

1 **MINUTES OF THE MILFORD SCHOOL BOARD MEETING**
2 **MONDAY, FEBRUARY 15, 2016**
3 **MILFORD HIGH SCHOOL – LECTURE HALL #182**
4

5 1. Call to Order

6
7 Chairman Paul Dargie called the school board meeting to order at 7:00 pm at Milford
8 High School Lecture Hall Room #182. Board members in attendance included Mr.
9 Kevin Drew, Mr. Robert Willette, Mr. Len Mannino and Mr. Ron Carvell. Also
10 present were Superintendent Robert Marquis, Business Administrator Jennifer Burk,
11 and Minutes Recorder Marie Walker.

12
13 2. Board Member Comments

14
15 Chairman Dargie thanked everyone who attended the deliberative session on
16 February 4, 2016.

17
18 3. Public Comments

19 None

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21
22 4. Reports and Presentations

23
24 a. Superintendent's Report

25 Superintendent Marquis stated that Interact Club members at MHS donated
26 \$3,500 to charity.

27
28 The MHS Girls Indoor Track Team won the Division 2 State Championships.

29
30 Artwork from MMS is being displayed at the SAU office. The pieces are some of
31 those related to the Superintendent's Report at the January 19th meeting, from
32 the "Drawn to the Music" contest, which were also displayed at the NH
33 Philharmonic.

34
35 The Unified Basketball Team played against Con-Val last week and the entire
36 student population attended to support both teams. Superintendent Marquis
37 congratulated the team members, buddy partners, and staff members for their
38 efforts.

39
40 Read Across America is being celebrated at Heron Pond and Jacques the week
41 of February 15th.

42
43 Heron Pond 4th graders are performing "The Big Chill" – a weather related play.

44
45 The SAT test will be administered to all High School juniors on Wednesday,
46 March 2nd.

47 The teaching staff participated in professional development days on February 9th
48 and 10th on various topics, including using Chromebooks and Google in the
49 classrooms, technology integration, and CPR recertification training.
50

51 The District had a visit from the NH Department of Labor to conduct a safety
52 inspection of all facilities. A findings report will be given to Superintendent
53 Marquis at a later date, which will be shared with the Board. Mr. Carvell inquired
54 if the District had ever been inspected before, and Superintendent Marquis noted
55 that this was the first time.
56

57 Finally, there were some boiler and valve issues at Bales, Jacques and MMS
58 today due to cold weather over the weekend. Staff and students were relocated
59 as needed while the issues were addressed.
60

61 b. Annual Auditor's Report

62 Matthew Murray from Vachon Clukay presented an overview of the auditor's
63 report for fiscal year ending June 30, 2015. The auditor's opinion of the District's
64 financial statements was that there were no material issues. The District
65 received the highest rating available. Mr. Murray did note that for the first time
66 this year, the financial statements incorporated the GASB 68 standard related to
67 the net pension liability for the New Hampshire Retirement System. GASB 68
68 requires all covered employers to include a proportional share of the outstanding
69 pension liability on their financial statements. Incorporating this \$24,058,644 net
70 pension liability radically changed the look of the financials, but is not considered
71 to be a material change. The result of adding the liability was that the net ending
72 position was (\$12,924,987) instead of the \$11,133,657 that it would have been if
73 the liability were not included in the financials, as was the case in the previous
74 year.
75

76 Mr. Murray noted one suggestion in the management report was related to the
77 timeliness of deposits in the Student Activity accounts. These funds need to be
78 deposited within 5 business days from the receipt of the funds. He
79 recommended that there be a standard practice of depositing all activity funds
80 every Friday. In addition, the student activity account balances at the end of the
81 prior year and the start of the new fiscal year needed to agree. There were some
82 new accounts created during the year that complicated the accounting. Business
83 Administrator Jennifer Burk noted that Accountant Jeff Candito was working
84 closely with the secretarial staff responsible for tracking student activity accounts
85 on both of these issues.
86

87 Chairman Dargie commented that a concern was raised at deliberative session
88 regarding how the District was allocating the expenses for employee benefits
89 within the same function code, as opposed to distributing it across the function
90 codes associated with the covered staff members, but Mr. Murray noted that
91 there is no issue with having it consolidated under the single function code. He
92 noted that school districts that were audited by his company do it both ways, and

93 either way is acceptable. He noted that larger organizations tended to use the
94 consolidated method like Milford, while smaller organizations tended to use the
95 allocation method. This is due to the amount of work involved in doing the
96 allocations when there a large number of personnel payments that needed to
97 allocated.

