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**MILFORD SCHOOL BOARD Minutes
(SCHOOL ADMINISTRATIVE UNIT No. 40)
June 7, 2010**

- 1. Call to Order** Chairman Bragdon called this meeting of the Milford School Board to order at 7:00 p.m. on Monday, June 7, 2010, in Lecture Hall #182 at the Milford High School. Those present, together with interested citizens, were:

School Board Present Peter Bragdon, Paul Dargie, Carolyn Halstead, 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 noted that there was no one present in the audience to provide any public comment.
- 4. Reports and Presentations**

 - a. Superintendent's Report** Superintendent Suprenant reported that Title I Coordinator Chantal Alcox had informed him that there had been a very successful Title I Family Night on May 21st at the Heron Pond school, with more than 60 families having signed in, representing about 120 individuals. He reported that children and parents had played board games promoting literacy, with children having received books to read during the summer, and pizza had been served. He said each title I and ESOL student had received a certificate.

Superintendent Suprenant said the Destination Imagination teams had done a great job representing New Hampshire at the World Finals competition, with the Breaking News team having placed 6th out of 70 teams and the Direct Deposit team having finished 24th out of 50 teams, while the DI Sliders, the Elementary School team, had finished 24th out of 57 teams. Mr. Dargie noted that the structure built by the Breaking News team had supported the third highest weight in the competition.

Superintendent Suprenant noted that he had provided members of the Board with copies of a front-page article from today's Telegraph, concerning the previously discussed plan to utilize prison labor in conjunction with work associated with the Kindergarten construction, along

with copies of correspondence he had sent to parents of Jacques School and Sage School students. He noted that both he and Principal Foss had received communications from parents concerned about student safety. Since the District was not going to be ready to break ground for the Kindergarten addition on June 21st, he said, he was going to reschedule the Community Service Program for a time when students would not be in the school, adding that he had spoken to Kathy Cleveland, the Telegraph reporter and that a clarification of the implication that prisoners would be working in the same building while students were there would be forthcoming. Superintendent Suprenant said he still believed that the planned work would not have presented any safety issue, but he thought nonetheless that he should get letters out to parents, rather than continue to distress the parents, adding that the plans were still undergoing changes.

Superintendent Suprenant said he had given to the members of the Board a list of post-secondary institutions that Milford's seniors were planning to attend—and he then reminded the Board members that graduation would be Saturday of this week at 10:00 a.m. on the football field, weather permitting, with their final day being Friday, June 18th.

Mr. Mannino asked if there were any data indicating an increase in the number of students attending community college for the next couple years and then perhaps going on to other colleges. Superintendent Suprenant said it had averaged about 25% in the past, but this year's count was 29%--adding, however, that seven students were not accounted for, as they had not responded.

**b. Annual
Report on
Test
Scores**

Assistant Superintendent Johnson presented a PowerPoint slideshow on test score results, noting that it was her ninth annual presentation on this topic. She discussed the kinds of assessments used (DIBELS, Gates-MacGinitie, NECAP, NWEA, and PSAT/SAT), commenting on how often the testing was done, what grades were concerned, and how the results were used. She noted that Milford also had core assessments, which had been developed by Milford personnel; classroom assessments; and personalized assessments (universal assessments, diagnostic assessments, program monitoring, and comprehensive education assessments). She discussed how the review of the scores was used in curriculum development. She then discussed "Performance Pathways," the online database developed over the past few years, noting that it was currently being paid for by NH-DOE.

Discussing the personalization process, Ms Johnson commented on things that had been done during last fall, after Christmas, and in the spring of this year, based on the scoring results from the testing. She showed a representative student profile and a personalization worksheet, and she then discussed the implications for teaching and learning with an RTI approach, describing what had been done this year at Jacques with Kindergarten and 1st-Grade pupils, at Heron Pond with the 2nd- through 5th-

Grade students, and then at the High School. She also discussed the upper-grades screening plan. Commenting on the RTI results, she read aloud some of the students' comments about how they felt the program had helped them.

