

MILFORD SCHOOL BOARD  
MINUTES OF OCTOBER 17, 2016 MEETING  
MILFORD HIGH SCHOOL, LECTURE HALL #182

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5     1. Call to Order

6     Chairman Paul Dargie called the meeting to order at 7:00 PM in Lecture Hall #182 at  
7     Milford High School. Board members present were Mr. Ron Carvell, Mr. Len Mannino,  
8     Mr. Bob Willette and Board Vice-Chair Mr. Kevin Drew. Also in attendance were  
9     Superintendent Robert Marquis and Business Administrator Jen Burk. The recording  
10    secretary was Ms. Dana Laviano.

11  
12    2. Board Member Comments

13    There were no board member comments.

14  
15    3. Public Comments (for items not on the agenda)

16    Ms. Julia Arciere, Amherst resident and employee of the Souhegan Valley Boys and Girls  
17    Club, addressed the Board to express her thanks for their decision to reinstate the  
18    afternoon bus to the Club. She reported that since the bus began bringing the kids to  
19    the Club, they have seen an increase of six middle school and nine high school teens  
20    attending. The daily average number of students at the Club in the afternoons has  
21    increased from about 15 to about 25 a day, as more kids take advantage of the bus  
22    availability. She said that the new Teen Center at the Club will be formally opened at a  
23    ribbon cutting ceremony on Thursday 10/27/16 and opened to all on 10/31/16. It is  
24    expected that more teens will start coming to the Club once the Teen Center is open.

25  
26    4a. Superintendent's Report

27    Superintendent Robert Marquis gave the following updates:

28        1. The NH Department of Education requires all districts to determine if they are  
29        meeting the requirements and responsibilities of IDEA (Individuals with Disabilities Act),  
30        which is the federal special education law. They reviewed the Milford School District's  
31        reports and other information provided and gave the Special Education Department in  
32        Milford the highest possible rating. All requirements have been met. Some of what they  
33        review includes suspension/expulsion rates, turnaround time on evaluations, early and  
34        secondary transitions and goals, preschool outcome measurement data, grant  
35        management, and other items. Mr. Marquis expressed his congratulations and gratitude  
36        to Special Education Director Mike Hatfield and the special education staff in the District  
37        for their accomplishments and hard work.

38        2. On Thursday Oct. 13, 2016, a girls' STEM (Science, Technology, Engineering &  
39        Math) night was held at the High School for girls in grades 5-8 from Milford and  
40        surrounding towns. The goal of the evening is to increase awareness of career  
41        opportunities in STEM fields. 56 girls and their parents attended. A more detailed report  
42        of the night is coming up.

43        3. Project Drive students planted bulbs outside the Bales School. They are also  
44        participating in the Pennies for Patients in aid of the Leukemia/Lymphoma Society.

45 4. 6<sup>th</sup> graders at the Middle School will be attending Nature's Classroom next  
46 week in Carlton, MA, starting on October 17th. This is a chance for them to learn  
47 together and develop community awareness.

48 5. On October 27 the Middle School will be having its annual Trash on the Lawn  
49 Day. 6<sup>th</sup> graders will sort an entire day's worth of trash, weigh it, compare it to the  
50 recycling rates from last year, and make projections/goals for next year.

51 6. Students from Ms. Piccolo's art classes at the Jacques school had their work  
52 displayed at the Deerfield Fair. Nine students received first grade ribbons, ten students  
53 received second grade ribbons, eight received third grade ribbons, and one student  
54 received an honorable mention. Congratulations to all students and a special thank you  
55 to Miss Piccolo for her work with them.

56 7. On October 15, Ms. O'Neill-Verney, Curricular Coordinator at Milford Middle  
57 School, received the Outstanding Service Award from the New Hampshire Art Educators'  
58 Association (NHAEA). She was nominated by Ms. Jessica Bouchard, Middle School Art  
59 teacher. Mr. Marquis read aloud from Ms. Bouchard's nomination letter and expressed  
60 his congratulations and thanks to Ms. O'Neill-Verney and Ms. Bouchard. He remarked  
61 that this award speaks to how well art education is integrated into the curriculum at the  
62 Middle School.

63 8. Autumn Adventure Day was held on October 6 at Jacques and was very  
64 successful.

65 9. Next week is spirit week at the High School.  
66 There were no Board or Public comments in response to the Superintendent's report.

