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**MILFORD SCHOOL BOARD Minutes
(SCHOOL ADMINISTRATIVE UNIT No. 40)
September 8, 2009**

- 1. Call to Order** Chairman Bragdon called this meeting of the Milford School Board to order at 7:06 p.m. on Monday, September 8, 2009, in the Milford High School Library. Those present, together with interested citizens, were:

School Board Present Bert Becker, Peter Bragdon, Paul Dargie, Len Mannino, and Bob Willette.

Staff Present Robert Suprenant, Superintendent of Schools; Katie Chambers, Business Administrator; and Laurel Johnson, Assistant Superintendent of Schools.

Recorder J. Bradford Seabury.
- 2. Board Member Comments** Chairman Bragdon asked if there were any comments from Board members. None being brought forward, he continued to the next agenda item.
- 3. Public Comments** Chairman Bragdon asked if there were any introductory comments from members of the audience. None being brought forward, he continued to the next agenda item.
- 4. Reports and Presentations**

 - a. Superintendent's Report** Superintendent Suprenant clarified a statement he had made at the previous meeting about reported savings.

Superintendent Suprenant noted that he had distributed to the Board members a schedule of upcoming events. He then asked Assistant Superintendent Johnson to comment about summer activities, and Ms. Johnson described what activities had been held and the participation. She confirmed that new teachers were paid to attend these training sessions, while much of the professional development activities were not paid.

Superintendent Suprenant commented on school opening, expressing praise for the help of Chief Douglas and the Milford Police Department, as well as commending Principal John Foss for his efforts, noting the changes made in the drop-off and pick-up locations. He predicted that there would be more issues when the winter weather arrived.

Superintendent Suprenant reported on enrollments, noting that Kindergarten enrollment was 20 students lower than had been expected, whereas Grade 5 was currently nine more than expected.

Superintendent Suprenant noted that Mason enrollment was now at 63, with no issues.

Superintendent Suprenant reported on preparation for H1N1 and ILI, noting that the custodial staff was making a daily attempt to sterilize the school furnishings.

Superintendent Suprenant discussed the crossing guard situation, noting that mid-day Kindergarten dismissal and drop-off had not been budgeted, amounting to \$7,200 of unplanned expenses. Mr. Dargie noted that the crossing guards had originally reported to the School District, but Chief Douglas had wanted them to report to him. Superintendent Suprenant noted that he was not aware of this history, but said he would be meeting with Chief Douglas and would discuss this issue with him.

Superintendent Suprenant commented about the issues associated with President Obama's education address today, with a number of parents calling in. He outlined the plan that had been developed by himself and the principals, saying those plans had been followed today.

Mr. Mannino asked if there had been any discussion about mandatory vaccination. Superintendent Suprenant said he did not believe it could be required of all students, but he did not know of any final decision. He said closing the schools in the event of a flu epidemic would be a School District decision.

Chairman Bragdon at this point changed the order of the agenda to take up Item 5.a at this time, noting that members of the Board of Selectmen were present to discuss that issue.

5. New Business

**a. BOS
Down-
town
Parking
Request**

Mr. Tim Finan, Chairman of the Board of Selectmen, discussed a potential combined project, saying the Board of Selectmen had been approached by people who both wanted and did not want down-town parking in the area of the Oval, with the Board of Selectmen ultimately coming up with the idea of creating a 26-space parking lot next to the existing police station. He described details of the site, based on a drawing provided for the Board members, saying the win for the Town would be in the case of Town-wide events, saying there would be great benefit to the School District, as it would alleviate some of the parking problems associated with the Jacques Memorial School, which was only a block away. He noted that the Town had spent \$3500 to have the plans drawn up, with a \$38,000 cost expected for gravel installation, but the Milford DPW felt it could do the work for \$10,000 to \$15,000. He said the Board of Selectmen was asking if the School Board would consider splitting the costs of that work, at a cost not to exceed \$7,500. Mr. Dargie expressed concern about plowing gravel lots.

Selectmen Finan noted that Keyes Field was gravel-surfaced and was plowed by the Town. Mr. Dargie asked if there would be a warrant article to pave the lot next year. Mr. Finan said that was not the present intention; he acknowledged that the Board of Selectmen might want to pave it next year, but said that it was not the Board of Selectmen's intention to ask the School District for money to plow it or to pave it. Mr. William Cooper said the sidewalk going to Elm Street was in very good condition.