Ms. Johnson commented on NECAP, proficiency levels and reading scores for the past five years, noting significant scores in reading. Mr. Bragdon asked about the flatness of the math scores, in view of the new math curriculum; Ms. Johnson said this was why the test results were being evaluated. Mr. Willette reiterated his long-standing complaint that 50% was being deemed satisfactory; Ms. Johnson said she agreed but that the School District was continuing to make progress. Mr. Willette asked if there were any way to tie the tests into the students' grades, so as to motivate them; Ms. Johnson noted that successful proficiency in the High School NECAPS let the kids be excused from taking the final exams in the associated subjects.

Assistant Superintendent Johnson commented on the results in the State tests, providing details on the subgroups involved, and then discussed the AYP (Adequate Yearly Progress) results—saying the overall results were great but some of the subgroups had problems. She noted that the District had a consultant in last week to provide some suggestions for improving the AYP results in the specific subgroups, noting that the only school in the Milford School District designated as in need of improvement was Heron Pond. She discussed the Growth Target measure, noting that the overall results were up in both reading and math, and she then discussed the SAT scores, noting that they were really flat over the past few years, with math and writing scores being above the State averages.

Discussing the NWEA assessment program, Ms. Johnson showed the results of the past three years and then outlined the status of local assessment projects, including a demonstration of some of the student portfolios. She then concluded by discussing what was going to be done next with respect to personalization and intervention, as well as outlining expected changes in testing on the state and national levels.

Mr. Bragdon asked about comparisons between large schools and small ones with respect to AYP, asking if smaller schools got a pass because they did not have many subgroups. Ms. Johnson noted that recent changes to the system had resulted in a lot more of the smaller schools showing up on the AYP list.

Mr. Bragdon asked about the assessment value of the student portfolios. Ms. Johnson said the portfolios were part of the minimum NH-DOE standards, noting that High School students had an option to take an additional class, instead. Chairman Bragdon expressed appreciation for the presentation. Ms. Johnson noted that the entire presentation would be on the school's Website by the end of the week.

5. New Business

- a. Award of Jacques Memorial Construction Bid** Superintendent Suprenant discussed the three bids that had been received for the construction of the addition to the Jacques Memorial School, noting that Administration had also spent some time evaluating the capabilities of the companies involved, including visits to projects that had been constructed by the three firms. Superintendent Suprenant then recommended that the bid be awarded to Schiavi Leasing Corporation, even though that firm had not been the low bidder.

Business Administrator Chambers discussed the difference between the four add-ons to the base contract. Chairman Bragdon asked for a motion. Mr. Dargie moved to awarded the bid to Schiavi Leasing Corporation; Mr. Willette seconded the motion. Superintendent Suprenant said he had worked in the past with the Schiavi firm, which had well-known experience in building this sort of construction in New Hampshire. Business Administrator Chambers asked the Board to accept some contingencies, including successful financing, DOE approval some applications, and signing of a contract for the bonding. Chairman Bragdon suggested Mr. Dargie withdraw his motion and remake it, to reward the bid to Schiavi Leasing Corporation for \$1,386,862, contingent upon successful financing, DOE application approval, a mutually agreed upon contract and a contact with the District providing adequate insurance and bonding. Mr. Dargie withdrew his previous motion and so moved; Mr. Willette agreed to second the new motion.

Ms. Halstead expressed concern about the question of a code issue for the bathrooms. Superintendent Suprenant expressed a belief that the question had been raised by the Williams Scotsman, Inc. firm, but it might be a matter of interpretation. Business Administrator Chambers explained a thorough code review would be done. Superintendent Suprenant said the Williams Scotsman conceptual plan had more square footage than the Schiavi plan, but in this case he was not sure that more was better. He discussed potential problems because of the size of the property, noting that buses had to be routed around the building, as an example. Mr. Mannino asked about the possibility of asking Scotsman to reduce the size of their plans; Superintendent Suprenant expressed a belief that this would invalidate the fairness of the bidding.

