

1 **MILFORD SCHOOL BOARD**  
2 **MINUTES**  
3 **Monday, October 19, 2015 – 7:00 PM**  
4 **Milford High School – Lecture Hall Room # 182**  
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7 1. Call to Order:

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9 Chairman Paul Dargie called the school board meeting to order at 7:00 PM in  
10 Milford High School room # 182. Board members present included Mr. Len  
11 Mannino, Mr. Robert Willette, and Mr. Ron Carvell. Mr. Kevin Drew had a  
12 schedule conflict and was absent. Also present were Superintendent Robert  
13 Marquis, Business Administrator Jennifer Burk, and School Board Recorder  
14 Diane Scott.  
15

16 2. Board Member Comments

17 There were no Board member comments.  
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19 3. Public Comments

20 There were no public comments.  
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22 4. Reports and Presentations

23 Superintendent's Report  
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25 Superintendent Marquis commended the Recycling Club at the Middle School and  
26 Diane Varney-Parker, Art Teacher and advisor for the work that they continue to  
27 do around recycling at the school and in the town of Milford. Superintendent  
28 Marquis informed the Board that according to the Northeast Resource Recovery  
29 Association, the Middle School is well above what most schools are doing to  
30 recycle. Superintendent Marquis stated that a TOLD event (which is Trash on the  
31 Lawn Day) will be held on October 27<sup>th</sup> and 28<sup>th</sup>. He also stated that our 6<sup>th</sup> and  
32 7<sup>th</sup> grade Science classes will be collecting data on these days by sorting, weighing,  
33 categorizing so that we can continue to improve our recycling efforts at the  
34 Middle School.

35 Superintendent Marquis reported to the Board that our Middle and High  
36 Schools will participate in an annual event sponsored by the Community  
37 Action for Safe Teens (CAST). Their mission is to prevent substance abuse and  
38 promote healthy choices for youth throughout the Souhegan Valley. The  
39 event is the Red Ribbon Week which will be from October 23 to October 31.  
40 The theme this year is “Respect Yourself, Be Drug Free.”

41 Superintendent Marquis reported to the Board that there was an emergency  
42 planning meeting that was held on October 14<sup>th</sup> at the Milford Police  
43 Department. Superintendent Marquis stated that this meeting was held to  
44 review emergency evacuation plans for the schools and to identify any areas  
45 that needed to be addressed. Superintendent Marquis recognized Chief Viola  
46 and Captain Pelletier and the officers and traffic aides from the police  
47 department, Chief Kelly and Captains Smedick and Flaherty from the fire  
48 department, Town Administrator Mark Bender, representatives from Butler’s  
49 Bus Service, Bruce Lyskawa and Robin Boggle, all of the school district’s  
50 building administrators, as well as the central office personnel: Janice French,  
51 Mike Tenters, Jen Burk and Jerry Stajduhar for their participation.  
52 Superintendent Marquis stated that the dialogue was informative for all in  
53 attendance and it was wonderful to see such a high degree of cooperation and  
54 collegiality amongst all present. Superintendent Marquis stated that a  
55 subsequent meeting is anticipated sometime in December.

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57 Superintendent Marquis reported that the 6<sup>th</sup> graders left this morning  
58 (October 19<sup>th</sup>) to attend Nature’s Classroom. He stated that they all arrived  
59 safely and that Mr. DeMarco will be visiting the students and staff this  
60 Wednesday.

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62 School Board Email

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64 Mr. Stajduhar described the process for the use of district-hosted email for  
65 board members. He explained that as the network administrator, he has  
66 access to all emails hosted by the district.

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Mr. Carvell asked Mr. Stajduhar who he gets approval from to access email accounts. Mr. Stajduhar stated that he has access to all accounts but never looks through individual emails. He stated that he would need to gain permission from Human Resources if he were to do discovery.

Mr. Mannino asked Mr. Stajduhar how he would respond to a FOIA (Freedom of Information Act) request to check board emails. Mr. Stajduhar stated that he would not personally make a decision, and that he would ask the superintendent for guidance. Superintendent Marquis stated that he would contact legal counsel for an opinion.

Mr. Stajduhar reported to the board that backups do not leave the secure area and the school does not currently use cloud storage, but may do so in the future.

Mr. Mannino asked Mr. Stajduhar a hypothetical question: "If I opened a malicious email during off-hours, how do I handle that situation?" Mr. Stajduhar stated that he should contact him and he would provide his number.

Mr. Carvell stated that he feels there should be a policy around access to emails.

Mr. Willette stated that for Mr. Stajduhar's protection, a policy should be in place.

Mr. Dargie stated that the board should hold off using district emails until the policy committee reviews the issues.