Chairman Bragdon asked Superintendent Suprenant's opinion; Superintendent Suprenant said he had seen several people from the school walk up that sidewalk, indicating they were parking somewhere in that area. He said he had discussed this with Principal Foss, saying he doubted that more than six or seven people were using the other areas, and this seemed an ideal situation for Jacques Memorial staff members. Superintendent Suprenant asked if there were any likelihood that Kindergarten parents would not find much parking spaces here; Selectman Finan expressed doubt, saying the Selectmen's concern was that the lot might not be extensively used. He noted that the Town Administrator was having a poll taken to find out where people in that area parked. Mr. Mannino asked if there were any likely insurance issues, particularly with respect to handicap parking; Mr. Finan said he did not think so but would find out. Mr. Cooper said his concern would be drainage in the wintertime, as well as issues of salt placed on the lot in the winter getting into the river. Chairman Bragdon suggested that the drainage issues needed to be looked at a bit more.

Selectwoman Kathy Bauer acknowledged that she initially had had some reservations, but said they had been in association with the concept of ticketing, which had been withdrawn—adding that another reason for her change of mind had been the benefit for the schools. She then asked what the School Board members felt. Mr. Dargie said he did not think it would be used much in winter, unless it got paved—adding that he thought it should be paved as soon as possible. Mr. Dargie asked Selectman Finan to double-check with CLD, the engineering consultants, that the gravel lot met all code specifications.

Chairman Bragdon asked if the Board of Selectmen would be ready to start tomorrow. Selectman Finan said he thought that the DPW had been hoping to do it last week, adding that they definitely wanted to get it done soon. Mr. Dargie moved to approve the presented plan up to a cost of \$7,500. Mr. Bragdon seconded the motion.

Mr. Willette said he would vote against the motion, as this was spending money that had not been budgeted and the voters had not had a chance to provide input. Mr. Mannino said he would be more inclined to support a parking lot that would be paved to start with, saying he felt paving had to come first. Commenting that literally every dollar had been argued for and against at the most recent Deliberative Session, Mr. Mannino then asked

where this money would come from, asking which program the money would be taken away from. Superintendent Suprenant said one area for looking for that money would be the unspent salary money.

Mr. Willette said there seemed to be a lot of questions. Selectman Finan said all those questions would have to be addressed—adding that his personal opinion was that the lot would not be done if the School Board did not participate. Mr. Willette said this would be a Town-owned property, asking why the Town did not just do it on its own.

Mr. Becker moved to amend the motion to make it dependent on satisfaction of the questions brought up this evening. Mr. Bragdon seconded the motion. Selectman Finan asked if this could be determined by delegating the authority to the Town Administrator and the Superintendent. Chairman Bragdon expressed a belief that the consensus of the Board was in favor of that approach, with no objections being raised **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

Chairman Bragdon then called for a vote on the amended motion. **Vote:** Mr. Dargie, Mr. Mannino, Mr. Becker, and Mr. Bragdon voted in favor of the amended motion; Mr. Willette voted in opposition. Chairman Bragdon declared the motion to have carried (4–1).

c. Annual Report from Director of Buildings and Grounds

Director Bill Cooper reviewed details of his 09-08-09 memorandum report, adding details with respect to the projects his workforce had been doing over the summer. Mr. Dargie asked about the copiers; Business Administrator Chambers said things were going smoothly. Mr. Dargie said there had been comments about the copiers at the employee breakfast; Superintendent Suprenant said he thought things were being resolved. Mr. Bragdon asked about the floor-tile problems. Mr. Cooper said the tile manufacturer was saying that the problem was (1) that the School District had chemically washed the floor previously and (2) that moisture was coming up through the floor. He noted that some areas were working fine, such as this meeting room.

Mr. Bragdon asked about the preventive maintenance procedure. Mr. Cooper referenced the School Dude Web site, saying the equipment was looked at four times a year, with contracts called in for some items, such as the boilers. Business Administrator Chambers said an inprocess formal maintenance plan would be presented for the Board's signature soon.

Mr. Dargie asked for an update on the portables. Superintendent Suprenant said the company had reported that all of the paperwork had been completed. Business Administrator Chambers said the School District was waiting for a report on what changes had to be made.

Chairman Bragdon said that he would now return to the Reports And Presentations items that had been skipped over.

4. Reports and Presentations (Continued)

(1) NEASC Report MHS

Superintendent Suprenant referenced the copy of a 08-06-09 letter sent to Principal Craven by NEASC. He said the Commission wanted to see a more formal Advisory Program, but Dr. Craven wanted to see something more personal in the way of an advisory program. He reported Dr. Craven had formed a committee to look at this issue.

