

1 MILFORD SCHOOL BOARD  
2 MINUTES OF MARCH 20, 2017 MEETING  
3 MILFORD HIGH SCHOOL, LECTURE HALL #182  
4

5 1. The Administration of Oath of Office (per RSA 92:5) was administered by  
6 Superintendent Robert Marquis prior to the start of the meeting. Mr. Marquis swore in  
7 re-elected member Kevin Drew and newly-elected member Jennifer Siegrist. (SEE  
8 EXHIBIT)  
9

10 2. Call to Order

11 Vice-Chairman Kevin Drew called the meeting to order at 7:00 PM in Lecture Hall #182  
12 at Milford High School. Board members present were Mr. Ron Carvell, Mr. Len Mannino,  
13 Mr. Bob Willette, Ms. Jennifer Siegrist and Board Vice-Chair Mr. Kevin Drew. Also in  
14 attendance were Superintendent Robert Marquis and Business Administrator Jen Burk.  
15 The recording secretary was Dana Laviano.  
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17 3. Organization of School Board (per policy 2154)

18 Mr. Drew introduced everyone and began the election of School Board Officers.

19 a. Election of Officers

20 1. Chairperson: Bob Willette nominated Mr. Ron Carvell as Board Chair.  
21 No other members were nominated. The Board voted 5-0 to elect Ron Carvell Board  
22 Chair. The meeting was turned over to Mr. Carvell.

23 2. Bob Willette nominated Len Mannino as Board Vice-Chair. The Board  
24 elected Mr. Mannino with a vote of 4-0 (with Mr. Mannino abstaining).

25 3. Bob Willette nominated Jennifer Siegrist as Board Secretary. The Board  
26 elected Jennifer Siegrist as Secretary, 5-0.  
27

28 b. Appointments

29 1. Truant Officer: Mr. Michael Dowd, the current Truant Officer, is  
30 retiring in June. Superintendent Marquis has spoken with the Chief of the Milford Police  
31 and one of his officers, Joe Wilson, is currently shadowing Officer Dowd. Sometime  
32 between now and June the School District and Police Department will interview Officer  
33 Wilson and any other officer who is interested in the position and will inform the Board  
34 of his replacing Officer Dowd.  
35

36 c. School Board Representatives to Advisory Committees

37 Chairman Ron Carvell stated that he would like the Board to consider whether every  
38 committee needs a Board representative on it, if it is useful; especially in light of the  
39 bond projects that will be undertaken this summer. Mr. Carvell said he would like to  
40 create a new committee with Kevin Drew as the Project Manager for all bond projects.  
41 Mr. Carvell explained that Mr. Drew has a lot of experience as a project manager and  
42 that as head of a bond committee, Mr. Drew should have full authority to execute the  
43 bond projects. Mr. Carvell made a motion to name Mr. Drew head of a new Bond  
44 Project Advisory Committee. Mr. Willette seconded and the Board voted 5-0 to approve.

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Mr. Mannino said he agrees that a Board representative is not necessary on every committee and the Board should consider these appointments individually.

1. Professional Development Committee: Mr. Carvell is the current rep for this committee. He stated his full confidence in the expertise of Mike Tenters and Meg Peterson and that he does not feel the committee requires a Board representative. Mr. Drew concurred. Mr. Carvell said that in order to proceed, the Board would need to suspend Policy 2136 which states that Board representatives to advisory committees are required. He said that once it is suspended, the Board can revisit it and update the language. Mr. Willette clarified that the advisory committees would continue just not necessarily with a Board representative on it. Len Mannino made a motion to temporarily suspend School Board Policy 2126. Bob Willette seconded and the motion passed 5-0.

2. Applied Technology Center Regional Advisory Committee: Kevin Drew is currently serving as Board rep. Jennifer Siegrist asked to take over as Board rep for this committee. Mr. Drew agreed. No motion was necessary.

3. Technology Committee: Mr. Carvell will take over as Board rep to this committee.

4. Wellness Committee: Mr. Willette will take over as Board rep to this committee.

5. Granite Town Media Advisory Committee: Mr. Carvell agreed to take over as Board rep to this committee in order to free Mr. Drew up for the work on the new Bond Project committee.