98
99 Chairman Dargie thanked Mr. Murray for coming to the meeting.

100
101 c. Model United Nations Club Presentation

102 Anna Parker, MHS Social Studies teacher and advisor of Model UN Team
103 introduced MHS students Shannon Drew and Maya Flores. A group of students
104 recently attended the Harvard University Model United Nations program, which
105 included over 3,000 delegates from across the world. The program provided
106 students with opportunities to engage in public speaking, debate, and problem
107 solving to address global issues. Ms. Drew and Ms. Flores had applied for and
108 were approved to participate in an additional opportunity in simulations of
109 historical events in smaller group settings – the Manhattan Project and King
110 Henry VIII's Privy Council.

111
112 Mr. Drew asked the students about their favorite part of the program. Ms. Drew
113 and Ms. Flores noted that Model UN and the Harvard program provide different
114 and unique opportunities to meet people from around the world, improving writing
115 & researching skills, and engaging in public speaking and debate.

116
117 Mr. Dargie asked about the student population participating in this club, and Ms.
118 Parker noted that it includes students from all grade levels. There were nine
119 students that attended the event.

120
121 d. Use of Google

122 Michael Tenters, Director of Curriculum & Instruction, presented an overview of
123 the next steps in the Google/Chromebook pilot, noting that plans are building-
124 specific based on the needs of the staff and students. Mr. Tenters outlined some
125 of the benefits of the Google platform in engaging students in the classroom,
126 including those who struggle in the traditional environment. It provides more
127 opportunities for collaboration between students and teachers, and offers
128 accessibility onsite and offsite, with storage in the cloud. Mr. Tenters offered to
129 setup a presentation on this at a future Board meeting, with demonstrations by
130 students and staff on how they are utilizing the Google environment.

131
132 Jerry Stajduhar, Director of Computer Technology, gave an overview of the
133 technical side. There are currently around 190 Chromebooks in use throughout
134 the District. Mr. Stajduhar noted that the equipment is holding up well to the daily
135 use. There will be a need to increase bandwidth to make better use of
136 Chromebooks in the future as more are rolled out. They are still evaluating long-
137 term use and the limitations on the applications available, particularly with
138 Microsoft products.

139 Mr. Stajduhar noted that HP is releasing a new Chromebook design called
140 Toughbooks, and he will be receiving a sample to test in the next week or so.
141 Chairman Dargie asked what the price is of the Toughbooks, but Mr. Stajduhar
142 noted that pricing wasn't available on these just yet. Mr. Drew also noted some
143 of the benefits of Chromebooks for students in the classroom.
144

145 5. New Business

146 a. Superintendent Evaluation Parameters

147 Chairman Dargie explained that as part of Superintendent Marquis' contract, an
148 annual written evaluation is required along with periodic informal reviews
149 throughout the year. He recommended using the NH School Board Association's
150 template for the evaluation process, which provides sections related to the key
151 components of a Superintendent role. Chairman Dargie suggested that the
152 Board members each complete the form independently and discuss their findings
153 as a group at the meeting on March 21st for interim feedback, and in preparation
154 for the formal annual evaluation process to be completed in the fall.
155

156 Mr. Drew clarified the expectation on the process for completing the form
157 individually. Mr. Carvell noted that he would prefer the Board review the form
158 together as a group, rather than completing it individually first. Chairman Dargie
159 suggested instead that Board members identify any areas they would rate as a 1
160 or 2 with their reasons for the rating, and the rest would be discussed during the
161 meeting.
162

163 Chairman Dargie also noted that the Board meeting scheduled for March 7th will
164 be canceled unless a pressing matter arises, since it is the day before elections.
165

166 b. School Board Goals Review

167 Chairman Dargie went over the goals of the School Board for the year to date.
168 With regards to the first goal relating to collective bargaining, he noted that the
169 process would start up again in the fall. The second goal was related to the
170 Capital Improvements plan, which resulted in the \$3M warrant article for the vote
171 in March. The final goal was to establish an evaluation process for the new
172 Superintendent, which was just addressed.
173