#### 67 68 4b. Project Drive

69 Mr. Mike Hatfield, Director of Special Education, gave a PowerPoint presentation on the  
70 changes to the Project DRIVE program (formerly known as the Sage Program) at the  
71 Bales School. The goal of Project Drive is to prepare students so that they are either  
72 career or college-ready and solid members of the community.

73  
74 Last year, Mr. Hatfield and the staff at the Sage Program decided to revitalize the  
75 program offered there. They decided to rename it Project DRIVE which stands for  
76 Delivering Rigorous Individualized Valuable Education. They wrote out staff goals and a  
77 mission statement for the program which has a new emphasis on Project Based  
78 Learning. The Alternative Program at Project DRIVE serves grades 6-12 and the students  
79 are made up of those identified as "high risk" or with a serious emotional disability. This  
80 program has 4 content teachers, 1 special educator, 2 program associates and 1 job  
81 coach.

82  
83 Additionally, this year an Elementary Program has been introduced serving students in  
84 grades 3-6 (currently has students in 4<sup>th</sup> and 6<sup>th</sup> grade enrolled). This program has 1  
85 teacher and 2, 1:1 associates.

86 The new program has seen the following improvements:

- 87 • An increase in community service projects
- 88 • An increase in project-based learning experiences

- 89 • An increase in the use of technology as an integrated learning tool (i.e.  
90 Chromebooks)
- 91 • A reduction in Out of School Suspensions
- 92 • An increase in student attendance
- 93 • A new effort toward school discipline techniques inspired by the documentary  
94 *Paper Tiger*.

95 Benefits to the community include:

- 96 • Allowing students to remain in their community and connected with their home  
97 school so they can return easily to it when ready.
- 98 • Provides our own curriculum to students
- 99 • Provides a 1:1 environment and technology as a tool
- 100 • Students are giving back to the community with projects like planting bulbs.
- 101 • The increase in students means a decrease in out of district costs
- 102 • This generates more revenue and means other districts refer their students to  
103 our program.

104  
105 Mr. Dargie asked Mr. Hatfield how many students were currently in the program. There  
106 are two elementary students, seven middle school students and eleven high school  
107 students. He also asked how the students were responding to the Chromebooks. Mr.  
108 Hatfield said the response has been great. The students have embraced the technology  
109 and are careful with the devices.

110  
111 Mr. Carvell asked how student engagement has changed. Mr. Hatfield replied that  
112 overall student engagement has increased, as evidenced by students asking (for the first  
113 time since he has been involved with the program) to stay after school and shoot hoops  
114 in the gym. Attendance has also been on the increase.

115  
116 Mr. Dargie asked for more information on attendance issues. Mr. Hatfield said that  
117 emphasizing project-based learning has helped to increase interest by the students in  
118 attending school, and it seems to be a positive factor for increased attendance.

119  
120 Mr. Dargie asked if staff is at appropriate levels right now. Mr. Hatfield said that the  
121 program could use a dedicated counselor on hand as part of the program. Right now,  
122 the students can access the school counselor at Jacques but having their own counselor  
123 would be a benefit.

124  
125 Mr. Carvell asked if there was any feedback from the students about the changes with  
126 the program as Project Drive has been implemented. Mr. Hatfield said that the students  
127 see the difference in the staff's efforts with the new program focus and they are really  
128 enjoying the opportunities to go out in the community and do project-based learning.  
129 They also love the Chromebooks and how connected these allow them to be with the  
130 community. Students needing to go out for processing due to behavioral concerns has  
131 decreased and the building is quieter. Mr. Carvell asked about staff comments. Mr.

132 Hatfield said the staff is also invested in the changes as they had a part in developing  
133 them.

134  
135 Chairman Dargie asked how often the gym is used at the Bales building. It is possible  
136 that a new location for Project Drive might not have a gym. Would this create a problem  
137 for the Program? Mr. Hatfield explained that the gym is used daily by teachers and  
138 students, especially by the middle school students. It is a space for some science  
139 lessons and serves as a place for recess in case of inclement weather. It is also used for  
140 assemblies and presentations and as a place for students to release some energy when  
141 needed. Mr. Hatfield said it is preferable to have a gym. Mr. Carvell asked if a gym is  
142 part of the behavior controls for students. Mr. Hatfield confirmed that to be true.

143  
144 There were no public comments.

