223 the New Hampshire School Boards Association should contact him, and it would
224 be added to a future agenda.

225

226 Mr. Rick Wood questioned the board regarding sending delegates. Paul Dargie
227 stated that he went once, and the board had formally voted to authorize him to
228 vote as the board's delegate.

229

230 6. Old Business:

231 There was no old business.

232 7. Housekeeping Items:

233 a. Approval of Nominations

234 Kevin Drew moved to approve the nomination of Judith Clark-Zaino as the
235 Director of Academic Studies. Bob Willette seconded. Motion passed 5-0.

236

237 b. Approval of Minutes of 8/17/15:

238 Bob Willette moved to approve the minutes. Ron Carvell seconded. Len
239 Mannino abstained. Motion passed 4-0-1.

240

241 c. Approval of Manifests: 4,5,6,7, 1017, 1018, 1019, 1020, 1021, 2022, 1023, 1024,
242 1025, 1026, 1027, 1028, 1029

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

245

246 d. List of Classified Appointments (information only)

247 e. List of Email Correspondence (information only)

248 f. List of Co-Curricular Appointments (information only)

249 g. List of Employees Leaving Service (information only)

250

251 8. Public Comments:

252 a. Ms. Carla Boudreau requested that the board allow a public forum to be held
253 regarding the school calendar. Chairman Dargie stated that he would discuss
254 this matter with the Superintendent and put the topic on the agenda for the next
255 meeting.

256

257 Ms. Boudreau thanked the Board members that intended to visit the schools on
258 Wednesday.

259

260 Mr. Rick Wood suggested to the board that they put in their agenda any public
261 meeting dates for items such as the policy committee meeting.

262

263 Mr. Carvell reminded the board of the June request to the policy committee to
264 address the policy regarding protocols for filing a grievance to the school.

265 9. Nonpublic Session RSA 91-A: 3II (a):

266 Bob Willette moved to go into nonpublic session under RSA 91-A: 311 (a). Kevin
267 Drew seconded at 9:20 pm. Motion passed 5-0.

268

269 The Board discussed collective bargaining.

270

271 Mr. Carvell moved to exit non-public session at 10:25. Mr. Willette seconded.
272 Motion passed 5-0.

273

274 10. Adjournment:

275 Mr. Carvell moved to adjourn at 10:25. Mr. Willette seconded. Motion passed 5-0.

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279 _____
School Board Chairman

_____ Date of signing