

1 MILFORD SCHOOL BOARD  
2 MINUTES OF NOVEMBER 7, 2016 BOARD MEETING  
3 MILFORD HIGH SCHOOL, LECTURE HALL #182  
4

5 1. Call to Order

6 Chairman Paul Dargie called the meeting to order at 7:00 PM in Lecture Hall room #182  
7 at Milford High School. Board members present were Mr. Len Mannino, Mr. Bob  
8 Willette and Board Vice-Chair Kevin Drew. Not present: Mr. Ron Carvell. Also in  
9 attendance were Superintendent Robert Marquis and Business Administrator Jen Burk.  
10 The recording secretary was Dana Laviano  
11

12 2. Board Member Comments

13 Mr. Dargie stated that the School Board had met in a “non-meeting” session just prior to  
14 this meeting to discuss collective bargaining with the board council. Mr. Dargie moved  
15 that the board ratify the tentative agreement effective July 1, 2017 through June 30,  
16 2019 between the Milford Educational Personnel Association and the Milford School  
17 Board as presented, subject to voter approval of the cost items contained in the  
18 agreement. Mr. Drew seconded the motion. There was no discussion. The motion  
19 passed 4-0. Mr. Dargie stated that the details of the agreement would be made  
20 available at a future meeting and that the proposed agreement will be posted on the  
21 school web site. Mr. Dargie stated that that a revised tax impact analysis was being  
22 added to the yellow budget overview packets which would be discussed later in the  
23 evening. The updated tax impact analysis includes the cost items of the proposed  
24 agreement that was just ratified.  
25

26 Mr. Dargie stated that Mr. Willette, Mr. Carvell and Mr. Dargie attended a NHSBA (New  
27 Hampshire School Boards Association) Basics of Budgeting seminar which included a  
28 section discussing default budgets. Mr. Dargie stated that he had hoped to get a  
29 clarification of the interpretation of how to arrive at a default budget, but that due to  
30 the vague way that the law is written, there was no consensus of the interpretation of  
31 the law. The phrase “one-time expense” was discussed at length, with no common  
32 understanding of the term being established. Mr. Willette stated that they did not  
33 achieve much clarity as a result of the seminar. He also said that there were a few other  
34 points made during the seminar that we will be able to use in Milford.  
35

36 3. Public Comments

37 There were no public comments.  
38

39 4. Reports and Presentations

40 a. Superintendent’s Report

41 Superintendent Marquis reported the following:

- 42 1. Last Friday (October 28) the children at the Jacques School had a chance to  
43 exercise their right to vote – on Milford’s new dog tag for next year. They  
44 chose from three images: a fire hydrant, a dog house and a dog bone. (The

45 dog bone won in a landslide.) There was a polling station, ballot box and the  
46 children received "I Voted" stickers. Thank you to Mrs. Joan Dargie, the town  
47 clerk, for her assistance with the event. It really gave the children an idea of  
48 what the voting process is like.

- 49 2. Heron Pond has received a \$2000 grant from Dollar General to foster a  
50 culture of reading through the purchase of books and electronic supports.  
51 Mr. Marquis thanked Ms. Beth Gibney, the Elementary Curriculum  
52 Coordinator for submitting the grant.
- 53 3. Heron Pond hosted its annual PTO "Spooktacular" event on October 28. They  
54 had a great turnout – attendance was between 200-300 people. Canned  
55 goods were donated by those who came for distribution to SHARE. Mrs.  
56 Alcox, the Heron Pond Principal, thanks the PTO for its work organizing the  
57 event and for the staff's support of it.
- 58 4. Also on October 28 at Heron Pond, students attended a special anti-bullying  
59 T.I.G.E.R. performances sponsored by the PTO. "TIGER" stands for Take  
60 Action, I Accept You, Giving, Exclusion? No!, and Respect.
- 61 5. Mr. Marquis announced that the Middle School Girls Soccer team won the  
62 2016 Tri-County League Championship for the 4<sup>th</sup> year in a row, defeating  
63 strong challengers from Windham. Congratulations to the girls and to Sarah  
64 Ward and Tom Sawyer, team coaches.
- 65 6. The Middle School received a \$1398 grant from the Fuel Up to Play 60  
66 program which promotes healthy eating and activity. This will go toward a  
67 smoothie machine so that smoothies can be offered at breakfast, as well as  
68 the purchase of 4 disc golf sets, 4 chain basketball nets and playground balls  
69 for the Gaga pits.
- 70 7. News from Project Drive: a special thank you to Hayward's for donating  
71 pumpkins for the students to paint. Students are involved in preparing food  
72 for the SHARE free spaghetti suppers as a Community Service Project.  
73 Another service project the students have done was assisting at the Nashua  
74 Soup Kitchen. Fundraising efforts continue for Pennies for Patients and box  
75 tops, and the students have begun learning CPR as part of the wellness  
76 aspect of the program.
- 77 8. A reminder to parents that there is no school on Election Day, (Tuesday,  
78 November 8th) and Veteran's Day (Friday, November 11th.)

