

1 MILFORD SCHOOL BOARD

2 MINUTES OF JUNE 20, 2016 MEETING

3 MILFORD HIGH SCHOOL, LECTURE HALL #182

4 1. Call to Order

5 Chairman Paul Dargie called the meeting to order at 7:00 in Lecture Hall #182 Milford High  
6 School. Board Members present were Mr. Kevin Drew, Mr. Robert Willette, Mr. Len  
7 Mannino and Mr. Ron Carvell. Also in attendance were Superintendent Robert Marquis,  
8 Business Administrator Jen Burk, and minutes recorder Marie Walker.

9  
10 2. Board Member Comments

11 No comments

12  
13 3. Public Comments

14 Milford resident David Mallows discussed the fields at the high school and at the MCAA site  
15 regarding their use for soccer. Discussion ensued regarding assisting the MCAA staff with  
16 maintenance of their fields utilized by the Milford schools. Superintendent Marquis  
17 received an email regarding the fields and the possibility that the schools would not be able  
18 to use the fields due to overuse. Mr. Jason Cillo is the current MCAA president. Mr. Cooper,  
19 Building and Grounds supervisor, stated that assistance would be given to the MCAA in  
20 maintaining the fields with the exception of cutting the fields. They will help with activities  
21 such as slice seeding but not mowing.

22 4. Reports and Presentations

23 a. Superintendent's Report

24 Superintendent Marquis reported that the annual awards ceremony was held for  
25 graduating seniors on June 7<sup>th</sup> at Milford High School. The Class of 2016 received in  
26 excess of \$150,000 of scholarship money.

27  
28 He reported that the phone system will be updated with the enhanced 911 system to  
29 allow tracing of a phone call to an actual room number instead of just to the building.

30  
31 He congratulated the MHS Softball team for winning the championship title.

32  
33 The Milford Board of Selectman requested a joint meeting with the school board on  
34 Monday, August 29<sup>th</sup>. The board agreed to meet on that date.

35  
36 1. Project Drive Program

37 Superintendent Marquis stated he is proposing that the SAGE Program be expanded to  
38 included elementary-aged students in Grades 2-5, and that it be renamed the Project  
39 Drive Program. There would be a cap of ten students in the elementary portion of the  
40 program, and that the elementary portion of the program would begin with three  
41 students in the fall. The costs of the new program would be slightly cheaper than the  
42 out of district placement cost for the three students, but that the main reason for

43 developing the program rather than sending them out of district is to improve their  
44 educational experience. New staff would include two new teachers. One would be for  
45 the elementary program only, and the second would assist in both the elementary  
46 program and the secondary program. Two program associates positions would be  
47 eliminated, which will roughly pay for the second new teacher.  
48 The intent of the change in programming is to enhance the services delivered to the  
49 students. Superintendent Marquis discussed how the district could provide better  
50 services to the students affected.  
51 Mr. Ron Carvell had questions regarding the change in programming with regards to the  
52 unknown fate of the Bales School.  
53 There was additional lengthy discussions regarding various aspects of the change in the  
54 program including discussions about the physical characteristics of the elementary  
55 program, space needs, enrollment caps, offering the program to other districts, HQT  
56 (Highly Qualified Teacher) and other certification issues, potential needs for additional  
57 support staff, and the desire to offer the least restrictive program to students.  
58 Mr. Mannino made a motion to hire two teaching positions to support the change in the  
59 Sage program to add elementary students, and to rename the program to Project Drive.  
60 Mr. Willette seconded. The motion passed 4-1 with Mr. Drew in opposition.  
61

## 62 5. New Business

### 63 a. Proposed School District Goals

64 Superintendent Marquis outlined the five goals for the board to work on during the  
65 2016-17 school year.

66  
67 Curriculum and instruction – By 8/1/2017, competencies standards for grades K-12 will  
68 be created to be in alignment the state standards. Mr. Dargie asked Superintendent  
69 Marquis to present the pros and cons of fully implementing competency based  
70 education at a future meeting.

71  
72 Curriculum and Instruction - Differentiate professional development to meet the staff  
73 members needs in grades K-12. The district will be using multiple measures of  
74 assessments to gauge if professional development is successful. Mr. Dargie asked if the  
75 professional development funds that are budgeted will be adequate, and  
76 Superintendent Marquis indicated that they are adequate to meet these needs.  
77

### 78 Use of Resources – Maintaining and modernizing technology -

79 Superintendent Marquis is proposing that the updated Technology Plan will be  
80 presented to the board by the October 17<sup>th</sup> meeting. Mr. Dargie noted that the plan  
81 that will be presented may be a shortened version of a full plan, but that it would cover  
82 all the significant items that relate to budget development. There was discussion  
83 regarding the overall use of technology in the school district, the value that will be  
84 received by improving technology use in the district, and the difficulties in measuring  
85 the student achievement improvements that result from better technology.