5. New Business

Technology Curriculum

100 Mr. Stajduhar reported to the Board that over the past several years the IT  
101 department has been working to bring the technology environment to a level  
102 that will support modern blended learning practices. He stated that the  
103 following has occurred since 2011:

- 104 1. Upgraded Windows active directory to support modern technologies (2011)
- 105 2. Implemented continuous software/hardware replacement schedule to  
106 support upgrades and started sever virtualization (2011-current)
- 107 3. Rebuilt website to allow greater interaction with students and parents  
108 (2012)
- 109 4. Installed managed services/power management/network monitoring  
110 software suites (2012-13)
- 111 5. Connected all buildings with high-speed fiber optic network (2013-14)
- 112 6. Redesigned internet access circuit to allow scaling internet speeds as  
113 needed (2013-14)
- 114 7. Replaced/upgraded/extended and labeled physical wiring infrastructure  
115 (2013-14)
- 116 8. Replaced switching to support VoIP phones and high-speed, reliable data  
117 transfer to classroom (2013-14)
- 118 9. Installed district-wide wireless network to support new technologies (2014-  
119 15)
- 120 10. Evaluated numerous blended learning approaches and selected Google  
121 School and Chromebooks (2015-16)

122 Mr. Stajduhar reported to the board that they will re-craft the current Acceptable  
123 Use Policy to include wireless access for students and staff. There will no longer  
124 be a separate wireless policy.

- 125 a) The policy will need to be communicated to parents as well as to  
126 teachers and students
- 127 b) The teacher will be the primary point for monitoring, reporting and  
128 enforcement
- 129 c) There will be a tiered disciplinary approach for violators

130 d) There will be a procedure (formal or otherwise) to allow students that  
131 have lost access to technology to continue to receive instruction

132 Mr. Tenters reported to the Board that Heron Pond will initially use the  
133 Chromebook cart as a lab for access to the internet. Mr. Tenters stated that at  
134 some point in the near future printing will be configured for that lab. Teachers  
135 will log the devices in once a week – students will not have passwords for the  
136 wireless network. Mr. Tenters stated that the middle school will initially have the  
137 Chromebook cart assigned to a specific teacher (7<sup>th</sup> grade science) and the high  
138 school will have two of the Chromebook carts assigned to two separate teachers  
139 (english and science teachers). The third high school cart will be available to  
140 other teachers to sign out. Mr. Tenters stated that they will research and provide  
141 Professional Development (PD) opportunities for Google, Chromebooks, and web  
142 2.0 tools. He also stated that there will be a pilot/product evaluation to inform  
143 future decisions (usage, staff/student feedback, assessment data, student work,  
144 etc.). A sub-committee of the technology committee will meet to update the  
145 district technology plan which will subsequently be presented to the entire  
146 technology committee and the School Board.

147 Mr. Carvell asked Mr. Stajduhar how many Chromebooks the district has  
148 purchased to date. Mr. Stajduhar stated that the district has 140 Chromebooks.

149 Mr. Stajduhar and Mr. Tenters reported to the board 2016-2017 Budget  
150 projections:

151 a) We will purchase 10 new Chromebook carts for approximately \$70,000.  
152 One to Heron Pond, five to the middle school (plus the existing cart = two  
153 per grade level), four to the high school to be deployed to World Language,  
154 Unified Arts, Social Studies and Science.

155 b) An additional \$70-\$80,000 for general technology for ICT (Information and  
156 Communication Technology) improvements. Principals will work with Mike  
157 Tenters (Curriculum)/Jerry Stajduhar (IT) to decide best usage.

158 Mr. Stajduhar and Mr. Tenters reported to the Board 2017 and beyond IT  
159 projections:

- 160 a) Social Studies in the “Needs Assessment and Research” phase this year
- 161 b) 2016-2017 will be Science
- 162 c) Components of the ICT Curriculum will be embedded in all curricular areas

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## 164 6. Old Business

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### 166 Policy Changes

#### 167 Policy # 2330 – Purchasing (2<sup>nd</sup> Reading)

168 Mr. Dargie explained that the proposed change to this policy is to increase the  
169 first threshold level for the requirement of a documented second quote (if  
170 possible), from \$1500 to \$3000. The rationale is that the current low threshold  
171 level generates a lot of paperwork with little benefit.

172

173 Mr. Willette moved to approve the second reading of the modification of Policy  
174 #2330. Mr. Mannino seconded. Motion passed 4-0.

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#### 176 Policy # 2327 – Calculation of Default Budget (2<sup>nd</sup> Reading)

177 Mr. Dargie reported to the board that the policy committee discussed the current  
178 default budget calculation policy, and came to the consensus that the policy  
179 should be eliminated. The new process will have the Business Administrator  
180 calculate the default budget, then bring the calculation to the school board for  
181 review and modification if needed, then to final approval.

