

1 MILFORD SCHOOL BOARD

2 MINUTES OF AUGUST 15, 2016 MEETING

3 MILFORD HIGH SCHOOL, LECTURE HALL #182

4 Chairman Paul Dargie called the meeting to order in Room 179 in the Milford High School at 6:30 pm.
5 Mr. Willette moved and Mr. Drew seconded a motion to go into non-public session under RSA 91-A:3 II
6 (a) Personnel. Motion passed 5-0. The board discussed a personnel matter while in non-public session.
7 No votes were taken in non-public session. At 6:50 pm, Mr. Willette moved and Mr. Drew seconded a
8 motion to exit non-public session. Motion passed 5-0. The board then moved to the Lecture Hall for the
9 public portion of the meeting.

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11 1. Call to Order

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

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17 2. Board Member Comments

18 Mr. Willette noted that he was contacted regarding the community gardens at SHARE, and
19 that six students from the district had been working there. The director of SHARE said that
20 they had done excellent work throughout the summer.

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22 3. Public Comments

23 Milford resident and Budget Committee Chair Rick Wood indicated that he was commenting
24 on an item under Old Business, as he wouldn't be able to stay at the meeting to address it
25 when it came up. Mr. Wood noted that Medicaid has been under-budgeted with the
26 exception of one year, and that it was good to see it on the agenda. In addition, he
27 appreciated the work the administration and the board did on revamping the co-curricular
28 stipends. He asked that the board keep in mind that costs for new programs such as the B-
29 level teams would not be limited to just stipends. He also urged the board to think about
30 providing direction on what is reasonable to the administration before the budget
31 preparation starts, considering that the citizens have voted down the operating budget in
32 recent years.

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34 4. Reports and Presentations

35 a. Superintendent's Report

36 Superintendent Marquis reminded parents of kindergarten aged students to register
37 their children at the Jacques School. He noted that on August 18th and August 25th
38 parents who have children who are new to the Milford schools (grades 1-12) can
39 register them in the High School cafeteria – from 7:00 a.m. to 7:00 p.m. Parents can
40 also use this time to update the contact and medical information for their children who
41 are already attending Milford schools.

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43 Superintendent Marquis stated that the heat pipe replacement project at the high
44 school was progressing well. The asbestos abatement portion and the overall project is
45 complete. A more complete update of the project will be done by Buildings and
46 Grounds Director Bill Cooper at an upcoming board meeting.

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The high school will be changing the date of the spring open house because next year's Deliberative Session is also scheduled on February 9th and this was not noticed when the date was first established. The new date will be noted and communicated to the board, staff, students and parents.

Superintendent Marquis and Chairman Dargie will be meeting with the town water commissioners on Tuesday August 16th to discuss the possibility of adding additional watering time for the high school fields in the morning as the current watering schedule that is in compliance with the town-wide watering restrictions is not adequate to properly water the fields. There was discussion regarding the current watering schedule and the effect on the grass. Watering options were discussed. The limiting factor is that the time allotted for evening watering occurs when the fields are used for practice or events, so watering at that time is not practical.

Update on Kindergarten Enrollment Figures

Superintendent Marquis presented information to the board on the history of kindergarten enrollment figures, including the 2016-17 enrollment of 134 students as of August 9th. Based on the experiences of previous enrollment trends, Superintendent Marquis anticipates that another 19 students might be enrolled in the last weeks before the school year starts. There are currently eight sections of kindergarten, which would put the class sizes at 19:1, which is above the board guidelines of 16:1. Superintendent Marquis recommended that the board add another section of kindergarten, and hire a new part-time teacher for that section through Title IIA (class-size reduction) funding for the 2016-17 school year, which will bring the ratio down to 17:1 which is close to the guidelines.

Mr. Willette moved and Mr. Drew seconded a motion to hire a part-time teacher in the coming school year to add one additional section to kindergarten. Motion passed 5-0.

b. Annual Report of the Regional Center Advisory Committee

Mr. Don Jalbert, Director of Technical Studies in the high school, presented information to the board on the status of the Applied Technology Center (ATC). He noted that classes in the ATC are full or nearly full at all levels, and that all primary requests from students for classes were honored. He is anticipating that approximately 25 students will be attending classes in the ATC, coming in from other area districts, and that eight students from Milford will be attending classes in Mascenic and Nashua.

Mr. Jalbert provided some background information on the two new ATC staff members that will be teaching Precision Machining and Video Production. He also reviewed the status of the curriculum goals developed as a result of the NEASC study, and outlined the difference between students pursuing "Concentrator" and "Completer" status within the programs offered. He discussed the difficulty that the program had experienced with having students pass the "Completer" testing. Mr. Jalbert also discussed the role of the Program Advisory Committees and that the Department of Education would be conducting a site visit at some point in the 2017-18 school year. He concluded with information on the new programs being offered, and that they are

95 looking to enhance the relationship between industry and student development to
96 make students more career-ready after graduation.