145  
146 4c. Girls in STEM

147 Mr. Don Jalbert presented to the Board on behalf of Mr. Frank Xydias who could not  
148 attend due to a schedule conflict. The STEM night held on October 13 was the third  
149 such evening offered by the Applied Technology Center and was a great success. All  
150 three nights have focused on young ladies but there has been some preliminary talk of  
151 extending these evenings to boys and/or making them co-ed. Some staff from the ATC  
152 went to a workshop this fall focused on recruiting non-traditional students to STEM  
153 subjects. They have begun discussing presenting the program to third to fifth graders to  
154 get them thinking about robotics. Additionally, there is a desire to incorporate arts into  
155 the outreach (STEAM) in order to attract students with those talents. They are also  
156 considering reaching out to Boy Scouts as they offer badges that relate to STEM, so that  
157 might be another way to reach more students.

158  
159 There were 71 students that had signed up for the Oct. 13 event, and 56 girls attended  
160 along with parents, high school student team leaders, staff and employees of outside  
161 companies. There were representatives of seven or eight community partners that  
162 attended or supported the event. There were about 25 high school students that came  
163 to help promote STEM to the younger girls. The girls seemed to like all the door prizes  
164 and free gifts that were offered and at the end of the night, three Summer Camp  
165 Scholarships to the MCC camps were handed out. One of the challenges of doing these  
166 STEM nights is not knowing the impact for several years but the hope is that if one  
167 young lady is inspired to make a STEM field her focus of study, it will have been  
168 successful.

169  
170 Mr. Dargie commented that he attended the event and it seemed that there were about  
171 125 people that were there, so it was well attended. It seemed that the girls were  
172 enthusiastic and engaged in the presentations.

173  
174 There were no public comments.

175

176 5. New Business  
177 a. Policy Proposals

178  
179 Mr. Willette moved and Mr. Dargie seconded a motion to approve the first reading of  
180 the revision of policy 2506.

181  
182 Mr. Dargie stated that policy 2506, has been revised to reflect a new title and new  
183 language. Mr. Dargie reviewed the proposed changes, and referenced the sample policy  
184 from the New Hampshire School Boards Association (NHSBA) on the same topic. The  
185 changes to policy 2506 were the result of merging two other policies (2505 and 2507)  
186 into policy 2506, and incorporating the changes recommended by the NHSBA.

187  
188 Mr. Mannino asked how the District can assure that long-term substitutes are upholding  
189 the competency standards. Mr. Dargie replied that long-term substitutes are not  
190 covered under this policy, but they do need to be monitored to insure that they are  
191 doing good work. Superintendent Marquis said that whenever possible, they hire long  
192 term substitutes that are certified in the subject area that they will teach.

193  
194 Mr. Dargie said that one of the key points in the policy is that the District is entitled to  
195 non-renew or terminate for a variety of different reasons. For non-renewals of contract,  
196 the Superintendent has the final word, unless something in the contract supersedes  
197 this. If a teacher or staff member is convicted of a crime, it is up to the Administration to  
198 decide if this results in a non-renewal of contract or not. It depends on the crime. (He  
199 gave the example of homicide vs. DUI).

200  
201 Mr. Willette asked if this refers to tenured, certified staff and Mr. Dargie said yes.  
202 Mr. Mannino asked if this policy is separate from the provision that would allow the  
203 Superintendent to suspend an employee when it becomes known the employee is the  
204 subject of a criminal investigation. Superintendent Marquis said that actually that action  
205 is required by law.

206  
207 There were no public comments.

208  
209 To clarify the topics under consideration, the pending motion was repeated. Mr.  
210 Willette moved and Mr. Dargie seconded a motion to approve the first reading of the  
211 revision to policy 2506. The motion passed 4-1, with Mr. Carvell in opposition.

212  
213 Mr. Willette moved and Mr. Dargie seconded a motion to approve the deletion of  
214 policies 2505 and 2507. The motion passed 5-0.

215  
216 5b. Policy 5015 Co-Curricular Activities

217 Mr. Dargie noted that while there were no changes being requested for the policy at  
218 this time, that this policy was put on the agenda as a follow-up to a discussion held by  
219 the Board several months ago. Having it on the agenda gives the whole Board an

220 opportunity to discuss the policy, and to either agree or disagree with the findings of the  
221 Policy Committee. The discussion several months ago resulted in a request that the  
222 Policy Committee review policy 5015 to see if any changes to the policy were warranted.  
223 The Policy Committee did review the policy with an emphasis on the topic of the process  
224 to be followed for new sports. The existing unofficial policy was that new sports would  
225 be run by volunteers and not be funded by the District for the first three years, after  
226 which they would be considered for funding by the District. This was an unwritten  
227 agreement that was largely ignored. The Policy Committee was tasked with reviewing  
228 the policy to see if the unwritten practice should be added to the actual policy.