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183 Mr. Willette moved to approve the second reading of the deletion of Policy  
184 #2327. Mr. Carvell seconded. Motion passed 3-1 with Mr. Mannino in opposition.

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#### 186 Policy #4006 – Sports – Physical Examinations (2<sup>nd</sup> Reading)

187 Mr. Dargie stated that the proposed modification to this policy is a minor  
188 correction to document that there are three grades in the middle school instead  
189 of four. The policy had not been updated when the fifth grade moved from the  
190 middle school to Heron Pond School.

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192 Mr. Willette moved to approve the second reading of the modification of Policy  
193 #4006. Mr. Carvell seconded. Motion passed 4-0.

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195 Policy # 4040 – No Smoking Policy (2<sup>nd</sup> Reading)

196 Mr. Dargie stated that the proposed modification to this policy is to incorporate  
197 changes in the law that added references to e-cigarettes, liquid nicotine, and  
198 vaping. An additional elimination of a reference to the readiness grade since it is  
199 no longer in use in the district.

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201 Mr. Willette moved to approve the second reading of the revision of Policy #4040.  
202 Mr. Carvell seconded. Motion passed 4-0.

203

204 Information on Co-Curricular Activities

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206 Superintendent Marquis reported to the Board the parameters for stipend  
207 positions. Superintendent Marquis stated that for each activity, a job description  
208 is established. Parameters are compared to the job description, based upon the  
209 minimal service needed to supervise/advise the activity. A point value is  
210 determined for each parameter. The total point values for all parameters  
211 determines the percentage used of the base salary. Superintendent Marquis  
212 reported that there was an 8 percent reduction across the board during the 2010-  
213 2011 school year. He also stated that since that time there have been no  
214 additional raises since that time.

215 Mr. Mannino asked Superintendent Marquis what the process would be to  
216 establish the Unified Basketball as a stipend position. Mr. Mannino questioned  
217 why the budget was the deciding factor in the determination of a Co-Curricular  
218 Activity, while other activities continue without question. Mr. Mannino stated  
219 that he would like to fund the Unified Basketball position. Chairman Dargie  
220 stated that could happen if other monies were available.

221 Superintendent Marquis reminded the Board to consider equity and fairness. He  
222 also stated that there are other activities that are not yet funded that should be  
223 discussed.

224 Mr. Willette asked if the costs represented on the Co-Curricular spreadsheet  
225 reflected salaries for coaches or the team expenses. Ms. Burk stated that the  
226 funding of stipends comes directly out of the operating budget. She also stated

227 that not all the transportation is funded through the budget. The teams do a lot  
228 of fundraising to offset additional expenses.

229 Mr. Carvell asked who manages the calculations for the stipend positions.  
230 Superintendent Marquis stated that the Athletic Directors and building principals  
231 manage the calculations for the stipend positions.

232 Mr. Carvell suggested we look at what other schools are offering for similar  
233 stipend positions and how they calculate the stipend. Mr. Carvell requested  
234 Superintendent Marquis provide the Board with the number of Co-Curricular  
235 activities that are not funded. Mr. Carvell would like to see if the Board could  
236 fund some of these activities.

237 Chairman Dargie suggested that the Superintendent take a handful of the  
238 activities at different stipend levels and get methods of calculation and ranges  
239 from surrounding schools.

240 Superintendent Marquis stated that he would provide the information requested  
241 to the Board at the next Board meeting to aid the Board in its discussion and  
242 decision.

243 Chairman Dargie stated that the 6<sup>th</sup> grade Nature's Classroom trip should be  
244 funded by the Board.

## 245 7. Housekeeping Items

### 246 a. Approval of Minutes 10/05/15

247 Mr. Carvell moved to approve the minutes of 10/05/15. Mr. Mannino  
248 seconded. Motion passed 4-0.

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### 250 b. Approval of Manifests: 1041, 1042, 1043

251 Mr. Willette moved to approve Manifests 1041, 1042, 1043. Mr. Dargie  
252 seconded. Motion passed 4-0.

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### 254 c. List of Email Correspondence (information only)

### 255 d. List of Co-Curricular appointments (information only)



256 8. Public Comments

257 There were no public comments.

258 9. Nonpublic Session RSA 91-A: 3II (a) (if needed)

259 Mr. Mannino moved and Mr. Willette seconded to enter non-public session at  
260 8:03 pm under RSA 91-A: 2 I (a). Motion passed 4-0.

261 The Board discussed collective bargaining.

262 Mr. Mannino moved and Mr. Carvell seconded to leave non-public session at 8:56  
263 pm.

264 10. Adjournment

265 Mr. Mannino moved and Mr. Carvell seconded to adjourn the meeting at 8:57  
266 pm.

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268 \_\_\_\_\_  
269 School Board Chairman

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Date of signing