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98 5. New Business

99 a. Appointments to ATC Advisory Committee

100 Mr. Don Jalbert presented the names of Carolyn Magri-Halstead and John Leslie as
101 recommended appointments to the ATC Advisory Committee. He noted that it was hard
102 to recruit people, so he did not have three names to recommend as in previous years.

103 Mr. Dargie requested that Mr. Jalbert briefly outline the duties of a committee member,
104 and he responded that members provide guidance on the future of programs and solicit
105 feedback, and typically meet four times per year.

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107 Mr. Willette moved and Mr. Drew seconded a motion to approve the appointment of
108 Carolyn Magri-Halstead and John Leslie to the ATC Advisory Committee. Motion passed
109 5-0.

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111 b. Options Regarding Outsourcing

112 Superintendent Marquis outlined the information in the memo presented to him by
113 Director of Buildings & Grounds Bill Cooper based on the board's directive to provide
114 options for consideration in what areas could potentially be outsourced, some
115 advantages & disadvantages to outsourcing, and some data on which functions other
116 districts outsource.

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118 Mr. Mannino asked if the net savings noted under advantages was on an annual basis or
119 for just one year, and Superintendent Marquis responded that these savings would be
120 ongoing. Mr. Dargie inquired about other districts in the nearby area, as those in the list
121 were mostly farther away. Mr. Cooper noted that he spoke with Con-Val about their
122 outsourcing process and history, and met the director from Sharon at a conference, but
123 the anecdotal evidence from other districts related to outsourcing custodial and
124 landscaping services, but not maintenance because of response time and other
125 concerns. In addition, Mr. Cooper also noted with regards to snow removal that his
126 staff are here at 3 am when needed, so school closures tended to be a result of the
127 buses traveling around town and not related to the readiness of the school parking lots.
128 Mr. Dargie asked Mr. Cooper for the typical choice between custodial services and
129 grounds for outsourcing, and Mr. Cooper noted that outsourcing custodial services was
130 more common, as maintenance of the grounds tends to be more complicated. Mr.
131 Drew inquired about diminishing returns, and Mr. Cooper noted that typically service is
132 good for the first year or two, but may drop as the service providers assess profit and
133 loss over time. Mr. Dargie asked, aside from Winnisquam, if any other districts had
134 outsourced and later brought those services back in-house, but Mr. Cooper wasn't
135 aware of any others. Mr. Dargie also asked about services in Amherst and Wilton, and
136 Mr. Cooper noted that Amherst and Wilton both have in-house services for custodial,
137 but he wasn't sure if Wilton outsourced any other areas.

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139 c. Discussion Regarding Board Communications with the Public

140 Mr. Dargie noted that the board had expressed interest in finding other avenues to relay
141 information to the public, including possibly letters to the editor in the paper, increased
142 presence on Facebook, presenting information on the local cable channel, etc.,

143 particularly with regards to any bonds or warrant articles. He indicated he'd be willing
144 to put more information up on Facebook.

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146 Mr. Mannino asked about the goal in attracting community interest, and suggested that
147 it could be brought to the marketing classes for their input. Milford resident Jennifer
148 Siegrist suggested the communications start with classroom teachers to parents, as
149 most communications come from the Principals on building-wide activities, and she
150 noted that Facebook has a limited audience based on user's settings and notifications
151 for new posts in user's feeds, so communication via Facebook may not reach a wide
152 audience.

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154 Mr. Carvell recommended that the board put more information on the website, relating
155 to the original purpose of increased communications as related to communications on
156 warrant articles. That would provide more details for voters beyond what is printed in
157 the voter guide. Mr. Mannino volunteered to help, and Mr. Dargie suggested the board
158 consider creating a public service announcement for voters similar to what the Library
159 did for their repair work.

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161 d. Discussion Regarding Adding a Non-Voting Student Representative to the Board
162 Mr. Dargie provided the board and public with a copy of the email he received from
163 Milford resident George Hoyt regarding his request to add a non-voting student
164 representative to the board. Mr. Hoyt had sent the email because he was unavailable to
165 attend the meeting to make the points in person. Mr. Dargie read the bullet point
166 section of the email for the public. Mr. Dargie noted that a student was a non-voting
167 member of the board a number of years ago. Mr. Dargie noted that he wasn't in favor
168 of adding a student representative to the board. Mr. Dargie requested that the
169 Superintendent discuss this topic with Dr. Craven to get his thoughts on the matter for
170 the next board meeting.