229  
230 The Policy Committee did review the policy and decided that it would be best to leave  
231 the policy vague on this point rather than incorporating the three-year unfunded rule  
232 into the policy. The rationale for not incorporating it into the policy is that by not having  
233 it in the policy, the Board could authorize a new sport to be funded by the District in  
234 fewer years than three if so desired, or they could keep a new sport in an unfunded  
235 status for more than three years if so desired. If the three-year unfunded rule was  
236 incorporated into the policy, then new sports would have to end after three years if  
237 they were not funded.

238  
239 Mr. Carvell stated that the policy is vague, and that there is no point in having a policy  
240 that we are just going to ignore anyway. Why not delete it all together, especially as the  
241 review of these activities automatically happens as part of the budget process. He said  
242 that it sets a precedent of creating policies that we may or may not intend to uphold. He  
243 requested that language be included that says that parents should be able to submit  
244 their ideas for co-curricular activities to the Board.

245  
246 Mr. Dargie stated that the policy does have a valuable purpose in that it includes a  
247 statement of support for co-curricular activities, which is important so that people know  
248 that the Board supports these activities. He stated that there are some people that do  
249 not support co-curricular activities, and that it is important that the Board's position be  
250 clear.

251  
252 Mr. Carvell made a motion to delete policy 5015. There was no second to his motion so  
253 the motion died.

254  
255 Mr. Mannino asked if language could be added that would allow parents to petition for  
256 new activities. Mr. Dargie said that it could be added, and that it should go back to the  
257 policy committee for review.

258  
259 Mr. Carvell stated that we should not have policies that might not be followed. He felt  
260 that future Boards might not be supportive of co-curricular activities, and if that  
261 occurred, then the policy would not be followed. The word "shall" in the policy requires  
262 that new programs be non-funded for three years, and that in fact, it is possible that a  
263 new program could be funded prior to three years if desired by the Board.

264  
265 Mr. Willette said that the policy does say that the Board has the option to withdraw  
266 funding and it also asks for a 3-year projection of costs before deciding to make the  
267 activity school-funded.

268  
269 Mr. Dargie asked that the policy go back to the Policy Committee for further review and  
270 clarification. Some of the topics to be reviewed by the Policy Committee are whether  
271 the word "shall" in the policy should be changed to the word "may", and whether a  
272 mention should be made in the policy that parents or other community members could  
273 come to the administration and/or to the Board to request funding for new activities.

274  
275 Mr. Mannino asked that it be submitted before the deliberative session coming up. Mr.  
276 Dargie said that it would be on the agenda for the next Policy Committee meeting in  
277 mid-November, and that it would return to the Board sometime after that, perhaps at  
278 the beginning of December.

279  
280 There were no public comments.

281  
282 6. Old Business

283 a. Purchase of a Maintenance Vehicle

284 Superintendent Marquis explained that at the beginning of this year purchasing a new  
285 vehicle for the Maintenance Department was discussed and then put off. Now that  
286 winter is approaching, a decision should be made. A collection of three quotes from  
287 area dealerships was submitted to the Board.

288  
289 Business Administrator Jen Burke said that the current vehicle in use by the  
290 Maintenance Department keeps breaking down and has needed approximately \$3500 in  
291 repairs this year. Some of the problems include trouble starting, problems staying in  
292 gear and the dump body getting stuck in the up position. She is not confident that it can  
293 move snow or that it will keep running through the winter.

294  
295 Mr. Drew said that the memo recommends going with the second bidder as they are a  
296 local business. He opposes this favoritism and believes the lowest bidder should be  
297 awarded the contract.

298  
299 Mr. Dargie said that the Board's purchasing policy does allow for local preference when  
300 the quotes received are only marginally different in amount. He stated that he is in favor  
301 of buying a new vehicle. He also said that he is in favor of supporting local businesses,  
302 but he would support choosing the out-of-town low bidder if that was the consensus of  
303 the Board. He read the bids from the memo so the audience would understand the  
304 small differences between the prices of the bids.

