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**MILFORD SCHOOL BOARD
MINUTES
Monday, December 21, 2015 – 7:00 pm
Milford High School – Lecture Hall, Room # 182**

1. Call to Order:

Chairman Paul Dargie called the Milford School Board meeting to order at 7:00 pm in the Milford High School Lecture Hall room number 182. Board members present included Mr. Len Mannino, Mr. Robert Willette and Mr. Ron Carvell. Mr. Kevin Drew was excused. Also present were Superintendent Robert Marquis, and Business Administrator Jennifer Burk.

2. Board Member Comments:

No Board Member comments.

3. Public Comments:

Milford resident Mr. Ted Kennedy requested that the board consider waiving the requirements of policy 5060, Regulations for Admitting Students from Other States and Countries, provisions #7 & #8 regarding the timing of admitting students and regarding matriculation from the beginning of the year. Mr. Kennedy's family has an opportunity to host a foreign exchange student from Brazil for the second semester.

Mr. Dargie moved that the board suspend the rules to allow for discussion and action on this topic, as this topic was not on the agenda. Mr. Mannino seconded. Motion passed 4-0. (A 2/3 majority of the whole board, or 4 positive votes were needed to pass this motion as per policy 2162.)

Mr. Dargie moved that the requirements of sections 7 and 8 of policy 5060 be waived for this topic, and to authorize High School Principal Dr. Bradford Craven, to make a final decision in consultation with the Superintendent, as to whether the student should be admitted to the high school for the second semester of the current school year. Mr. Carvell seconded. Motion passed 4-0.

4. Reports and Presentations:

a. Superintendent's Report

Superintendent Marquis noted that he received a letter from SHARE thanking the Milford School District for coordinating fundraising efforts that totaled \$234 in donations.

45 Superintendent Marquis attended a chorus & band assembly at the High School
46 this morning, and would like to extend his compliments to all performing students
47 as well as teachers Ms. Jennifer Erdody and Mr. Brad Smith.
48

49 Superintendent Marquis announced that Mr. Frank Xydias, an engineering teacher
50 at the high school, is coordinating a program – Girls in STEM – to be held on
51 January 13th from 5:30-8pm. This program is targeted at female students in grades
52 5-8, and includes hands-on labs and presentations from current female students
53 in high school programs in the areas of Science, Technology, Engineering & Math
54 (STEM). Hitchiner Manufacturing, Dell Computers, Velcro, and NH Ball Bearing
55 are sponsoring this event.
56

57 Superintendent Marquis provided an update on the status of administering SATs
58 for 11th grade students in lieu of Smarter Balanced testing. The staff in the high
59 school is planning for testing procedures that will best meet the needs of students
60 with regards to staffing and facilities. It is anticipated that there will be a need for
61 20 rooms, which will impact the schedule for the entire high school student
62 population for the majority of the time on the testing date. Additional updates will
63 be provided as information becomes available.
64

65 Superintendent Marquis extended thanks from Athletic Director Marc Maurais to
66 the Football Booster's Club and President Bill Skinner for their assistance in the
67 program and fundraising this past year. In addition, Athletic Director Maurais
68 thanked the Milford Ambulance Department, Craig Jackson, Steve Martin, Diane
69 Smith, Brad Smith, Sherry Miles, Ange Picard, Bob Quirbach, and the football
70 chain crew for all the behind-the-scenes contributions that made this year a
71 success. Milford has been recognized for Outstanding Game Administration by
72 the NHIAA.
73

74 Nurses from the Middle & High Schools recently attended a NARCAN seminar,
75 and came away with information on how the District can be prepared and respond
76 to an overdose, should one occur.
77

78 Superintendent Marquis noted that over the past month, two students wrote guest
79 columns for the Nashua Telegraph Education Page. Ms. Hannah Waris, who will
80 be a first time voter this year, wrote a column on her recent meeting with
81 presidential candidate Vermont Senator Bernie Sanders. Ms. Carolyn Opre wrote
82 about how the students celebrated Computer Science Education Week, and how
83 students participated in the "Hour of Code", which provided activities exposing
84 students to programming logic and learn about technology. During the Education
85 Week, three guest speakers were hosted – former student Angelos
86 Dardagiannopoulos, Director at SkyMap games, plus Michale Radice and Lauryn
87 Schimmel from Chart Cloud Technologies. This program was coordinated by Ms.
88 Kim Palmer – Librarian at Milford High School, and Computer Technology Teacher
89 Ms. Tammy Andrew, from December 7th – 11th.
90

