

1 MILFORD SCHOOL BOARD
2 MINUTES OF APRIL 3, 2017 MEETING
3 MILFORD HIGH SCHOOL, LECTURE HALL #182
4

5 1. Call to Order

6 Board Chair Ron Carvell called the meeting to order at 7:00 PM in Lecture Hall #182 at
7 Milford High School. Board members present were Mr. Len Mannino, Ms. Jennifer
8 Siegrist and Board Vice-Chair Mr. Kevin Drew. Mr. Bob Willette was absent. 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 There were no board member comments.
14

15 3. Public Comments

16 There were no public comments.
17

18 4. Reports and Presentations

19 a. Third Grade Ellis Island Presentation

20 Third graders and third grade teachers from Heron Pond Elementary School shared with
21 the Board their experience of learning about ancestry, immigration and cultural
22 traditions as part of Ellis Island Day. Several 3rd graders shared their work including a
23 family shield, family heirlooms, country reports and props used to help them
24 understand what immigrants to the United States would have brought with them. It was
25 a delightful presentation and the students' obvious learning and enthusiasm was
26 impressive.

27 b. Superintendent's Report:

28 Superintendent Bob Marquis began by reminding everyone of the upcoming STEM night
29 for 4th and 5th graders on April 12, 5:30 PM-8:00 PM at Milford High School.
30

31 Laboratory results for testing done at Jacques regarding mold and possible ethylene
32 glycol contamination came back negative. No evidence of either was found and new
33 rugs were put into the rooms and staff and students were able to resume use of the
34 classrooms on Thursday of last week.
35

36 Mr. Marquis congratulated the students involved in winter sports at the High School
37 who, combined, won 1st Place for Sportsmanship. He thanked the parents and coaches
38 for creating such a positive culture.
39

40 Samantha Blocker, a 1st grade student at Jacques won the State Category Prize for K-3
41 for her art work "Reflections on Water" which was shown at the NHAEA Youth Art
42 Month Exhibition at Plymouth State University. Samantha won \$100 in art supplies.
43 Congratulations Samantha!
44

45 Eggs are incubating at the Jacques School! In a few weeks the students should be seeing
46 some chicks hatching.

47
48 Also at Jacques, the “Just Between Friends” assembly was held for kindergarten and first
49 graders. This anti-bullying presentation promotes social skills and was brought to the
50 school thanks to the PTO.

51
52 c. Quarterly Reports

53 1. Granite Town Media Advisory Committee: Ron Carvell reported that a
54 meeting had been held in the last two weeks. The budget was reviewed and operating
55 issues were discussed. Some preliminary planning was started.

56 2. Wellness: Mr. Bob Willette was absent so no report was made.

57 3. Technology: The committee has not met yet. They are scheduled to
58 meet next week.

59 4. ATC Regional Center Advisory Committee: Jennifer Siegrist reported
60 that she had toured the building and learned about the program. She looks forward to
61 doing more to help the program.

62 5. Capital Improvement Plan: Kevin Drew clarified that this committee is a
63 longstanding committee with town employees which usually meets in the summer, not
64 to be confused with the newly-created Bond Projects Committee (see Minutes of the
65 03/20/2017 meeting of the School Board.)

66
67 There were no public comments.

68
69 d. Retirement System Audit:

70 Business Administrator Jen Burk reported that an on-site audit was done in mid-
71 February by the NH Retirement System. The overall result was good. There were a few
72 items that needed to be addressed concerning underreported stipends and unused
73 personal leave monies paid out incorrectly that will be refunded through payroll by the
74 end of the year. Ms. Burk reported that it was not a significant amount. She said these
75 audits happen roughly every ten years. The District’s last audit was 12 years ago. Mr.
76 Mannino asked for the amount that will be returned and the timetable in which staff
77 could expect the monies to be returned. Ms Burk said that she thought the monies
78 would be returned by the end of this school year but did not have an amount. She said
79 she would be able to have the amount to the Board by the next meeting.

80
81 7. New Business

82 a. Clerk of the Works for Bond Projects

83 Kevin Drew said that Jen Burk has put together an RFP which he has reviewed and which
84 seemed good. He suggested putting it out to the bond bank. Ms. Burk mentioned the
85 legislative session happening tomorrow (April 4, 2017) which may impact when the
86 bond funds are accessible. She was advised by bond counsel to proceed with the bond
87 bank application deadline which is April 10.