79  
80 Mr. Willette asked if there were any programs planned in honor of Veteran's Day. Mr.  
81 Marquis replied that on Thursday, November 10 there will be several times throughout  
82 the day when veterans, their families, first responders and students will gather. Details  
83 are on the District website.

#### 84 85 4b. State Assessment Results

86 Mr. Mike Tenters, Director of Curriculum and Instruction, presented the assessment  
87 results for the 2015-2016 school year for Smarter Balanced (Statewide assessment  
88 testing) testing, SAT (Scholastic Aptitude Test) testing and NWEA (Northwest Evaluation

89 Association) testing. Mr. Tenters reported that after the 2014-2015 testing data came in,  
90 the staff in the district was able to see where students were struggling, and they made a  
91 concerted effort to address those areas. The results are seen in the 2015-2016 test data  
92 results. An improvement was made for most grades that were tested and the District's  
93 results are now on par with or exceed statewide results. He proceeded to comment on  
94 some of the individual data points in the report. Teachers and staff will continue to  
95 study the latest data and implement changes where needed to bring all the results in  
96 line.

97  
98 Mr. Dargie asked if the SAT data for the state includes both public and private schools,  
99 or if it included just public schools. Mr. Tenters explained that it only included public  
100 schools, but that the data does include all students (both Special Education students and  
101 traditional students.) In the past these numbers have been disaggregated but here they  
102 are presented together.

103  
104 Superintendent Marquis added that a confounding factor is schools classified as  
105 public/private like Pinkerton Academy and Coe Brown Academy. They are included in  
106 this data, but other private schools like parochial schools are not. Mr. Tenters said that  
107 they are working to disaggregate this data to give a clearer picture of results achieved.  
108 Mr. Dargie said that as long as the data for Milford and the data for the state reflect the  
109 same subgroups then it is fair to compare them together.

110  
111 Mr. Tenters reviewed the NWEA highlights, the next steps for assessment data and  
112 highlights for the SAT AP (Advanced Placement) students. He described some of the  
113 details of the NWEA scoring which was mostly very favorable. 73 AP exams were taken  
114 by students last year and their results were very impressive. 7 % of them scored a 4 or  
115 higher which is 4 percentage points over the state average and for the 4<sup>th</sup> year in a row,  
116 AP students scored over an average of 4 in calculus. This reflects a great deal of  
117 dedication on the part of the students and the teachers.

118  
119 Mr. Tenters also said that this is the last year for the Science NECAP assessment. Mr.  
120 Dargie asked if the new science assessment would be a Smarter Balanced test. This is  
121 still being determined, but is likely to be a computer based test that provides dynamic  
122 questioning where the questions vary depending on the answers to previous questions.  
123 Public forums throughout the region are being held with teachers who are working on it.  
124 Mr. Dargie asked about continuing to use the NWEA assessment as it has always been  
125 very well received. Mr. Tenters agreed that the NWEA test is good because it is dynamic,  
126 and also because they have aligned all its materials to the Common Core standards  
127 which is similar to Smarter Balanced. Additionally the staff is familiar with it so it will be  
128 kept for the interim until a new assessment is decided upon.