91 Lastly, Superintendent Marquis provided a brief update on ESSA (Every Student
92 Succeeds Act), which was recently passed by Federal legislative body and which
93 takes the place of No Child Left Behind. ESSA will provide more control to state
94 & local levels, and changes the landscape for pre-Kindergarten programs with
95 additional funding support. This Act will take full effect in the 2017-18 school year.
96

97 5. New Business:

98 a. 2016 New Hampshire School Board Delegate Assembly
99

100 Mr. Dargie noted that the information on the NHSBA Delegate Assembly isn't part
101 of the regular packets provided to the audience, as it was a sizeable document,
102 but it is available online. Mr. Dargie noted that there is a meeting on Saturday,
103 January 16th, and he would be interested in attending and acting on behalf of the
104 Milford School Board. Session topics will include recordings in classrooms, school
105 funding, and best practices in school board leadership. Mr. Dargie made a motion
106 for the School Board to appoint Mr. Dargie as a voting representative at this
107 meeting, and to provide generic authorization to vote on behalf of the board,
108 seconded by Mr. Mannino. Motion passed 4-0.
109

110 b. Policy Proposals:
111

112 Mr. Dargie postponed discussion of the new policies for first reading until the policy
113 section under Old Business was addressed.
114

115 6. Old Business:

116 a. Default Budget:
117

118 Mr. Dargie noted that there was an attachment to the agenda for the Default
119 Budget calculation using the Department of Revenue reporting form, as was
120 presented at the last Board meeting. In addition there is an exhibit that is online
121 only with the breakdown by account for the calculation of the Default Budget. The
122 tax impact analysis for the proposed Default Budget is included, reflecting the
123 update to the Fund Balance component of revenue, and the current Proposed
124 Budget tax impact analysis with updated revenue is also attached for comparison.
125

126 Mr. Dargie made a motion to accept the Default Budget as presented at
127 \$39,718,228. There was no second to this motion, and Mr. Dargie withdrew the
128 motion.
129

130 Mr. Carvell indicated that he reviewed the information in the Default Budget
131 calculation and made a motion to accept a Default Budget set at \$39,398,216. The
132 motion was seconded by Mr. Mannino for discussion purposes. Mr. Carvell
133 reviewed his process in calculating the Default Budget to be the minimum required
134 amount to operate the schools. This was derived by taking the default budget that
135 was in the packet, eliminating the cost for four positions that are to be eliminated
136 in the proposed budget, and adding in the cost for the Career Development

137 Specialist that is to be added in the proposed budget. There was discussion
138 surrounding the appropriateness of reducing staff positions in the default budget,
139 when reductions from the default budget are only allowed for the elimination of
140 one-time expenses. Additional discussion took place around giving voters a choice
141 with staffing reductions set in a proposed Operating Budget, that aren't reduced in
142 a Default Budget. The legality of adding funding for the Career Development
143 Specialist was also discussed.

144
145 Mr. Willette made a motion to table this discussion until the next Board meeting on
146 January 4th. The motion was seconded by Mr. Mannino. Motion passed 4-0.

147
148 b. Budget Work Session:

149
150 Mr. Rick Wood, Chairman of the Budget Advisory Committee, presented
151 information on the findings of the Committee. Mr. Wood distributed two documents
152 to the School Board – a Budget Build Worksheet, and a 2.84% Budget Impact
153 summary reflecting their changes. Mr. Wood noted that both of these documents
154 are draft only – the Committee has not yet finalized a full review of the proposed
155 budget, in consideration of the reductions list and bond proposal being reviewed
156 this evening, but it does reflect the Committee's position at this point.

157
158 Mr. Wood indicated that the Committee was working through the Object Code book
159 dated November 2, 2015, and each line was considered. Items of note were a
160 reduction of two teachers at Heron Pond, two teachers at the Middle School, and
161 two teachers at the High School, which were based on the enrollment projects and
162 District guidelines on student-to-teacher ratios at each level for "core" subjects,
163 and using a rough figure of \$65K per teacher (inclusive of salary & benefits) to be
164 eliminated, for a total of \$400K to the 100 object codes.

