

**MILFORD SCHOOL BOARD MEETING MINUTES
MONDAY, MAY 16, 2016 – 7:00 PM
MILFORD HIGH SCHOOL – LECTURE HALL ROOM #182**

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6 1. Call To Order:

7 Chairman Paul Dargie called the meeting to order at 7:00pm. Board members present
8 were Mr. Kevin Drew, Mr. Robert Willette, Mr. Len Mannino, and Mr. Ron Carvell. Also
9 in attendance were Superintendent Robert Marquis, and Business Administrator Jennifer
10 Burk.

11
12 2. Board Member Comments:

13 Mr. Dargie noted that the NEASC report for the High School has been posted on the
14 school website. An Action Report will be issued in June, and the board will be
15 discussing the results of the report and any recommended action items outlined at a
16 future meeting, perhaps in August or September.

17
18 3. Public Comments:

19 None

20
21 4. Reports and Presentations:

22 a. Superintendent's Report

23 Superintendent Marquis complemented Jennifer Lowy and the Middle School band
24 for the concert that was held last Tuesday. He noted that it was one of the best
25 Middle School concerts he has attended.

26
27 He recognized those Middle School students who participated in the Southwest
28 District Middle School Music Festival on May 7th.

29
30 Superintendent Marquis noted that the District Band Festival will be held Tuesday
31 May 17th at MHS - which will have elementary, middle and high school students
32 playing.

33
34 He reported on the Artist in Residence program at the Middle School that occurred
35 last week as part of "Green Week". Students made waves from recycled bottles that
36 are hanging from the cafeteria ceiling.

37
38 Heron Pond had its Fun Run last Saturday and over 350 children and parents
39 participated to promote healthy habits and exercise.

40
41 Heron Pond students participated in virtual field trips using Google Virtual Reality
42 Viewers – "Google Expedition" – last Friday. Among the places they visited was the
43 "Great Barrier Reef".

44
45 Superintendent Marquis reported out on Department of Education Commissioner
46 Vivian Barry's visit to the Middle School and to the High School. He thanked the
47 administration and staff at both buildings and commended the high school students
48 who were able to speak about their experiences. Teacher David Alcox and members
49 of the "We The People" team spoke about their program. Career Development
50 Specialist Richard Paiva and students involved with the internship program spoke
51 about their experiences with their internships with local businesses.

52 Superintendent Marquis reported that he and Middle School Principal Tony DeMarco
53 visited the Mason School District and spoke with the 5th graders as well as some of
54 the 5th grade parents.
55

56
57 The board was made aware that air quality samples taken in April near the high
58 school and the Jacques Memorial School were all within acceptable limits. In
59 response to Mr. Mannino he noted that the test results are available from the Town
60 and may be on the Town website.
61

62 b. Review of Winter Expenditures

63 Business Administrator Jennifer Burk reviewed the exhibit that reflected winter
64 expenditures and noted savings in overtime, fuel, electrical & natural gas costs – for
65 a total savings of \$41,747 to date. This included overtime costs incurred to monitor
66 the High School pipes during the winter months.
67

68 5. New Business:

69 a. FBLA Request for National Competition Funding

70 Teacher Corey Laird and student members of the Future Business Leaders of
71 America (FBLA) group spoke about their experiences in past competitions and how
72 FBLA has made an impact on their lives. They discussed the upcoming National
73 competition that is being held in Atlanta, GA starting on June 27th. There are eight
74 Milford High School students that will be attending the competition.
75

76 Mr. Drew moved and Mr. Willette seconded a motion to award the FBLA \$1,417.00
77 toward the competition trip taking place in Atlanta. Motion passed 5-0
78

79 b. Approval of Contract for Pipe Replacement at MHS

80 Mr. Dargie briefly outlined the information in the memo and the RFP process Director
81 of Buildings & Grounds Bill Cooper went through for the revised pipe replacement
82 project for the High School. Mr. Willette made a motion to award the contract to
83 Granite State Plumbing & Heating, which was seconded by Mr. Drew for discussion
84 purposes.
85

86 Mr. Drew inquired about the material to be used in the replacement project as there
87 was discussion previously about using plastic pipe vs. black metal pipe. The original
88 RFQ specified black metal pipe and the new RFQ specified plastic pipe. Mr. Drew
89 suggested waiting until the next meeting to have an opportunity to get additional
90 information from Bill Cooper on the impact and difference in the materials to be used.
91 Mr. Cooper was unable to attend the meeting, so he was not available to answer
92 questions that night.
93

94 Mr. Mannino moved and Mr. Drew seconded a motion to table the discussion until
95 the next meeting. Motion passed 5-0. Chairman Dargie requested that this be put
96 on the agenda for the next board meeting on June 6th.
97

98 c. Food Service Program Update

99 Business Administrator Jennifer Burk reviewed her memo regarding the status of the
100 food service program including the history on profit & loss, number of meals served,
101 meal pricing, staffing levels in the buildings, and ideas on managing the program
102 going forward to make the program more self-sufficient. One area that Ms. Burk

103 noted is legislation that will go into effect on July 2, 2016 regarding a school lunch
104 meal payment policy – SB371. This change to the RSA means that students would
105 no longer receive an alternative lunch if their accounts go into the negative – they
106 would continue to receive the regular meal served to other students.

107
108 The food service managers from some of the buildings spoke to the issues related to
109 their particular areas.

110
111 Food Service Manager Maryanne Gallagher discussed the food service program at
112 the High School. She distributed a sample planning document that is used to set the
113 meals for the month. She discussed the cost issues that are faced, the federal
114 guidelines that need to be followed, the use of alternative lunches when students do
115 not have money for lunch, the changes that have been implemented to try to entice
116 students to eat breakfast and lunch, the free and reduced lunch program, the salad
117 and pasta bar programs, and the Fuel Up to Play 60 program.