86  
87 Use of Resources - Maintaining and utilizing the physical plants of the District efficiently.  
88 The District will assist the board in setting up the capital improvement plan in  
89 preparation for potential capital warrant articles, including providing data regarding  
90 detailed costs for renovating the Bales school as compared to the costs of mothballing  
91 the Bales school and moving the Sage (Project Drive) program to a different facility.

92  
93 Use of Resources – Using fiscal diligence and balance in decision making  
94 The district is continuing to negotiate with MESSA and MEPA for the development of  
95 successor agreements.

96 The goals include past and new updated goals

97  
98 Mr. Dargie made a motion to approve the district goals as presented. Mr. Drew  
99 seconded. Motion passed 5-0

100  
101 b. Fund Balance Update - Card System Access Request

102 Business Administrator Jennifer Burke presented an estimated revenue fund balance  
103 that is expected to be about \$343,000

104 Mr. Carvell questioned the \$30,000 decrease in food service liability since the last  
105 estimate; this was attributed to the low cost commodities that were able to be  
106 purchased instead of the much more expensive normal food, and also personnel  
107 vacancies remaining open.

108  
109 Card System Access

110 The total cost to upgrade the card access systems would be \$37,140.00 for Milford High  
111 School, Milford Middle School, and the Bales School. Upgrades are needed because of  
112 the age of the current systems, the constant repair needs for the systems, and the lack  
113 of availability for spare parts. The new system would be an extension of the Winpack  
114 system that is used at Heron Pond and Jacques. Superintendent Marquis recommended  
115 to the board that a portion of the fund balance be used to upgrade the system.

116 A motion was made by Mr. Kevin Drew to approve \$37,140 to upgrade the card access  
117 systems in the district. Mr. Carvell seconded. Motion passed 4-1 with Mr. Willette in  
118 opposition.

119  
120 c. Primex Contribution Assurance Program

121 Primex presented a “Contribution Assurance Program” proposal to the district limiting  
122 the cost increases to 10 percent per year for the workers’ compensation costs for each  
123 of the next two years. Mr. Dargie stated that his preference would be to go out to bid,  
124 but the proposal is only valid for a limited time and locking in a cap can be helpful when  
125 the expense experiences for the upcoming periods are unknown. Business

126 Administrator Jen Burk described the experiences of administrators from five other  
127 school districts that had gone out to bid in the past year, where they found that there  
128 are very few competitors in this space and that Primex was uniformly the best choice.

129 Mr. Drew made a motion to hereby accept the offer of the New Hampshire Public Risk

130 Management Exchange (Primex) to enter into its Workers' Compensation Contribution  
131 Assurance Program (CAP) as of the date of the adoption of this resolution, and to be  
132 contractually bound to all of the terms and conditions of Primex risk management pool  
133 membership during the term of the Workers' Compensation Contribution Assurance  
134 Program (CAP). The coverage provided by Primex in each year of membership shall be  
135 as then set forth in the Coverage Documents of Primex. Mr. Carvell seconded. Motion  
136 passed 5-0.

137 Mr. Willette made a motion to hereby accept the offer of the New Hampshire Public  
138 Risk Management Exchange (Primex) to enter into its Property & Liability Contribution  
139 Assurance Program (CAP) as of the date of the adoption of this resolution, and to be  
140 contractually bound to all of the terms and conditions of Primex risk management pool  
141 membership during the term of the Property & Liability Contribution Assurance Program  
142 (CAP). The coverage provided by Primex in each year of membership shall be as then  
143 set forth in the Coverage Documents of Primex. Mr. Drew seconded Motion passed 5-  
144 0.

145  
146 d. Waste Services

147 Mr. Cooper received two bids to provide the disposal of waste. Mr. Cooper  
148 recommended to the board to award the contract to Casella Waste Service at a cost of  
149 \$45,864. There was discussion about the details of the contract including the number of  
150 dumpsters, the ability to change the number of assigned dumpsters, and methods for  
151 tracking the quantity of waste that is generated.

152 Mr. Drew moved to award the waste disposal contract to Casella to provide waste  
153 management in the amount of \$45,864. Mr. Mannino seconded. Motion passed 5-0.

154  
155 e. Co-Curricular Stipends

156 Superintendent Marquis summarized the proposed co-curricular stipends document  
157 that was included as an exhibit for the agenda, including the tiered approach to  
158 developing the proposed stipends. Mr. Carvell expressed his thoughts that the  
159 proposed structure did not meet the parameters for the stipend pay levels that was  
160 requested in that it was not based on a quantifiable scoring system. Mr. Carvell spoke  
161 to his desire to create a fair program for all athletic groups and questioned the form  
162 used to calculate the stipends. Superintendent Marquis stated that he was concerned  
163 that if any stipends were decreased, then there will be a loss of coaches. Mr. Carvell  
164 suggested that the \$149,000 should be distributed in a fairer manner based on a scoring  
165 system, and that all clubs moving forward should be subsidized. There was extensive  
166 discussion on various aspects of the scoring systems.