88

89 There were no public comments.

90

91 b. Staff Recognition Day

92 Superintendent Marquis said that each year the Board decides when it would like to
93 recognize staff by providing them with a small token of appreciation. He suggested the
94 week after April break as that is Teacher Appreciation Week. Mr. Marquis offered to
95 arrange for the token of recognition to be delivered to the schools. He will report back
96 to the Board on what this is and how it went.

97

98 c. New Exploratory Committee

99 Board Chair Ron Carvell said that one of the board goals is to identify new revenue
100 sources. As part of this goal, he is forming a new exploratory committee to look into
101 using the ATC program or Project Drive as potential revenue sources. Jennifer Siegrist
102 will head up the committee. She will be looking at other districts and what they are
103 doing to generate revenue. Ms. Siegrist said they are planning to fix up the Bales
104 building and market the Project Drive program to surrounding communities. She will
105 share more information with the Board as the work progresses.

106

107 d. Replacement of non-classroom positions: Middle School Secretary

108 Mr. Carvell announced a new process for the Board to follow which involves reviewing
109 non-classroom positions as they become open (when staff retire or leave for another
110 position.) The Board will not hinder the hiring process by the administration but it will
111 review the history of the open position and see if there are other ways to solve the
112 staffing deficit. Mr. Carvell said he hopes to do this proactively throughout the year so
113 as to avoid the emotional aspect of doing this during budget season. In terms of the
114 Middle School secretary position in question, Mr. Marquis submitted a memo to the
115 Board outlining the history of the position and the responsibilities of it. (SEE EXHIBIT)
116 Mr. Marquis said that as part of this new process, the administration will advertise the
117 open, non-classroom position and interview for it, but not offer the position until the
118 Board has a chance to review the position through this process. After discussing this
119 open position with Principal DeMarco it was determined that it should be filled as
120 leaving it open would be problematic for the remaining staff. Mr. Carvell stated that he
121 has no problem with the position being filled. The other Board members were in
122 agreement.

123

124 8. Old Business

125 a. School Board Calendar for New Term

126 A revised school board calendar was submitted to the Board which includes a tentative
127 July date in case a meeting is needed then. (SEE EXHIBIT) Kevin Drew made a motion to
128 approve the calendar. Len Mannino seconded. Motion passed 4-0.

129

130 b. School Board Goals for New Term

131 Ron Carvell reviewed the 4 goals for the School Board for the new term. (SEE EXHIBIT)
132 He said that because of the extensive work being done for the bond projects, the Board

133 decided to keep this term's goals to 4 instead of the usual 5-6. Len Mannino made a
134 motion to approve the Board Goals for the new term. Jennifer Siegrist seconded.
135 Motion passed 4-0.

136
137 c. Tentative Last Day of School

138 Superintendent Marquis reviewed the memo previously submitted regarding the
139 tentative last day of school for 2017. (SEE EXHIBIT) He reiterated his recommendation
140 that the last day of school for students be June 21 and the last day for teachers June 23.
141 This will put graduation day for the High School at June 17. Mr. Marquis said the
142 teachers did not have a problem with this. Len Mannino made a motion to approve the
143 last day of school for students as June 21 and for teachers as June 23. Kevin Drew
144 seconded. Motion passed 4-0.

145
146 d. School District Calendar for 2017-2018

147 Mr. Marquis explained that in response to public comment at the 03/20/2017 Board
148 meeting, he and the administration has come up with an alternate calendar for the
149 2017-2018 school year. (SEE EXHIBIT) This alternate calendar maintains the integrity of
150 instructional hours each school day; leaves a 4-day weekend for Labor Day; and sets the
151 last day of school as June 15, regardless of how many snow days there are. Even with all
152 of these adjustments, the district still has more than the minimum of daily instructional
153 hours required by the state. Having a set last day of the year will allow parents to plan
154 for summer and graduation; it will allow teachers to plan their curriculum through the
155 end of the year without worrying about when the last day of school will be; and it will
156 allow for the continuation of any remaining bond projects not completed this summer.
157 The alternate calendar is still aligned with the state in terms of winter and spring
158 vacations, etc.

159 Mr. Carvell expressed his thanks to the administration for their work on this.

160 There were no public comments.

161 Len Mannino made a motion to approve the alternate calendar for 2017-2018 as
162 presented. Jennifer Siegrist seconded. Motion passed 4-0.

