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**MILFORD SCHOOL BOARD Minutes**  
**(SCHOOL ADMINISTRATIVE UNIT No. 40)**  
**June 21, 2010**

- 1. Call to Order** Chairman Bragdon called this meeting of the Milford School Board to order at 7:03 p.m. on Monday, June 21, 2010, in Lecture Hall #182 in the Milford High School. Those present, together with interested citizens, were:

**School Board Present** Peter Bragdon, Paul Dargie and Bob Willette. Absent were Carolyn Halstead and Len Mannino.

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

**Recorder** Jennifer Burk

- 2. Board Member Comments** Chairman Bragdon asked if there were any comments from Board members.

No comments being brought forward, Chairman Bragdon continued to the next agenda item.

- 3. Public Comments** Chairman Bragdon asked if there were any introductory comments from members of the audience.

No public comments being brought forward, Chairman Bragdon continued to the next agenda item.

**4. Reports and Presentations**

- a. Superintendent's Report** Superintendent Suprenant reported that schools closed last week without incident, and all end-of-year activities including graduation were concluded successfully. Commendations to teachers and administrators for effective planning for the end of the year.

Superintendent Suprenant continued with some updates from the High School for the Board. Six students successfully completed the GED Options program this school year. There were no students under the age of 18 that chose an alternative education plan other than the GED Options program, in accordance with SB 18. Sixty-seven students enrolled in and passed credit recovery courses. Finally, the High School and Sage School continue to provide many avenues for students to find success.

A team of administrators and teachers will be working most of this week on the SINI process with the hope of determining the root cause for Heron Pond being a school in need of improvement. Representatives from all schools serve on this team with approximately 25 members.

Summer schools will start later in July this year and students from all levels were involved in a variety of placements.

**b. Annual  
Report  
from ATC  
Regional  
Committee  
Chair**

Mr. Kasper, chair of the committee, referenced the Report of the Regional Center Advisory Committee, which was distributed to the Board before the start of the meeting. Earlier this year the committee presented the 10-year report showing the progress that has been made and the success of students that have been through the program. The report also underlined the fact that the ATC has been a strong source of revenue from students that tuition in from other districts and from State funding.

Mr. Kasper also outlined the results of a student survey from the graduating class which was conducted by Rich Paiva, the Career Development Specialist. Mr. Paiva had 85% of the students respond, and the results included information on how students liked the programs and where students would be headed in future careers or with college course enrollment for the fall.

In addition, Mr. Kasper informed the Board that the committee was making use of the program equipment analysis conducted last year by getting replacement equipment in the budget. Dr. Deloge noted that funding was utilized to replace computers & monitors in the labs, and she would be able to provide additional details upon request.

**5d. Annual  
Goals -  
LEIP**

Chairman Bragdon requested that Superintendent Suprenant start with a presentation on Annual Goals, item 5d on the agenda, with regards to LEIP, since a member of the audience was in attendance for this portion of the agenda.

Superintendent Suprenant reported that most items in the document "Milford School District LEIP Plan Outcome Statement Revisited – Draft dated May 10, 2010" were self-explanatory, but requested audience member Ms. Becky Berk present an update based on this report.

Ms. Berk noted that there are 29 members on this committee. The goal was to evaluate the programs and processes available to students. The challenge is to prepare students for jobs that don't exist yet and for using technology that hasn't been developed yet.

The committee created a survey for staff, students and community members to evaluate the District, and as a result got excellent feedback from a number of participants in each category.

One survey result that was prevalent throughout the responses was that the technology in the District needs to be addressed because it is viewed to be far behind what companies and individuals are using. A theme that arose from parents was that they felt invited to be involved; however their ideas were not often solicited. Businesses in the community noted too that students and graduates that were recently hired were able to follow directions, but were not as strong in problem solving on their own without getting a lot of direction.

The committee will meet a couple more times after the conclusion of the summer to continue their work.

Chairman Bragdon said he would take up Agenda Item 5b next, without objections, as there were District employees in attendance to make presentations on this item.

**5b. High  
School  
ARRA  
Funding**

Director of Special Education Johanna Johnson presented information on the status of ARRA funding, and how the funding has been used to create and improve programs in the District.

Funding was requested and received for pre-school programs, as well as for Sage and Milford High School. Projects are still pending at Jacques, Heron Pond and Milford Middle School.

A process was developed to determine how much funding would be requested and how it would be spent, including inventorying programs and conducting a needs assessment with costs. Then a presentation is made to the Superintendent and the Board before the grant is written. Items are ordered upon receipt of funding.

Areas covered by maintenance of effort funding include technology infrastructure and materials that can't be funded directly through ARRA such as furniture and texts.