174 c. Policy Proposals

175 1. Policy 2160 – Minutes (first reading of policy modification)

176 The current policy relating to minutes for Board meeting is not being followed as
177 currently written, especially with the changeover in the Superintendent role.
178 Chairman Dargie stated that the proposed revisions would update the policy to
179 reflect current practice. One change noted under the content section is that a
180 brief summary of a person addressing the Board would be included in the
181 minutes, rather than the currently stated "no more than two sentences". Under
182 submissions, the recorder will record the minutes and submit them to the
183 Superintendent for review and modification, who will then send it to the Chair for
184 further review and editing. The minutes will be returned to the Superintendent to

185 be forwarded to the Board. Non-public session minutes will be recorded by the
186 Superintendent and added to the regular minutes during his review. Draft
187 meeting minutes will be made available within 5 business days of the meeting.
188 Separate minutes of non-public sessions are allowed, especially when there is an
189 anticipation that the minutes will be sealed as would normally occur for a meeting
190 that is a student hearing on a disciplinary matter.

191
192 Mr. Willette asked if the Chair could revise minutes, as the submissions section
193 should be reworded to allow for editing.

194
195 Mr. Willette moved and Mr. Dargie seconded a motion to approve the first
196 reading of the revised policy with the modification noted.

197
198 Mr. Carvell questioned whether the Chair should be modifying the minutes before
199 the Board as a whole reviews them. Chairman Dargie noted that this was for
200 ensuring accuracy.

201
202 Motion was approved 5-0.

203
204 2. Policy 2298 – Video and Audio Recording in School Classrooms (first reading
205 of new policy)
206 The NH School Board Association recommended having policy in place for Video
207 and Audio Recording in classrooms. The proposed policy provides a definition
208 for the word “classroom,” which is not defined in the RSA. Also defined is the
209 frequency of consent by parents as this is not defined in the RSA. Annual written
210 consent will be required. The policy also identifies areas where consent is not
211 required, and defined non-classroom activities and educational situations that
212 may require video or audio recording.

213
214 Mr. Willette moved and Mr. Dargie seconded a motion to approve the first
215 reading of a modification to Policy 2298. Motion passed 5-0.

216
217 6. Old Business

218 None

219

220 7. Housekeeping

221 a. Approval of Minutes 2/1/16: Mr. Drew moved, Mr. Carvell seconded, motion
222 passed 5-0.

223 b. Approval of Minutes 2/4/16: Mr. Drew moved, Mr. Carvell seconded, motion
224 passed 5-0.

225 c. Approval of Manifests 19, 20, 1098, 1099, 1000, 1101, 1102: Mr. Willette moved,
226 Mr. Dargie seconded, motion passed 5-0.

227 d. List of Email Correspondence (information only): No comments

228

229 8. Public Comments

230 None

- 231 9. Nonpublic Session under RSA 91-A:2 (a) Strategy or negotiations with respect to
232 collective bargaining, and/or RSA 91-A:3 II (a) Personnel
233 a. Personnel
234 b. Sealed Minutes Review
235

236 Mr. Drew moved that the Board enter non-public session under RSA 91-A:3 II (a),
237 Personnel. Mr. Mannino seconded the motion. Motion passed 5-0. The Board
238 entered non-public session at 9:04pm.

239
240 The Board discussed personnel matters and reviewed the list of sealed minutes in
241 the non-public session. No minutes were unsealed. No action was taken during the
242 non-public session.

243
244 Mr. Willette moved, and Mr. Carvell seconded, a motion to exit non-public session at
245 9:14pm. Motion passed 5-0.

246
247 The board resumed public session at 9:14 pm.

248
249 Mr. Willette moved, and Mr. Mannino seconded a motion to approve an extended
250 leave of absence for a teacher. Motion passed 5-0.

251
252 Mr. Carvell moved, and Mr. Willette seconded a motion to approve an extended
253 leave of absence for an Associate. Motion passed 5-0.

254
255 10. Adjournment

256 Mr. Willette moved, and Mr. Carvell seconded a motion to adjourn the meeting.
257 Motion passed 5-0. The meeting was adjourned at 9:15pm.

258

259

260

261

School Board Chairman

Date of Signing