129  
130 There were no Board member comments or public comments.

131  
132 4c. Technology Coach

133 Mr. Tenters also presented on this topic to the Board. He explained that we have been  
134 increasing the use of technology throughout the district with Chromebooks and the  
135 move to Google School. The Title IIA grant that the District has received included a line  
136 item for Technology Coaches for each school. This position is simply a person in each  
137 building who can help the rest of the staff with using technology in their instruction.  
138 These are similar in scope to the literacy and math coaches that we already have in the  
139 district. If the grant money goes away, then the position would go away. Mr. Tenters  
140 said he just wanted to make the Board aware that they are ready to implement this  
141 position.

142  
143 There were no Board or Public comments.

144  
145 5. New Business

146 a. 2017-2018 Budget Presentation Overview

147 Mr. Dargie began the discussion by saying that questions should be kept to a minimum.  
148 The purpose of tonight's presentation is just to give an overview of this budget proposal.  
149 A major, in-depth review will be held on Saturday November 19 where questions can be  
150 submitted.

151  
152 Superintendent Marquis presented the Budget overview using the Yellow Booklet. He  
153 stated that the Board was charged with developing a "default budget". The budget  
154 presented reflected an increase of about \$1.5M. Mr. Marquis explained why, and what  
155 measures were also included to offset the new, proposed costs. He provided a brief  
156 discussion of each line of the budget overview as shown on the first page of the yellow  
157 booklet.

158  
159 Most of the cost increase related to contracted wage obligations (Line A) and health,  
160 dental, and other employee benefits (Line B). Tuition (Line E), which is mainly for out of  
161 district placements for special education students also had a large increase. This cost  
162 has increased because of IEPs (Individual Education Plans) that necessitated placing  
163 students outside of the District, students in foster care, in order to accommodate a  
164 court order placement, and the movement of a student from day to residential  
165 placement. The proposed budget maintains moving forward with the use of technology  
166 in the curriculum cycle.

167  
168 Mr. Marquis discussed the position changes that were outlined on page 2 of the  
169 booklet. The increased positions all relate to special education in some way or another.  
170 Mr. Marquis recommends hiring a BCBA (Board-Certified Behavioral Analyst) to work  
171 with students on the Autism spectrum. These students often engage in idiosyncratic  
172 behavior – some of which are self-harming and a BCBA would be able to determine  
173 strategies for managing these behaviors. There are currently 20-25 students throughout  
174 the District who have an IEP which stipulates a need for a BCBA; currently covered by  
175 the Consultation line.

176

177 To partially fund this position, it is proposed to eliminate a Program Associate position  
178 at the Jacques School. Children at the Jacques School already have 1:1 para-  
179 professionals with them at all times, making the Program Associate somewhat  
180 redundant. So decreasing the Program Associate position will not place them at risk or  
181 affect their care/education.

182  
183 Superintendent Marquis then explained his recommendation of an additional LPN 1-1  
184 Associate position because of the IEP of a student who is medically fragile and has an IEP  
185 that states the need for one.

186  
187 Superintendent Marquis recommends changing the LPN position at Jacques to a RN  
188 position. The rationale behind this is that there are a large quantity of assessments that  
189 are needed at the Jacques school that are not supposed to be done by a LPN, and which  
190 need to be done by an RN. When these assessments are needed, the Jacques LPN is  
191 supposed to call the RN at the Middle School and have her come to the Jacques School  
192 to make the assessment. This leaves the Middle School without an RN on-site. Also, the  
193 students at the Jacques campus (which includes preschoolers and the Bales School) are  
194 the most needful in terms of medical and behavioral assistance. He also noted that an  
195 RN at the Jacques is needed to supervise the recommended 1-1 LPN Associate position.  
196 This position comes with a \$25k price tag and is a very high priority for the  
197 administration. The administration eliminated several other priority items from the  
198 budget to try to make room for this item. Some of the priority items that were not  
199 included to help fund this item were Chromebooks at Jacques, Veritime software at the  
200 SAU office, a cafeteria table at Jacques, and lower supplies and equipment repair line  
201 items at the High School.