163
164 e. Capital Improvement Items

165 Kevin Drew and Bill Cooper reported that they had met with an architect and an
166 engineering firm to begin to put together a schedule of work for the bond projects. Mr.
167 Cooper has had the fire alarm company come through as well as roofing contractors and
168 pipe contractors. These projects are on track and he is waiting for the bids to come back
169 in. Mr. Drew said that he is looking for interested members of the public to join the
170 Bond Projects Committee. Anyone interested should contact him via email through the
171 District website.

172
173 f. O'Connor Trust Fund

174 Business Administrator Jen Burk reviewed the financial statements she had found for
175 the trust. (SEE EXHIBIT) The fund currently has approximately \$1.8M in principal and less
176 than \$39k in interest income. Ms. Burk said a non-public letter from Attorney Drescher

177 was submitted to the Board regarding the Fund. The Board will review this. Mr. Carvell
178 asked how the Board plans to reinstate or re-establish the Athletic Association
179 Committee which calls for one Board member to be on it. The Board will be working on
180 this.

181
182 g. Full Day Kindergarten

183 Superintendent Marquis reviewed a memo he submitted to the Board regarding the
184 current registration for FDK, its anticipated staffing needs, and the projected revised
185 costs associated with the program. (SEE EXHIBIT) Mr. Marquis said he is sure the overall
186 projected enrollment numbers for kindergarten will be met. He proposed 2 sessions of
187 Full day Kindergarten that will warrant an increase the need for staff. He also said that
188 the anticipated actual tuition will be about \$450/month but he recommends keeping it
189 at the already advertised \$510/month cost so that a cushion can be built up and used if
190 any families fall into financial difficulties during the school year.

191 Mr. Mannino asked what methodology was being used to determine eligibility for
192 waivers. Mr. Marquis explained that they are using the application used for the free and
193 reduced lunch which meets federal guidelines. This way the determination process is
194 not arbitrary and remains confidential. This information is audited annually by the
195 Department of Education. Jennifer Siegrist said she would be interested in evaluating
196 the effects of full day kindergarten. Mr. Marquis explained that the Board goal for
197 evaluating the FDK program would look at such qualitative measurements as that as
198 well as quantitative measurements. Mr. Carvell said the evaluation program proposal
199 would be reported on this fall.

200
201 9. Housekeeping items

202 a. Approval of Minutes 03/20/2017: Len Mannino motioned to approve the
203 minutes of 03/20/2017. Kevin Drew seconded. Motion passed 4-0.

204
205 b. Approval of Manifests: 23, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115,
206 1116. A motion to approve these manifests was made by Kevin Drew. Len Mannino
207 seconded. Motion passed 4-0.

208
209 Jennifer Siegrist briefly addressed the Board and public with a statement regarding a
210 public session at the State legislature on April 4, 2017 on SB193 which establishes
211 education freedom savings accounts for private/religious schools and for homeschooling
212 purposes. Ms. Siegrist warned that SB193 would be disastrous not only for public
213 schools in the state which would lose about \$63M, but it would have ripple effects of
214 raised property taxes, possible declines in our public school rating which would affect
215 property values and the ability of our community to attract families and businesses. Ms.
216 Siegrist urges all residents to contact their legislators about SB193 and ask them to vote
217 no. She said that the amount given in these savings accounts (\$3500 for
218 private/religious schools and \$2500 for homeschoolers) would not be enough for tuition
219 costs or to allow a parent to leave work to stay home and homeschool. It would simply
220 provide a tuition break for those people who can already afford private school tuition

221 while also diminishing what is available for our public schools.

222

223 10. A nonpublic session under RSA 91-A:2 I was determined to be needed, to be held
224 after the meeting was adjourned.

225

226 11. Chairman Carvell adjourned the meeting at 8:45 PM.

227

228 12. Entered Non-public meeting at 8:55

229

230 13. Motion to exit non public meeting made by Mr. Manino. Seconded by Kevin Drew.
231 Vote 4-0 to exit non public meeting. Motion passed. Non-public meeting was adjourned
232 at 9:41.

233

234 14. Reentered public Board Meeting at 9:41.

235

236 15. Motion by Mr. Carvell; seconded by Ms Siegrist to provide a salary adjustment to the
237 District's Accountant position to a salary of \$60,000. effective immediately. Vote 4-0.
238 Motion passed.

239

240 16. Motion by Kevin Drew to adjourn the meeting. Seconded by Len Manino. Vote 4-0
241 Motion passed.

242

243 17. Meeting adjourned at 9:43

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School Board Chair

Date of Approval