167 Mr. Carvell moved that the board reject the proposed co-curricular stipends list and that  
168 the administration come back with a new proposal. Mr. Mannino seconded the motion.  
169 Motion passed 5-0.

170  
171 f. Policy Proposals

172  
173 1. Policy 2130 – School Board Officers – First reading of a proposed revision.

174 The changes to this policy address the issues of the succession of the school board  
175 positions when there are changes in the make-up of the board. The main point is that  
176 the board chair stays in the position until replaced by a new chair, and there is a  
177 succession procedure if the people in the positions leave the board or if there are  
178 difficulties in getting a majority. Mr. Willette moved and Mr. Dargie seconded a motion  
179 to approve the first reading of a revision to Policy 2130. Motion passed 5-0.

180  
181 2. Policy 2154 - Organizational Meeting – First reading of a proposed revision.

182  
183 The proposed changes to this policy are similar to the changes proposed for policy 2130,  
184 but these address the changes that relate to the procedures encountered during the  
185 organizational meeting. Mr. Willette moved and Mr. Dargie seconded a motion to  
186 approve the first reading of a revision to Policy 2154. Motion passed 5-0.

187  
188 3. Policy 2320 - School Lunch Management – First reading of a proposed revision.

189  
190 The proposed modification to policy 2320 changes the policy to require that students be  
191 offered a regular lunch if they do not have money in their lunch account, instead of an  
192 alternative low cost meal as had been the previous practice. This change will bring the  
193 district in compliance with a new state law on this topic. The proposed modifications  
194 also delete a reference to the school food service vehicle which the district has not had  
195 for many years. There is also a change that incorporates a reference to the procedures  
196 that someone should follow if they felt that they were be discriminated against. There  
197 were discussions about the food service program, the physical examination  
198 requirements for food service workers, the status of unsold food, and the federal  
199 mandates for the program. Mr. Willette moved and Mr. Dargie seconded a motion to  
200 approve the proposed revisions to policy 2320. The motion passed 4-1 with Mr.  
201 Mannino in opposition.

202  
203 4. Policy 2405 - Staff Concerns and Complaints and Grievances – First reading of a  
204 proposed revision.

205  
206 The proposed modification to policy 2405 includes a change to the title to eliminate the  
207 word grievance, since actual grievances are handled through the collective bargaining  
208 procedures. Other changes to the policy clarify the procedures for filing complaints. It  
209 clarifies that rulings by the administration are final and are not appealable to the school  
210 board. Mr. Willette moved and Mr. Dargie seconded a motion to approve the first  
211 reading of the revision to policy 2405.

212  
213 5. Policy 5120 - Pregnant Students – First reading of a new policy.

214  
215 The New Hampshire School Boards Association developed a new sample policy to  
216 address the procedures to be followed regarding pregnant students, and this policy is  
217 modeled after that sample policy. Discussion ensued about various situations that

218 might be encountered with pregnant students. Mr. Willette moved and Mr. Dargie  
219 seconded a motion to approve the first reading of new policy 5120. Motion passed 5-0

220 6. Old Business - none

221 7. Housekeeping Items

222 a. Approval of Minutes 6/6/2016. Mr. Drew moved and Mr. Carvell seconded a motion to  
223 approve the minutes of 6/6/2016. Motion passed 5-0.

224 b. Approval of Manifests 30 31 32 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164  
225 1165 1166 1167 1168 1169 Mr. Willette moved and Mr. Dargie seconded a motion to approve  
226 the listed manifests. Motion passed 5-0.

227 c. Approval of Nominations. Mr. Drew moved and Mr. Mannino seconded a motion to approve  
228 the nominations of Elizabeth Casey, Nadine Turlitis, Stacey Nadeau, and Erin Mello. Motion  
229 passed 5-0.

230 d. List of Email Correspondence (information only) – no discussion.

231 e. List of Employees Leaving Service (information only) – no discussion.

232 8. Public Comments – None

233 9. Nonpublic Session under RSA 91 A:2 I (Strategy or negotiations with respect to collective  
234 bargaining, and/or RSA 91 A:3 II (a) Personnel (if needed)

235 Mr. Mannino moved and Mr. Drew seconded a motion to go into non-public session under RSA  
236 91 A:2 I (Strategy or negotiations with respect to collective bargaining). Motion passed 5-0 at  
237 10:10 pm.

238 The board discussed collective bargaining in the non-public session.

239 10. Adjournment

240 Mr. Mannino moved and Mr. Drew seconded a motion to exit non-public session. Motion  
241 passed 5-0 at 10:25 pm.

242 Mr. Drew moved and Mr. Mannino seconded a motion to adjourn. Motion passed 5-0 at 10:25  
243 pm.

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248 \_\_\_\_\_  
School Board Chair

\_\_\_\_\_ Date of Approval

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