202  
203 Superintendent Marquis then commented that many of the requested positions on page  
204 2 include new or expanded stipends for co-curricular positions and that, due to the  
205 restrictive nature of this default budget, he could not support these increases/additions  
206 at this time.

207  
208 The reduced or eliminated positions are shown at the bottom of page two of the yellow  
209 book. One is the Jacques program associate that is being eliminated in concert with the  
210 addition of the BCBA position previously discussed. There are two second grade  
211 teachers being eliminated due to enrollment declines. One of these second grade  
212 positions is being completely eliminated, while the other is being reassigned to the  
213 Jacques School to teach first grade. There are two sixth grade teachers being eliminated  
214 due to lowered enrollments. The teacher assignments plan can be found on page 13 of  
215 the yellow book. This spreadsheet outlines grade level enrollments, class size, staffing,  
216 projections and District guidelines. These recommendations are in line with a decrease  
217 in student population throughout the district which has been reflected in previous  
218 budgets.

219

220 Page 15 of the yellow book shows the tax impact analysis of the proposed budget. A  
221 replacement of page 13 that includes the MEPA agreement costs was distributed at the  
222 beginning of the meeting. The costs presented there include this budget total as well as  
223 any proposed warrant articles that might be needed.  
224

225 Mr. Mannino asked about any liability concern we might have for the current way the  
226 Middle School RN has to go to Jacques to make assessments. Superintendent Marquis  
227 said that while the current nurse at Jacques School is an RN, she is working within the  
228 confines of an LPN position so she legally cannot make assessments that would be  
229 beyond that position. This requires her to triage when necessary and call the RN over  
230 from the Middle School – a practice which undermans both buildings.  
231

232 Mr. Mannino also asked about the two grade six teacher positions that are proposed to  
233 be eliminated, and whether those teachers would be able to move into a different  
234 position in the District. Superintendent Marquis said that we would know better later in  
235 the year when teacher retirement is discussed by the Board. There are seniority rules  
236 that are followed by contract.  
237

238 Mr. Dargie asked if Mr. Marquis is recommending a hockey program or a girls varsity  
239 lacrosse program and Mr. Marquis said no, that it is just included in the document for  
240 information purposes. They were only included because the board had asked that any  
241 programs that had been asked for by residents but not recommended be included in  
242 this document to highlight the request and to provide a vehicle for discussion.  
243

244 Mr. Willette stated that he had asked a RN friend about the restrictions of acting within  
245 an LPN position and that she had said that anything an RN can do can be done  
246 regardless of the position. Superintendent Marquis noted that such action can place the  
247 RN's license as well as the District at risk. He offered to provide the Board  
248 documentation regarding this. Jen Burk concurred with the Superintendent and offered  
249 to submit additional documentation on this subject to the Board.  
250

251 Mr. Mannino asked if Dr. Craven had requested a nurse assistant for the High School  
252 and Mr. Marquis answered no.  
253

254 Mr. Dargie then explained the next steps in the budget process. The School Board,  
255 budget committee, and the public have one week to submit any questions regarding the  
256 proposed budget. These questions should be sent to Janice French in the central office  
257 by Monday November 14<sup>th</sup> at noon. She will then distribute the questions to the  
258 appropriate staff in the district for answering. The answered questions will be  
259 distributed prior to the combined school board/school budget committee meeting to be  
260 held on Saturday November 19<sup>th</sup> at 8 am in the high School library.  
261

262 There were no Board Member comments.  
263

264 Public Comments:  
265 Mr. Paul Butler addressed the School Board asking if there will be more discussion  
266 regarding a hockey coach/program. He stated that he is in favor of the District having a  
267 hockey program and that he understands it would likely be a pay-for-play situation. Mr.  
268 Dargie said that adding a hockey program to the school is not recommended by the  
269 administration at this time mainly due to the high costs of a program, but could be  
270 discussed at the board level to see if there is interest in having it in the district. He  
271 stated that while it could be discussed at the upcoming Saturday budget session, that it  
272 would probably be best to have it as a separate agenda item at an upcoming meeting.  
273 Mr. Butler said that he would get a group of people to address the issue at an upcoming  
274 meeting.