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172 e. Discussion Regarding a New Business Item Being Acted Upon at the First Meeting it is
173 Discussed

174 Mr. Dargie noted that this was a follow up to the discussion held at the last board
175 meeting regarding the board's ability to take action on a new item during the first
176 meeting that it was addressed. There was some confusion at the meeting as to what
177 the board's policies were on this topic. Subsequent to the last meeting, it was
178 determined that the policy in question was policy 2150 as shown in the exhibit for this
179 meeting. Mr. Dargie noted that in his opinion the important point in the policy that
180 encourages issues not to be acted upon at the first meeting it was discussed was that it
181 only applies to "significant" new business. In his opinion, most of the business
182 addressed by the board is routine in nature and the need to address them over multiple
183 meetings is not required.

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185 There was further discussion about the policy, including possible definitions of the word
186 significant, and the possible need to modify the policy.

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188 Mr. Willette moved and Mr. Dargie seconded a motion to leave Policy 2150, General
189 Rules for Board Meetings, as it is currently written. Motion passed 5-0.

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191 6. Old Business

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a. Medicaid Budget History

Business Administrator Jennifer Burk outlined her memo from May 16th on the status of Medicaid history, and recommended that the board consider increasing the revenue budget for Medicaid by \$100,000, based on the historical data of revenue actually received. Ms. Burk will be completing the MS-24 for the Department of Revenue Administration, which is used in setting the tax rate. The report is due by September 1st. Mr. Dargie noted that he was in favor of increasing the revenue forecast for Medicaid, which would result in a lower fund balance at the end of the 2016-17 school year.

Mr. Drew moved and Mr. Willette seconded a motion to increase the Medicaid revenue budget by \$100,000. Motion passed 5-0.

b. Co-Curricular Stipends

Superintendent Marquis reviewed the updated co-curricular stipend spreadsheet, which included some information on the groups not being funded this year, or were funded through alternative methods. No further changes were made to the list approved in July for the 2016-17 school year.

c. Policy Proposals

1. Policy 2130 – School Board Officers – second reading of a proposed revision.
2. Policy 2154 - Organizational Meeting – second reading of a proposed revision.
3. Policy 2320 - School Lunch Management – second reading of a proposed revision.
4. Policy 2405 - Staff Concerns and Complaints and Grievances – second reading of a proposed revision.
5. Policy 5120 - Pregnant Students – second reading of a new policy.

There was no discussion of the proposed changes, as they had been fully discussed at the previous meeting.

Mr. Willette moved and Mr. Dargie seconded a motion to approve the second reading of policies 2130, 2154, 2320, 2405, and 5120. Motion passed 5-0.

7. Housekeeping Items

a. Approval of Minutes 6/20/2016. Mr. Dargie noted that a correction would be made to line 137 to remove duplicate language. Mr. Drew moved and Mr. Willette seconded a motion to approve the minutes of 6/20/2016, as amended. Motion passed 5-0.

b. Approval of Minutes 7/14/2016. Mr. Drew moved and Mr. Willette seconded a motion to approve the minutes of 7/14/2016. Motion passed 5-0.

c. Approval of Manifests 1, 3, 32, 33, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1162, 1163, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, and 1181. Mr. Willette moved and Mr. Dargie seconded a motion to approve the listed manifests. Motion passed 5-0.

239 d. Approval of Nominations. Mr. Drew moved and Mr. Willette seconded a motion to approve
240 the nomination of Tricia Shea. Motion passed 4-0-1, with Mr. Carvell abstaining. Mr. Drew
241 moved and Mr. Willette seconded a motion to approve the nominations of Michel White and
242 Nicholas Cardamone. Motion passed 5-0.

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244 e. List of Email Correspondence (information only) – no discussion.

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246 f. List of Classified Appointments (information only) – no discussion.

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248 g. List of Co-Curricular Appointments (information only) – no discussion.

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250 8. Public Comments – None

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

254 Mr. Drew moved and Mr. Mannino seconded a motion to go into non-public session under RSA
255 91 A:2 I (Strategy or negotiations with respect to collective bargaining) and RSA 91-A:3 II (a)
256 Personnel. Motion passed 5-0 at 9:07 pm.

257 The board discussed collective bargaining and a personnel matter in the non-public session.

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259 10. Adjournment

260 Mr. Willette moved and Mr. Drew seconded a motion to exit non-public session. Motion passed
261 5-0 at 10:30 pm.

262 Mr. Willette moved and Mr. Drew seconded a motion to adjourn. Motion passed 5-0 at 10:30
263 pm.

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School Board Chair

Date of Approval