305  
306 Mr. Carvell asked which truck has needed the repairs and if the repairs are for repeated  
307 problems (meaning they are not getting fixed properly). Ms. Burk said that she did not

308 know. Mr. Carvell asked if we had looked at renting or leasing a vehicle on an as-needed  
309 basis. Ms. Burk said that it is about \$1500 per week for a high-volume loader. If we have  
310 a winter with heavy snowfall then this would quickly add up to the cost of a new vehicle.  
311 She said she would look into the costs of hiring a plow and/or renting a vehicle.  
312

313 Mr. Dargie asked if this expense was already provided for in the budget. It is.  
314 Mr. Carvell remarked that he is concerned with the expenditures he is seeing. We just  
315 added a bus that was not provided for in the budget. How are we “finding all this  
316 money”?  
317

318 Mr. Drew restated his disagreement with preferring the local bidder. Mr. Mannino said  
319 that the travel-related costs associated with repairs done by non-local dealers should be  
320 factored into the total spent. Mr. Drew replied that there is a Ford dealership down the  
321 street. Mr. Mannino said he was interested in hearing about rental options/costs versus  
322 making an outright purchase.  
323

324 Mr. Drew made a motion to authorize the purchase from Grappone Ford at \$66,359.  
325 Mr. Dargie seconded it.  
326

327 Mr. Willette said that this purchase was authorized in the budget, and that the voters of  
328 Milford had approved it. He also said that he likes dealing locally whenever possible and  
329 in this case the difference in the bids is negligible.  
330

331 Mr. Dargie asked Ms. Burk to get estimates for renting for the next meeting of the  
332 Board. He suggested tabling the motion until the next meeting. Mr. Carvell asked how  
333 much was budgeted for the purchase. Ms. Burk said up to \$15k for the first year (making  
334 principle-only payments for the first year) therefore decreasing the interest paid over  
335 the life of the loan.  
336

337 Mr. Willette said that we need the vehicle year-round so a rental would not solve the  
338 need.  
339

340 Mr. Drew moved and Mr. Mannino seconded a motion to table the motion until the  
341 next meeting. The motion passed 5-0.  
342

343 Mr. Willette noted that the truck is used year round and that renting a truck for six  
344 months would not satisfy all the needs of the District.  
345

346 There were no public comments.  
347

## 348 7. Housekeeping Items

349  
350 a. Mr. Drew moved and Mr. Mannino seconded a motion to approve the minutes from  
351 the October 3, 2016 meeting. The motion passed 5-0.

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b. Mr. Willette moved and Mr. Dargie seconded a motion to approve Manifests 8, 1032, 1033, 1034, 1035 and 1036. The motion passed 5-0.

c. List of Email Correspondence – no discussion.

d. List of Co-Curricular Appointments

Superintendent Marquis discussed the Co-Curricular Appointments list from the previous meeting that has been revised and renamed to the Curriculum Team Representatives & Co-Curricular Appointments list. In his research he discovered that the term “Department Head” has not been used since 1994. Since that time they have been referred to as Curriculum Team Representatives. The revised document reflects this change. He also said that it is his understanding that the stipends have not changed since 1994. These are determined based on the size of the department, budget, curriculum work to be done by the Team Representative, and how much coordination with staff is called for. He pointed out that the staff filling these positions do not have supervisory or evaluative functions with their colleagues, hence they are not considered to be Department Heads. He said that the stipends are the same as last year, just labelled correctly now in the document.

Mr. Willette asked if these were new positions or were they in place last year. Superintendent Marquis replied that these were existing positions that had been in place for years.

Mr. Carvell asked if these were part of the salary line in the budget – the answer was yes. He asked if each building has a Curriculum Coordinator and a Team Representative and how do their responsibilities differ? Superintendent Marquis said that only the high school has both positions and that the high school Director of Academic Studies (curriculum coordinator) works with the other curriculum coordinators in the District to align the curricula. The Team Representatives make sure the department’s standards are being met, they coordinate department meetings, and assist with the budget process.

8. Public Comments: there were no public comments.

9. Mr. Mannino moved and Mr. Drew seconded a motion to go into non-public session under RSA 91-A:2 I (a) Strategy or negotiations with respect to collective bargaining, and RSA 91-A:3 II (a) Personnel. The motion passed 5-0 at 8:25 PM.

10. The board discussed collective bargaining and two personnel matters in non-public session.

11. Mr. Drew moved and Mr. Mannino seconded a motion to exit non-public session. The motion passed 5-0 at 10:20 PM.

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12. Mr. Drew moved and Mr. Mannino seconded a motion to adjourn. The motion passed 5-0 at 10:20 PM.

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School Board Chair

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Date of Approval

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