Mr. Justin Campbell, Director of Academic Studies at Milford High School, presented information on the ARRA Grant Budget Proposal for the High School. The materials distributed to the Board included a summary of budget categories for a total of \$99,630.29 for the High School, and included information on how those materials would meet the goals of the program.

Mr. David Fraser and Ms. Jennifer Horne, both Special Education Teachers in the High School, described specifics of some program. Mr. Fraser addressed the areas of RTI, Speech & Language, OT, Supported Study, Foundations of Math and Supported Science. Chairman Bragdon inquired about the texts being available in other formats, and Mr. Fraser and Ms. Johnson indicated that materials are available in other formats, including text-to-speech.

Ms. Horne reported on the Life Skills program, which is designed to help students be able to go out and get a job, and be able to care for themselves. The program covers areas from using computers to kitchen skills. Ms. Horne also described a job shadowing program that is being introduced, which should become self-sufficient, and which helps students get exposure to jobs and work environments.

Mr. Dargie inquired about ADA compliance throughout the schools, and if a survey had been done. Superintendent Suprenant indicated that Bales would be the building with the most challenges in compliance with ADA. Chairman Bragdon indicated that no formal ADA survey had been done, and Mr. Dargie requested that this be completed.

Superintendent Suprenant asked Ms. Johnson to provide a summary of funding to date – approximately \$625K requested with \$160K spent and \$100K has been earmarked for technology. The remaining balance will be broken down by level. All funding needs to be expended by December 2011.

**4c. Quarterly Reports**

**Granite Town Media Advisory Committee**

Board member Mr. Mannino was not present at this meeting to present a report for this committee.

**Wellness**

Mr. Willette stated that the Wellness Committee is waiting on the State to complete a bullying legislation, and that each building was being evaluated.

**Technology**

Mr. Dargie reported that the committee is on hiatus for the summer. At the last meeting the committee discussed complaints about the software being used, particularly the difficulty with backwards compatibility from newer versions, along with the infrastructure – concerns with the network and firewalls. Assistant Superintendent Johnson noted that a review is being conducted of different technology projects, including software and telecommunications upgrades, in particular looking at the costs of the projects with what the E-Rate funding will cover and what the District will need to budget to address these areas.

**Professional Development**

Assistant Superintendent Johnson reported that the committee had the last meeting of another successful year, and discussed options for the next school year.

**MHS Renovations**

Business Administrator Chambers reported that everything in the project has been completed except for a couple of section of flooring which will be completely shortly. The remaining considerations are parking & drainage, and a drainage study was recent completed.

5. New Business

a. **Appoint-  
ments to  
ATC  
Advisory  
Committee** Dr. Deloge would have made recommendations to the Board for this committee, however she was not present for this agenda item, so Superintendent Suprenant suggested recommending current committee members. Mr. Dargie moved that current members John Leslie, Joseph Stella and Susan Smith be recommended to the ATC Advisory Committee. Chairman Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3-0).

c. **Jacques  
Addition  
Building  
Committee  
Proposal** Superintendent Suprenant recommended that the Board establish a sub committee to oversee the construction of the kindergarten addition to Jacques this summer and fall. The purpose of the committee would be to monitor the progress of the work, meet regularly with representatives of the contractor, authorize change orders up to \$10K, and report back at regular Board meetings until the completion of the project.

Chairman Bragdon recommended that a general committee be established within the District, appointed by the Superintendent with one or two Board members as representatives. The committee would report to the Superintendent, and the Superintendent and Board representative(s) would report back to the Board. The Superintendent would have authority to approve change orders up to the current spending authority of \$20K, and would bring change orders in excess of \$20K back to the Board for approval. The Board was in agreement on this suggestion, and no formal motion was needed to approve this. Chairman Bragdon recommended that Mr. Dargie serve as the Board representative.

d. **Review of  
Annual  
Goals** Goal A1 - Assistant Superintendent Johnson distributed a draft standards-based report card for the Board's consideration. Page 1 of the report card has the standards for evaluation, which page 2 is focused on learner qualities. This draft report card will be presented to the teachers for additional feedback on the design before being rolled out over the next two years.

Superintendent Suprenant brought C1 to the Board's attention with the Jacques addition, noting in particular while that the building aspect of the goal was not smooth, the curriculum went well and overall feedback was positive.

- e. **2010-2011 Staffing Recommendation (Option B)** Superintendent Suprenant presented an updated status on the budget to the Board for consideration. The default budget that was voted into place was about \$68K greater than the operating budget, and following the vote no action was taken to allocate those funds pending information from the New Hampshire Retirement System on a potential increase to the employer portion of the retirement costs for full-time staff. Information was recently received that the employer contribution will not be increased for the 2010/2011 school year. In addition, the school resource officer resigned and the position is not expected to be filled immediately by the Police Department. Overall new staff members being hired to fill open positions are expected to come in under budget. This may create an opportunity to reconsider positions that were reduced when the budget was being developed.