6. Capital Improvement Plan – Citizen’s Advisory Committee: Kevin Drew will take over as Board rep for this committee.

d. School Board Standing Sub-Committee(s)

1. Finance: Bob Willette and Ron Carvell will take over as reps for this committee.

2. Policy Review: Bob Willette and Ron Carvell will take over as reps for this committee.

4. Board Member Comments

Mr. Willette officially welcomed the Board’s newest member, Jennifer Siegrist. Mr. Carvell thanked all the voters and candidates who ran for office. He welcomed Ms. Siegrist and stated that the Board would be going forward with a different style/approach to items.

5. Public Comments (for items not on the agenda)

Mr. Rick Wood, Homestead Circle, addressed the Board with his congratulations for Kevin Drew and Jennifer Siegrist. He asked the Board to consider some things in its

89 upcoming year. The first is that the 25% increase in expenses is unsustainable, especially  
90 when combined with a 15% decrease in our student population. He cited a consistent  
91 decrease in fund balances and the fact that 80% of the budget is for salaries and  
92 benefits with salary increases of 5% every year. He stressed that this cannot continue,  
93 nor is it fair for it to continue. He stated that 95% reimbursement for health care costs is  
94 not typical for most Milford residents and should therefore not be typical for school  
95 employees. He stressed that we “can’t deal with the budget and not deal with 80% of  
96 it.”

97  
98 The Teen Director of the Souhegan Valley Boys and Girls Club, addressed the Board to  
99 inform them of the Club’s Youth of the Year ceremony that just took place and to  
100 acknowledge the winners. The contest involved essays and interviews and the winners  
101 will go on to the Club’s statewide competition for a \$10k scholarship. The Board joined  
102 Julia in congratulations to the winners.

103  
104 Bob Thompson, Park Street, thanked the Board and the Administration for all the work it  
105 did leading up to last Saturday’s vote. The results of the vote were a strong message  
106 that voters value the efforts of the Board and Administration. Mr. Thompson also cited  
107 the teaching positions which were cut as part of the budget process and his concern  
108 over the high class sizes in the District which are some of the highest in the state. Mr.  
109 Thompson asked the Board to keep this in mind when they begin next year’s budget.

## 110 111 6. Reports and Presentations

112 a. Superintendent’s Report: Mr. Marquis responded to Mr. Thompson’s concerns  
113 about class sizes saying that Principal DeMarco at the Middle School is currently looking  
114 into this issue and already trying to find new solutions to the problem.

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116 Mr. Marquis offered his congratulations to 4 Heron Pond students whose artwork will  
117 be exhibited on March 26 as part of the NHAEA Youth Art Student Exhibit at the Silver  
118 Arts Center at Plymouth State University. He also congratulates their teacher, Lisa  
119 Rancourt.

120  
121 Congratulations to the members of the Milford High School Academic WorldQuest quiz  
122 team who competed against 15 other school teams to demonstrate their knowledge of  
123 international affairs and won! These students will now represent the state at the  
124 national competition in Washington DC on April 29.

125  
126 Frank Xydias is coordinating another STEM event for 4<sup>th</sup> and 5<sup>th</sup> graders to be held at the  
127 high school on April 12 from 5:30-8:00 pm. Students will participate in various activities  
128 which highlight STEM careers and parents will also find out about career pathways for  
129 STEM fields offered at the High School.

130  
131 Students from the Middle School took 1<sup>st</sup> place at the Goffstown Regional Tournament  
132 for Destination Imagination. Their challenge was “Vanished”. They also won the

133 Renaissance Award for their props and costume design. Congratulations to all!

134

135 Also at the Middle School: 5 students were selected to perform at the 2017 Southwest  
136 District Music Festival and 7 students will be singing in the Southwest District Chorus.  
137 Kudos to all!

138

139 Mr. Marquis provided an update to the current status of registrations for Kindergarten.  
140 To date we have 23 students registered for full day. 6 of these have requested waivers.  
141 45 students have requested morning sessions, 5 students have requested afternoon  
142 sessions, and 4 students have indicated no preference. 12 registration packets are still  
143 outstanding and the Administration does expect more registrations to come in over the  
144 summer. Mr. Marquis will have an implementation plan for the full day program for the  
145 Board to review at the next meeting.