Mr. Mannino questioned why Scotsman firm had included three add-ons as part of the base. Business Administrator Chambers said the square-footage included the additions. Chairman Bragdon suggested that this was simply how Williams Scotsman, Inc. had wanted to present its bid. Business Administrator Chambers affirmed that the bid required the bidders to build in accordance with code. She noted that the original concept, as prepared by Frank Marinace, had not included any bathrooms or stairwells. Superintendent Suprenant confirmed that the bidders had seen the site,

noting that Bill Cooper had provided them with aerial photos designating where all the utilities were believed to be; Business Administrator Chambers said it had become clear that a traffic pattern and parking plan would have to be developed. No further issues being raised, Chairman Bragdon called for a vote on the motion. **Vote:** Mr. Dargie and Mr. Bragdon voted in favor; Mr. Mannino and Mr. Willette voted in opposition, and Ms. Halstead abstained, saying she was not prepared to vote on the matter. Chairman Bragdon declared the motion to have failed, by reason of a tie vote.

Chairman Bragdon asked if a decision were needed right away. Superintendent Suprenant said the process had to start soon; Chairman Bragdon suggested that the decision be put off for two weeks. Ms. Halstead asked for information about the building constructed by Williams Scotsman, Inc. Business Administrator Chambers said she and Bill Cooper had talked with user personnel, who were happy with the results. Chairman Bragdon confirmed that all three bidders were registered in New Hampshire, adding that he would be comfortable with either builder, saying he would go with whatever the majority of the Board wanted. Superintendent Suprenant said he was also comfortable with both but was more so with Schiavi, with which he had had previous experience.

Mr. Dargie amended his motion, changing the bidder to Williams Scotsman but with all other provisions being the same except that the dollar amount was changed to \$1,343,800; Mr. Willette concurred, making it a friendly amendment. Business Administrator Chambers noted that none of these people were working with a designed plan, which was the next step in the process. She said Administration would like to tighten the building on the site, so as to have more space for moving vehicles.

Mr. Willette asked if the design stage would include the travel pattern. Business Administrator Chambers said it would include the travel-lane width, as well as rearrangement of the parking. No further questions being raised, Chairman Bragdon called for a vote on the revised motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5-0).

**b. Approval
of Loan
Resolution for
Jacques
Memorial
Addition**

Business Administrator Chambers distributed a copy of a proposed multi-paragraph resolution for borrowing money for the proposed Jacques Memorial School addition from Lake Sunopee Bank, as prepared by bond counsel, which Chairman Bragdon read aloud. Noting that the voters had already authorized the borrowing and that this resolution simply clarified where the money would be borrowed from, Mr. Bragdon then moved that the Board pass that resolution, as read, and to be a permanent attachment to the minutes. Mr. Dargie seconded the motion. Business Administrator Chambers confirmed that the \$438,009 amount referenced in the resolution was still correct. Chairman Bragdon confirmed that the money was in the State-aid account, having been passed and

signed by the Governor. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0). Chairman Bragdon then declared a brief recess at 9:05 so that the TV crew could change the tape and the Board members could sign the bond documents, calling the meeting back to order at 9:09 p.m.

- c. Proposed District Goals for 2010-2011** Chairman Bragdon said his intent was not to approve the goals this evening but to review them, with board members providing comments to the Superintendent, who then might want to make changes based on those comments. Superintendent Suprenant noted that the curriculum area included two new goals that would result in a lot of attention were the School In Need of Improvement plan, which involved a significant number of personnel, and the other was the implementation of strategies that would be in place to support the new bullying prevention legislation. He said there might be some high-profile issues with the legislation associated with bullying prevention, noting that he intended to discuss them with the principals the following day. Chairman Bragdon noted that the three areas (Communication, Resources, and Curriculum) were the three areas identified by the local strategic improvement plan some five years ago.

Mr. Dargie requested further information concerning Item A.1. Assistant Superintendent Johnson discussed the report card concept used for the Kindergarten and First Grade, stating that the plan was to move that same process up through Grades Two through Five.

Chairman Bragdon said he sensed that the Board was comfortable with the plans as presented.

Ms. Halstead asked how the District would proceed with respect to bullying. Superintendent Suprenant said a policy would have to be prepared by next Christmas, saying it would require increased tracking of bullying situations, new conditions with respect to cyber-bullying, and new definitions as to what bullying actually was. He noted that administrators had been to some workshops and would be attending others during the summer, saying educating parents was going to be an important part of the process. Chairman Bragdon noted that the new law had been passé by both houses but had not yet been signed by Governor Lynch.