The Superintendent asked the Board to consider revisiting staffing cuts made during budget deliberations, referring to Option B revised in the agenda packet. Mr. Dargie asked the Superintendent if there was a position that he would choose to affect, and Superintendent Suprenant responded that he would consider the Woodworking position based on students coming in to the 9<sup>th</sup> grade next year. Mr. Willette recommended holding off on any decisions until all Board members are present, and the Chairman Bragdon agreed to revisit this at a later date.

## 6. Old Business

- a. **Proposed District Goals for 2010-2011** Superintendent Suprenant presented the proposed 2010-2011 District goals as outlined in the agenda packet. One change was recommended for C1 – to add the words “and the Jacques School” at the end of the goal for the SINI plan.

Chairman Bragdon moved to approve the proposed goals with the change to C1; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

## b. Policy Proposals

**Policy 7030** This policy number would be changed to 2329 if approved.

Mr. Willette moved to approve the second reading of policy 2329 (f.k.a. 7030); Chairman Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

**Policy 7045** This policy number would be changed to 6035 if approved.

Mr. Willette moved to approve the second reading of policy 6035 (f.k.a. 7045); Chairman Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

**Policy  
5100**

Chairman Bragdon feels that the cost for side trips should not be included in this policy. Mr. Willette responded that if side trips were included, the Board would be able to decide if the side trip would be allowed. The Superintendent would receive the details and budget from the trip coordinator in advance for approval, and Chairman Bragdon recommended that the details and budget be brought to the Board.

Chairman Bragdon recommended some changes to the language in the proposed policy:

- In Section 1 – add the words “individual students and” after the word “encourages” in the first sentence.
- In Section 4 – replace “need to” in the first and last sentences with “shall”. In addition, replace “should” in the second and third sentences with “shall”. At the end of the first sentence, replace “Board” with “Superintendent who will then present it to the School Board.”

Mr. Dargie moved to approve the first reading with the changes noted above of policy 5100; Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

**Policy  
7040**

Policy 7040 would be deleted if approved.

Mr. Willette moved to delete policy 7040; Chairman Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

**7. Housekeeping Items**

**a. Nominations**

Superintendent Suprenant referenced the nominations he provided to the Board. Chairman Bragdon moved to approve the listed nominations; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

- b. Approval of Minutes** Chairman Bragdon addressed minutes for the 06-07-10 meeting. Mr. Dargie requested the following changes be noted:

- On Page 1, Section 4a, paragraph 1, line 5 – replace the word “prompting” with “promoting.”
- On Page 1, Section 4a, paragraph 2, line 3 – replace “our” with “out.”
- On Page 3, 3<sup>rd</sup> paragraph, at the end of line 9 – replace “SAY” with “SAT.”
- On Page 5, last paragraph, the middle of line 7 – add “and to be a permanent attachment to the minutes” after the phrase “as read.” This document will be scanned and attached to the meeting minutes.
- On Page 8, first paragraph, first line – replace “amend” with “suspend.” Also on Page 8, second paragraph, second line – replace “amend” with “suspend.” Finally on Page 8, third paragraph, ninth line – replace “amend” with “suspend.”
- On Page 10, between the last two paragraphs of the Non-Public Session, insert a new paragraph that states: “The Board discussed other legal and personnel matters, taking no action.”

No other changes bring brought forward, Mr. Dargie then moved that the Board approve the minutes as corrected; Chairman Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

- c. Approval of Manifests** Chairman Bragdon addressed the manifests awaiting approval, listed as including Vouchers Nos. 33, 1200, 1201, 1202, 1204, 1205, 1206, and 1207. Mr. Dargie moved that the Board approve the manifests as listed; Chairman Bragdon seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (3–0).

- 8. Public Comment** Chairman Bragdon noted that there was no one left in the audience to provide any closing comments, and he continued to the next agenda item.

- 9. Non-Public Session** Chairman Bragdon moved that the School Board go into non-public session with respect to personnel matters, under the provisions of NH RSA 91-A:3 II (c), *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.* Mr. Dargie seconded the motion. **VOTE:** All members voted in favor of the motion, which carried unanimously (3-0). Chairman Bragdon then declared the Board to be going into non-public session at 8:48 p.m., and all members of the public left the room at that time.

The Board was informed of pending legal issues, taking no action.

The Board discussed the Superintendent’s performance evaluation, 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 9:25 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 9:26 p.m.

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Chairman of the School Board

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Date of Signing