146

147 Mr. Marquis also informed the Board of a heating coil which froze and burst at Jacques  
148 School March 13. The classrooms affected have been cleaned and not in use until the  
149 rooms can be tested for mold and air quality. Bill Cooper is working with vendors to  
150 have them come in and perform these tests. He said that rugs have been replaced and  
151 there are no signs of mold at this time.

152

153 There were no public comments.

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## 155 7. New Business

### 156 a. School Board Calendar for New Term (SEE EXHIBIT)

157 Board Chair Ron Carvell said that as we go into this year, a lot of the projects associated  
158 with the capital improvement bond will be happening over the summer. He suggested  
159 adding in a tentative meeting date for July in case the Board needs to hear updates on  
160 the projects. Superintendent Marquis suggested either Monday July 10 or Monday July  
161 17. Mr. Carvell asked Board members to check their calendars and bring any conflicts to  
162 the next meeting when the Board can vote on the proposed calendar. Mr. Marquis will  
163 bring an updated draft of the calendar to that meeting.

164

165 There were no public comments.

166

### 167 b. School Board Goals for the new term

168 Mr. Carvell asked the Board members for suggestions for goals. Jennifer Siegrist  
169 suggested strengthening relationships with local representatives to make sure the  
170 District's best interests are represented in Concord. She also suggested a goal of  
171 exploring new revenue streams for the District. Mr. Carvell asked her to draft these  
172 goals and bring them to the next meeting.

173

174 Mr. Willette suggested a goal of evaluating the full day kindergarten program as it is a  
175 one year, pilot program.

176

177 Kevin Drew mentioned that collective bargaining agreements are usually part of the  
178 Board's goals and that this term will see teacher and administration contracts being up  
179 for negotiation.

180  
181 Mr. Mannino asked for the Board to take a closer look at the lunch program to discern  
182 options for restoring local control to the District.

183  
184 c. School District Calendar for 2017-2018 (SEE EXHIBIT)  
185 Superintendent Marquis looked at the calendar suggested by the state (SEE EXHIBIT)  
186 and drafted a calendar for 2017-2018 that is consistent with the state's  
187 recommendations. Teaching staff have been consulted. Mr. Drew said he is in  
188 agreement with aligning with the state and other districts whenever possible. Mr.  
189 Carvell agreed.

190  
191 Public Comments:  
192 Rick Wood, Homestead Circle, said that every year the calendar is a "hot topic." He  
193 noted that other towns like Amherst have earlier release at the end of the year and start  
194 later. He suggested that we set our calendar up like theirs and encouraged the Board to  
195 look at other models. Chairman Carvell clarified that the calendar is not being approved  
196 tonight. It is offered now for the Board and the public to review over the next two  
197 weeks and discuss at the next meeting of the Board and voted on then.

198  
199 d. Tentative Last Day of School (SEE EXHIBIT)  
200 Superintendent Marquis reviewed a memo he submitted to the Board outlining the  
201 possible dates for the last day of school based on number of snow days and length of  
202 instructional hours already served. The memo has 4 options for the Board to consider in  
203 determining whether the last day of school should be June 16, 2017 or June 23, 2017.  
204 Mr. Marquis' recommendation is for option 4 which has students attend through June  
205 23, 2017 and maintains the curricular and instructional integrity of the original calendar  
206 for the year. He said it was possible to waive 1-2 days in light of the construction  
207 projects that will be getting underway at that time as a compromise of educational  
208 value and practicality.

209  
210 Mr. Carvell recommended the last day of school being Wednesday June 21 with Friday  
211 June 23 as a last professional day for staff. Mr. Drew agreed with this suggestion. Mr.  
212 Carvell asked if this would create an issue with the unions and Mr. Marquis said he  
213 would look into it.

214  
215 Public Comments:  
216 Rick Wood asked about the way option 1 was presented. He also asked if busing  
217 contracts were based on a per day or per year basis. Jen Burk said that the busing  
218 contracts are typically tied to 180 student days and that specific savings would not be  
219 realized by decreasing the number of days. Mr. Wood asked if there were any field trip  
220 days scheduled before the end of the year that could be used as instructional days

221 instead.

222

223 Mr. Drew asked if graduation would be June 17 if the last day of school is June 23. Mr.  
224 Marquis said he hasn't discussed that yet with Principal Craven. Mr. Carvell said we  
225 don't have to approve the last day of school yet. He asked Mr. Marquis to bring the  
226 graduation plans to the next meeting.