- d. Policy Proposals** Chairman Bragdon noted that a couple of the policy changes (the 3rd, 4th, and 5th) were just being moved to a new section. He then said he would take those up first, if there were no objection, saying he would just like to make that change at one time. Ms. Halstead noted that she had a question about Policy #7065, and Chairman Bragdon then announced he would instead do all of the policies in their listed order.

(1) Policy #7030 Donations (1st Reading)

*Decision
to approve
Policy
7030 for
its First
Reading*

Superintendent Suprenant reviewed the changes being proposed, noting that some of the SBSA language was being included. Ms. Halstead asked “major costs” were defined anywhere; Chairman Bragdon explained that this had been left vague when the policy had been updated in the 1990s because the original policy was that *everything* had to come before the School Board. Superintendent Suprenant noted that BAE had recently contributed computer equipment, questioning whether this was major. No further questions being raised, Mr. Willette moved that the Board approve the first reading of Policy #7030; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(2) Policy #7045 Fee Schedule For Photo Copy (1st Reading)

*Decision
to approve
Policy
7045 for
its First
Reading*

Superintendent Suprenant said the current policy had lots of conditions attached to it, saying it was not clear how often people were being charged for copying. He said the intent was to simplify the process so that fees could easily be established: 15 cents for single-sided copies, 25 cents for double-sided.

*Decision
to approve
Policy
7045 for
its First
Reading*

Chairman Bragdon referenced item d, noting that there had been occasions in the past where extensive research and time was required to obtain the information to be copied. Superintendent Suprenant said he had experienced that in previous districts, saying he looked at it more as a service. Discussion arose concerning “multiple copies,” with Ms. Halstead saying it seemed unclear. Mr. Willette noted that he had asked the Town for a copy of the budget a couple years ago, with the cost having been set at \$125; he expressed a belief that this price was extremely fair. Superintendent Suprenant confirmed that there were not a lot of requests for copies. Mr. Willette moved that the Board approve Policy #7056 for its first reading, Mr. Dargie seconded the motion. Mr. Mannino asked if this were in compliance with the State’s right-to-know law; Superintendent Suprenant noted that a copy of the student record would be given to the parents at no charge. Mr. Mannino posed a hypothetical case involving separated parents. Mr. Bragdon suggested that “a parent” meant that each parent would be entitled to a fee copy. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(3) Policy #7065 Internet Policy (1st Reading)

Chairman Bragdon said the only change was the policy number, being changed to #2296. Ms. Halstead asked about access to E-mail, noting it was not mentioned. Assistant Superintendent Johnson said the current content filtering did not let the students get to some of those sites, adding that research came ahead of looking at personal E-mail. Chairman Bragdon offered to entertain a motion to suspend the rules to pass this

Decision to approve changing Policy 7065 change to 2205 change this evening. Mr. Dargie moved to suspend the rules, Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0). Mr. Dargie moved that the Board approve the policy number change. Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(4) Policy #7080 Use of Automated Telephone Messaging (1st Reading)

Decision to approve changing Policy 7080 change to 2290 Chairman Bragdon said this was just a numbering change as well, to change to #2290. Mr. Dargie moved to suspend the rules, so as to allow this change to be made this evening, Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to suspend the rules to have carried unanimously (5–0). Mr. Dargie moved that the Board approve the policy number change. Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(5) Policy #7085 Daily Physical Activity (1st Reading)

Decision to approve changing Policy 7085 change to 2296 Chairman Bragdon noted that this was another number change. Ms. Halstead asked why the school had such a policy. Superintendent Suprenant said it was part of the wellness program, which was required. Ms. Halstead noted that “wellness” was not mentioned in the policy. Mr. Dargie noted that the Policy Committee was starting at the beginning and going back through the manual. Chairman Bragdon suggested the Board might request that the Committee take a look at this policy. Ms. Halstead agreed to just approving the number change at this time. Mr. Dargie moved to suspend the rules, so as to allow this change to be made this evening, Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to suspend the rules to have carried unanimously (5–0). Mr. Dargie moved that the Board approve the policy number change. Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(6) Policy #5100 National Competition Donation Guidelines (1st Reading)

Mr. Dargie, the proposer of this policy, noted that there had been an informal practice in the past for the School Board to give \$500 to those groups that had won a competition and were moving on to a national competition. He said he had felt there was a disparity, when there might be one student for the SKILLS USA contest but an entire large group, such as the 24-person **We the People** teams, going for another activity, but each would get \$500. He said that the basic concept was that people who had won a State contest would get either \$500 or 10% of the total costs, whichever was the higher, but he noted that the policy also reserved to the Board the right not to make any donation, depending on budget situations.