118
119 Kitchen Manager Rita Johnson discussed the food service program at the Middle
120 School. She discussed the fact that many students do not like the whole wheat
121 bread that is served, that it is difficult to sell breakfasts since most students want to
122 stay outside and play with their friends before school and there is not much time
123 between the bus arrivals and the start of school, the free and reduced lunch program
124 is used the least at the Middle School for some unknown reason, the problems with
125 some students not having money for lunch, the practices that are followed for snack
126 window sales, the Fuel Up to Play 60 program, and the salad bar.

127
128 The upcoming changes relating to SB371 were discussed at length.

129
130 Mr. Mannino moved and Mr. Dargie seconded a motion to have the District
131 immediately adopt SB371 and to stop serving alternative lunches, unless the student
132 specifically requested that type of meal. Motion passed 5-0.

133
134 Mr. Dargie moved and Mr. Drew seconded a motion to authorize payment of up to
135 \$9,000.00 from non-federal district funds in the 2015-2016 school year to offset the
136 costs related to the calculated paid lunch equity, to eliminate the need to increase
137 the lunch prices. Motion passed 5-0.

138
139 d. Medicaid Budget History
140 Business Administrator Jennifer Burk spoke to the history of Medicaid revenue and
141 reimbursements as noted in the exhibit. It is anticipated that next year will be similar
142 to prior years in terms of the Medicaid reimbursements received for approved
143 services. Ms. Burk noted that the Administration has suggested staying conservative
144 when budgeting, as IEPs for students aren't written until the late spring, and services
145 aren't provided until almost a year after the budget is set. One of the years noted in
146 the memo was indicative of a time when the budget was overestimated and a
147 shortfall was realized.

148
149 Mr. Dargie recommended that the board consider anticipating receiving additional
150 Medicaid revenue beyond the budgeted amount in 2016-17, and to authorize
151 spending the potential overage of around \$100,000. Ms. Burk suggested the board
152 consider revising the estimated revenues on the MS-24 that is submitted to the
153 Department of Revenue Administration in the fall, which would offset amount to be

154 raised by taxes by that amount. The board requested that Ms. Burk contact Attorney
155 Drescher for a legal opinion on whether the board can expend this as “unanticipated
156 revenue” within the 2016-17 fiscal year. Mr. Willette noted that he does not want to
157 see anything happen that will contradict the budget designated by the voters.
158

159 e. Re-adoption of Investment Policy

160 Chairman Dargie reviewed the Investment Policy # 2326, which requires annual re-
161 adoption by the board, noting the three objectives and standards of care outlined in
162 the policy.
163

164 Discussion ensued regarding what would happen if a majority of board members had
165 to recuse themselves from discussing and voting on a topic due to a conflict of
166 interest. The board policies require that a majority of the board vote in favor of a
167 motion for it to pass, not just a majority of those present and not abstaining. This
168 could leave the board unable to approve something. Mr. Dargie asked that the
169 administration contact Attorney Drescher to see what he thought about this issue.
170

171 Mr. Willette asked that policy 2326 be reviewed by the policy committee to insure
172 that it was still valid.
173

174 Mr. Drew moved and Mr. Mannino seconded a motion to re-adopt policy number
175 2326. Motion passed 5-0.
176

177 f. Maintenance and Custodial Outsourcing

178 Mr. Dargie commented that the board is requesting that the administration review
179 options related to outsourcing buildings and grounds services, and to look at the
180 services being outsourced in other New Hampshire school districts. Mr. Carvell
181 noted that this was not about personnel but rather about cost effectiveness
182 especially considering aging equipment and overtime costs for the district. Paula
183 Durand, a resident and Teacher, requested that the board consider all aspects of
184 outsourcing, including the negative aspects, particularly in light of the pride that
185 custodians have in maintaining the buildings. Mr. Dargie noted that this is certainly a
186 consideration that the board will make during the evaluation process.
187

188 g. Policy Proposal

189 1. Policy 2299 – Recycling (first reading)

190 Mr. Dargie read the newly proposed Policy 2299. This policy was initially
191 developed by the town recycling committee, and brought to the board for its
192 consideration.
193

194 Mr. Willette moved and Mr. Dargie seconded a motion to approve the first
195 reading of Policy 2299. Motion passed 4-1, with Mr. Carvell in opposition.
196

196 6. Old Business:

197 There was no Old Business
198

199 7. Housekeeping Items:

200 a. Approval of Minutes of 5/2/16

201 Mr. Drew moved and Mr. Mannino seconded a motion to approve the minutes from
202 May 2nd. Motion passed 5-0.
203

204 b. Approval of Manifests:

205 Mr. Willette moved and Mr. Dargie seconded to approve the manifests listed on the
206 agenda. Motion passed 5-0.

207
208 c. List of Email Correspondence (information only)

209
210 d. List of Co-curricular Appointments (information only)

211
212 8. Public Comments:
213 None

214
215 9. Mr. Willette moved and Mr. Mannino seconded a motion to go into non-public session
216 under RSA 91-A:3 II (a) Personnel. Motion passed 5-0 at 8:55pm.

217
218 10. While in non-public session, the board reviewed three sick bank requests. No votes
219 were taken.

220
221 Mr. Willette moved and Mr. Drew seconded a motion to exit non-public session at
222 9:00pm.

223
224 Mr. Mannino moved and Mr. Drew seconded a motion to approve the three sick bank
225 requests from teachers. Motion passed 5-0.

226
227 11. Adjournment

228
229 Mr. Willette moved and Mr. Carvell seconded a motion to adjourn the meeting. Motion
230 passed 5-0. Meeting adjourned at 9:00pm.

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234 _____
School Board Chair

Date of Signing