## 275 6. Old Business

### 276 6a. Purchase of Maintenance Vehicle

277 Mr. Bill Cooper, Director of Buildings and Grounds, addressed the Board and reviewed  
278 two memos he had submitted to Superintendent Marquis and to the Board. Mr. Cooper  
279 said that he had to request a new set of bids for the vehicle as the previous bids  
280 submitted had expired and the dealers no longer had those vehicles in stock. The first  
281 memo outlines the bids and Mr. Cooper's recommendation for the Board to go with the  
282 bid from Contemporary CDJ. The second memo outlines all of the repair costs the blue  
283 truck has undergone since 2007 (a total of over \$18k). He reiterated the necessity of a  
284 new vehicle and asked the Board to vote to allow the purchase.

285  
286  
287 Business Administrator Jen Burk added that she is in the process of getting quotes on  
288 financing the vehicle. She should have all the information in time for the next meeting of  
289 the School Board. One quote that she has now is a loan at 3.3% from Citizens Bank.

290  
291 Mr. Willette asked if the funds for the new truck are already set aside. Mr. Dargie noted  
292 they were and said that the money to fund this purchase was part of this year's budget  
293 and has not been used.

294  
295 Mr. Drew questioned why the board was presented with the old numbers at the last  
296 meeting when they were no longer valid. Mr. Cooper said that he had been out on  
297 medical leave at the previous board meeting and that he was not available to verify the  
298 bids at that time. He returned from medical leave and then learned that the old  
299 numbers were no longer valid and asked for new bids which are being presented today.  
300 Mr. Drew stated that he was dissatisfied with the process that was followed for these  
301 bids.

302  
303 Mr. Cooper said that the only dealer from the original set of bids that would hold his  
304 original bid was Contemporary CDJ. Mr. Willette moved and Mr. Mannino seconded a  
305 motion to authorize the district to purchase a new truck from Contemporary CDJ for  
306 \$66,820 and to fund the purchase using a municipal lease/purchase agreement similar

307 to ones used for previous vehicle sales. The motion passed 3-1, with Mr. Drew in  
308 opposition.

309  
310 There were no public comments.

311  
312 6b. Policy Proposals

313 Mr. Willette moved and Mr. Dargie seconded a motion to approve the second reading of  
314 the modification of Policy 2506 (Non-Renewal, Termination and Dismissal of Tenured  
315 Certified Staff) and the second reading of the deletion of policies 2505 and 2507. The  
316 motion passed 4-0.

317  
318 There were no public comments.

319  
320 7. Housekeeping items

321 7a. Mr. Drew moved and Mr. Mannino seconded a motion to approve the minutes of  
322 the 10/17/16 meeting of the School Board. The motion passed 4-0.

323 7b. Mr. Willette moved and Mr. Dargie seconded a motion to approve Manifests 9,  
324 1037, 1038, 1039, 1041, 1042, 1043, 1044, 1045, 1046. The motion passed 4-0.

325 7c.-7e. Mr. Willette moved and Mr. Dargie seconded a motion to approve the  
326 Treasurer's Reports for July, August, and September 2016. The motion passed 4-0.

327 7.f-7i. There were no board member or public comments on any of these information  
328 only items that were listed in the agenda.

329  
330 8. Public Comments

331 There were no public comments.

332  
333 9. Mr. Willette moved and Mr. Mannino seconded a motion to adjourn at 8:05 PM. The  
334 motion passed 4-0 at 8:05 pm.

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340 School Board Chair or Designee

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338  
339 \_\_\_\_\_  
340 Date of Approval

341 Note: If there is a "DRAFT" watermark on this document, then it is an unapproved version of  
342 the document and it is subject to change. If there is no "DRAFT" watermark then this  
343 version has been approved by the school board, and it is a copy of the approved final  
344 version of the document. The original signed copy of the minutes is stored in the SAU office  
345 at the rear (northeast corner) of the high school.