Mr. Willette expressed concerns, noting that the applicable contribution for the full Destination Imagination group would be \$2,500. He also noted that the text said “per team or group,” questioning how this affected individuals, such as SKILLS USA. He said he did not like Section 2 at all. Mr. Dargie said he had written “whichever is higher” specifically for the SKILLS USA contest, saying it was difficult for a single person to do much fund-raising, which was why he wanted to do \$500 as a minimum. Ms. Halstead asked about the Destination Imagination issue. Chairman Bragdon said there were three teams; Mr. Dargie noted that the Board had given \$500 to each team, explaining that each team entered separate competitions. Mr. Willette suggested making it “up to \$1500,” with no specific amount being designated. Mr. Dargie said he had wanted a formula, so that it could be included in the budget, and what was given would be based on the budget.

Chairman Bragdon expressed concern about including the cost of side trips. Mr. Dargie cited an example in which the group would be at the distant location but not in actual competition on one or more days, so they might want to do something different, but it was part of the overall trip.

Chairman Bragdon said he sensed there was not a lot of agreement on the given text. Mr. Mannino expressed concern about the significantly large amount of money that might be involved. Chairman Bragdon then suggested deferring this matter to let people discuss it for a couple weeks, and he so ruled, postponing the matter to the next meeting.

6. Old Business

No **Old Business** items were discussed this evening.

7. Housekeeping Items

- a. Nominations** Chairman Bragdon addressed the nominations that had been submitted to the Board by Superintendent Suprenant. Mr. Dargie moved to approve the nominations as listed; Mr. Bragdon seconded the motion. Superintendent Suprenant noted that Mr. Borne’s salary might seem high, where he was a current employee, but a savings would be affected by salary paid to his replacement in his current position. He also reported that the budget for new hires was starting to even out. **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 05-17-10 meeting minutes. Mr. Dargie requested the following changes be noted:
- On Page 4, Item 6A, middle line, the words “Kindergarten construction” should be added before ‘funding.’
 - On Page 5, 1st paragraph, 6th line, NECAP should be written without an “s”; in the next line “MWA” should be “NWEA”; “DIBBELS” should have only one “B”; and “First grade” should be “early grades,” as it covered Kindergarten through Grade 5.

Mr. Dargie then moved that the Board approve the 05-17-10 minutes as amended; 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. 32, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, and 1199. Mr. Dargie moved that the Board approve the manifests as listed; Ms. Halstead 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 again noted that there were no members of the public present to provide comment.
- 9. Non-Public Session** Superintendent Suprenant confirmed that there was a need to go into nonpublic session to discuss a personnel matter and to discuss a legal issue. Chairman Bragdon moved to go into non-public session under the provisions of NH RSA 91-A:3 II (c), *Matters which, if discussed in public, likely would affect adversely the reputation of any person*, and (e) *Consideration or negotiation of pending claims or litigation*, as well as to discuss collective bargaining issues. Mr. Dargie seconded the motion. **VOTE:** Ms. Halstead and Messrs. 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 9:59 p.m., and the Board then retired to the SAU conference room at that time.
- The board discussed a legal issue. Mr. Bragdon moved that the board approve a settlement with Triumph Leasing Corp. for \$50,000 to settle outstanding claims with respect to the portable classrooms. Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).
- The board discussed a request for 2.5 bereavement days. Mr. Bragdon moved that the request be granted; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).
- The board discussed other legal and personnel matters, taking no action.
- 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 10:49 p.m.

10. Adjournment

MILFORD SCHOOL BOARD Minutes
June 7, 2010

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 10:50 p.m.

Chairman of the School Board

Date of Signing