227

228 Public Comments (continued):

229 Suzanne Shadeen asked the Board why snow days aren't built into the calendar at the  
230 start of the year as we usually need them. Mr. Carvell said it isn't difficult to build them  
231 in at the end so the Board does it that way.

232

233 e. Tentative Capital Improvement Items

234 Superintendent Marquis invited Bill Cooper to update the Board on some of the time  
235 sensitivities anticipated for the capital improvement projects. Mr. Cooper has already  
236 begun drafting RFPs and reaching out to vendors for bids on several projects. He has  
237 meetings scheduled next week with vendors. He said there will likely be a 12-week lead  
238 time on equipment upgrades and the bleachers which puts us into mid-July if there are  
239 no delays. He does not think that all the projects will be completed by the end of the  
240 summer or even before the end of the year.

241

242 Jen Burk told the Board that the application deadline for the bond bank is April 12, 2017.  
243 The loan agreement will come back in May and we can anticipate receiving the bond  
244 monies in early July.

245

246 Mr. Cooper said that the main priorities were to finish the pipe at the high school, the  
247 roof at Heron Pond and the rooftop units at the middle school. Lead times for all are at  
248 least 12 weeks.

249

250 Mr. Carvell said he defers to Mr. Drew's expertise on managing these projects. Mr. Drew  
251 agreed to meet with Mr. Cooper to go over everything. Mr. Drew commented that it  
252 might be difficult to get bids on HVAC items this summer because of things going on in  
253 Concord. Mr. Carvell asked about manpower for the jobs and Mr. Cooper said that he  
254 cannot spare any of his crew to take on the work of some of these jobs. They require  
255 professionals and he is understaffed as it is.

256

257 Mr. Marquis mentioned that the original CIP contained a separate line item for a Clerk  
258 of the Works. He noted that this was then removed and the dollar amounts for some of  
259 the larger projects were changed to reflect Clerk of the Works. He asked the Board to  
260 consider hiring Mr. Cooper for this position as he will already be on site all summer and  
261 it would reimburse him for any after hours or weekend time spent. He estimated it  
262 would be an additional 5-15 hours per week. Mr. Carvell said he deferred that to Mr.  
263 Drew who said he would like to think about it.

264

265 f. (Not on Agenda): Memo from Jessica Bouchard regarding grant for new Apple  
266 computer for the Art Department. (SEE EXHIBIT)  
267 Mr. Marquis reviewed the letter sent to Jessica Bouchard awarding her \$1299 grant to  
268 purchase an Apple MacBook Pro 2.7 for the Art Department. The money has been  
269 received by the District. The Board needs to formally accept it and authorize the  
270 expenditure for this purpose. Mr. Carvell made a motion to do so, Jennifer Siegrist  
271 seconded. Motion passed 5-0.

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273 8. Old Business

274 There was no old business.

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276 9. Housekeeping items

277 a. Approval of Minutes 02/20/2017: Len Mannino motioned to approve. Kevin  
278 Drew seconded. Motion passed 4-0 with Jennifer Siegrist abstaining.

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280 Public Comment: a resident informed the Board of a typo on line 78 of the minutes  
281 which should state 3<sup>rd</sup> graders participated in Ellis Island Day. The typo will be corrected.

282

283 b. Approval of Manifests 21, 22, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102,  
284 1103, 1104, 1105, 1106, 1107. Bob Willette motioned to approve, Len Mannino  
285 seconded. Motion passed 4-0 with Jennifer Siegrist abstaining.

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287 c-e. Approval of Treasurer's reports for Dec & Nov 2016 and January 2017: Bob  
288 Willette made the motion to approve the reports. Len Mannino seconded. Motion  
289 passed 4-0 with Jennifer Siegrist abstaining.

290

291 f. Kevin Drew mentioned that an email he received from a member of the public  
292 regarding soccer should be added to the list of email correspondence.

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

296

297 10. Chairman Carvell adjourned the meeting at 8:32 PM.

298

299 11. Mr. Willette motioned and Mr. Carvell seconded to come out of non public  
300 Vote: 5-0

301

302 12. Mr. Willette motioned and Mr. Carvell seconded to adjourn the meeting. Vote 5-0 to  
303 adjourne.

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305 13 Meeting adjourned at 9:35

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School Board Chair

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Date of Approval