165
166 Mr. Wood noted that the current budget level for the Committee is \$39,525,173,
167 which is reflective of a 2.84% increase over the current operating budget. With the
168 updated revenue figure to include the \$350K fund balance, this brings the overall
169 budget increase to 6.58%.

170
171 Mr. Dargie thanked the Committee for all of their hours of work, and expressed his
172 appreciation of their input into the budget process. Mr. Dargie did request that with
173 any other changes to the Committee's calculation of the budget, to translate those
174 additions or decreases to the related objects so it can be clear what is being added
175 or cut.

176
177 Mr. Dargie then referred to the proposed reductions list, which was updated to
178 include some new information following the Board's approval of the Teacher Early
179 Retirees at the meeting on December 7th, with additional attrition savings, along
180 with the exclusion of the Music Teacher at the Middle School and the Grade 3
181 Teacher from the list.

182

183 Further discussion regarding which items from the list should be included in the
184 overall reduction commenced. Line 14 was adjusted to be put back into the budget
185 the \$10K reduction for the Veritime software. In addition, lines 22, 31-35, and 37-
186 39 were excluded from the reduction list. All other items were accepted.

187
188 Mr. Dargie made a motion to set the Operating Budget level for the 2016-17 school
189 year at \$39,589,525, which would have a \$1.38 impact on taxes, or 6.87%
190 increase. Mr. Carvell seconded the motion. Motion passed 4-0.

191
192 c. Capital Improvement Plan:

193
194 Mr. William Cooper, Director of Buildings & Grounds, presented a list of prioritized
195 projects based on Mr. Dargie's request to see a list at a \$2M level, and a \$3M
196 level, which focuses on infrastructure changes in the Middle & High Schools, plus
197 windows and doors at Bales and a District-Wide Building Automation System
198 solution for energy management across the District.

199
200 Discussion included concerns raised about the piping in the High School, which
201 has already experienced failures, and the air conditioning proposed for the High
202 School gym and interior classrooms.

203
204 Mr. Dargie motioned to set \$3M as the bond level for the initial warrant article. Mr.
205 Willette seconded the motion. Motion passed 4-0.

206
207 d. Policy Proposals:

208
209 1. Policy Number 2295 – Acceptable Computer, Network and Internet Use Policy
210 (1st Reading). Mr. Willette moved and Mr. Dargie seconded to approve the first
211 reading of this policy revision. Motion passed 4-0.

212
213 2. Policy Number 5011 – Searches of Students, Student's Property and school
214 Owned Equipment (1st Reading). Mr. Willette moved and Mr. Dargie seconded to
215 approve the first reading of this policy revision. Motion passed 4-0.

216
217 3. Policy Number 5020 – Student Records and Access (1st Reading). Mr. Willette
218 moved and Mr. Dargie seconded to approve the first reading of this policy
219 revision. Motion passed 4-0.

220
221 4. Policy Number 2422 – Public Complaints About School Personnel,
222 Employees, Students or Administrators (2nd Reading). Mr. Willette moved and
223 Mr. Dargie seconded to approve the second reading of this policy revision.
224 Motion passed 4-0.

225
226
227 7. Housekeeping items:

228 a. Approval of Minutes of 12/7/15. Mr. Carvell moved to approve the minutes; Mr.
229 Willette seconded. Motion passed 4-0.

- 230 b. Approval of Manifests: Mr. Willette moved to approve the manifests as listed
231 in the agenda; Mr. Dargie seconded. Motion passed 4-0
232 d. List of Email Correspondence: (information only). No comments.
233 e. List of Classified Appointments (information only). No comments
234 f. List of Employees Leaving Service (information only). No comments
235 g. List of Co-curricular Appointments (information only). No comments
236

237 8. Public Comments: None
238

239 9. Non-Public Session

240 Mr. Carvell moved to enter non-public session at 10:25pm under RSA 91-A:2 I (a)
241 and RSA 91-A:3 II (a) Personnel. Mr. Mannino seconded. Motion passed 4-0. The
242 board discussed collective bargaining and personnel matters.
243

244 Mr. Carvell moved to exit non-public session at 10:55pm. Mr. Willette seconded.
245 Motion passed 4-0.
246

247 10. Adjournment:

248 Mr. Carvell motioned to adjourn the meeting at 10:55pm. Mr. Willette seconded.
249 Motion passed 4-0.
250

251 Minutes recorded by Jennifer Burk.
252
253

254 _____
255 School Board Chairman

_____ Date of Signing