(2) 2009 -2010 Report of the Schools

Superintendent Suprenant discussed the Report of the schools document, noting that he had wanted to get it out earlier so he was using 1st-day enrollments. He noted some changes, including dropping skiing (since there had been only one student involved, and Director Marc Maurais had arranged for that student to go to another program, at no cost to the District. Mr. Dargie suggested that the total District spending by the entire student population be added; he noted that Milford was now listed as being under the State average, whereas it had been 110% ten years ago.

Mr. Willette noted that he had previously asked for information to be provided about student participation in athletic activities.

Chairman Bragdon said the consensus of the Board appeared to be that the report was acceptable. Superintendent Suprenant said it would go to print, with the amendments discussed.

5. New Business

**Budget
Process
Guide-
lines and
Parame-
ters**

Chairman Bragdon noted that a document had been provided in the meeting packet, based on what had been used last year, reflecting the ground rules used in the past by the Board to develop the budget. Mr. Dargie said he felt the budget should be tight this year, saying it should be in the neighborhood of the default budget—and preferably \$200,000 less than the default budget. He said the ARRA expenditures should be specifically identified. Mr. Mannino said he would like to see the plan the District had for maintaining and replacing the computer equipment purchased with the federal stimulus money. Chairman Bragdon noted that he did not see any one on the Board looking to get a specific number set down at this time.

Mr. Bragdon moved that the budget process guidelines be adopted as submitted. Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).3

6. Old Business

No Old Business items were addressed this evening.

7. Housekeeping Items

- a. Nominations** Chairman Bragdon noted there were two nominations. Mr. Dargie moved to approve the nominations as listed; Mr. Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).
- b. Approval of Minutes** Chairman Bragdon addressed the 08-17-09 meeting minutes. Mr. Dargie requested that Mr. Willette's name to be initial-capitalized. Mr. Dargie then moved that the Board approve the minutes as listed; Mr. Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).
- c. Approval of Manifests** Chairman Bragdon addressed the manifests awaiting approval, listed as including Vouchers Nos. 4, 1004, 1005, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 10191020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, and 1030, together with the Payroll Manifest dated 11-17-08. Mr. Becker moved that the Board approve the manifests as listed; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).
- d. Approval of Treasurer's Reports** Chairman Bragdon addressed the May, June, and July 2009 Treasurer's Report, awaiting approval, together with the Fiscal Year July 1, 2008, to June 30. 2009, Treasurer's Report. Mr. Dargie moved that the Board approve the Treasurer's Reports as listed; Mr. Becker seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

- 8. Public Comment** Chairman Bragdon asked if there were any closing comments from members of the audience. None being brought forward, he continued to the next agenda item.

- 9. Non-Public Session** Chairman Bragdon stated that the School Board needed to hold a non-public session with respect to discussion of collective bargaining, the possible sale or lease of property, and the annual Superintendent's evaluation. Mr. Dargie moved to go into non-public session under the provisions of NH RSA 91-A:2 I; RSA 91-A:3 II (c) and (d); Mr. Bragdon seconded the motion. **VOTE:** Messrs. Becker, Bragdon, Dargie, Mannino, and Willette all voted in favor of the motion, which carried unanimously (5-0). Chairman Bragdon then declared the Board to be going into non-public session at 8:51 p.m., and all members of the public left at that time.

The Board discussed the sale, lease, or purchase of real property, with no votes being taken.

The board discussed collective bargaining strategy with respect to the administrative group. Again, no votes were taken.

Superintendent Suprenant informed the board of student and/or personnel issues. No motions were made and no votes were taken

The Superintendent and the Board discussed the Superintendent's performance evaluation and contract status. Superintendent Suprenant then left the meeting and the Board continued to discuss the matters. Following discussion, Mr. Bragdon moved to increase the Superintendent's salary to \$133,400 for the 2009/2010 school year, retroactive to July 1, 2009. Mr. Mannino seconded the motion. **Vote:** Mr. Dargie, Mr. Mannino, Mr. Becker, and Mr. Bragdon voted in favor; Mr. Willette voted in opposition. Chairman Bragdon declared the motion to have carried (4-1). Mr. Bragdon then moved that the Superintendent's contract be extended one year from its current ending date, with a new ending date of June 30, 2011. Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5-0).

No further nonpublic business remaining before the Board, Mr. Bragdon moved to exit from the nonpublic session; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, with the Board returning to public session at 10:45 p.m.

10. Adjournment

All scheduled items having been addressed, Mr. Bragdon moved to adjourn; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, with this meeting adjourning at 10:46 p.m.

Chairman of the School Board

Date of Signing