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

- 1. Call to Order** Chairman Bragdon called this meeting of the Milford School Board to order at 7:10 p.m. on Tuesday, September 7, 2010, in Lecture Hall #182 at the Milford High School, following recession of a non-public meeting in the SAU Conference Room. 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 noted the meeting had been called to order at 6:10 p.m. with Mr. Dargie at that time making a motion to go into nonpublic session to discuss a personnel issue, with that motion having been seconded by Mr. Bragdon and with all members of the Board having voted in the affirmative. He reported that Mr. Dargie had moved to recess that nonpublic meeting at 7:07 p.m. for the purpose of holding this scheduled public session, with that motion having been seconded by Mr. Bragdon and all members voting in favor. He then 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 reported that the opening of the schools for the fall season had gone smoothly despite the heat and the hurricane threat, saying the teachers and staff had done a great job in keeping the schools a cool as possible. He noted that there had been concern about possible parking issues at the Jacques school for the first two days of the week, which had been staff workshop days, but the contractor had done a great job, including working on weekends to get the site ready for traffic.

Superintendent Suprenant reported that the current enrollment was 2,860 students, including tuition and pre-school students—adding that this was 56 more than when the schools closed last spring. He noted that there were 20 more Kindergarten students than had been projected, with 159 children registered—adding that the District was handling this by hiring a part-time teacher using title I funding to reduce class sizes to the previous year's

level so as to maintain a 16:1 teacher/student ratio for those classes. He also noted that the early (7:00 a.m.) Drop-Off program was underway at the Jacques School, with 14 students enrolled.

Superintendent Suprenant noted that he had distributed to members of the School Board photographs of quilts that had been made by the students in Mrs. Calo's 7th-grade Family & Consumer students for a program called *The Stork Project*, a local area organization's program that created "Welcome Bundles" for babies born to mothers in need of financial assistance. He explained that the bundles contained clothes, baby food, and other supplies, as well as quilts and blankets for newborns, with the packages being distributed through hospitals and service organizations.

Superintendent Suprenant also announced that he had distributed to the Board copies of a letter of appreciation from Ms. Cathy Chevalier, organizer of the *Destination Imagination* teams, as well as a preliminary draft of the annual **Report of the Schools**—noting that the final version of that latter document would have to wait until the SAT results were received.

b. Annual Report from Director of Buildings and Grounds

Director of Buildings and Grounds Bill Cooper reviewed his 09-03-10 memo, commenting on the highlights of the activities covered in that memorandum. He reported that Hillsborough Community Service program personnel had worked with staff after school got out and were so thorough that they were kept on for another week, doing a lot of painting and weeding. He noted that there had been a vandalism incident during the summer at Heron Pond (eight windows smashed, a door to the cafeteria taken out, along with numerous screens, and damage to the light poles and irrigation equipment). He stated the damage had been repaired, expressing a belief that the schools had looked good at opening. He confirmed that the police had identified one culprit for the vandalism so far.

Mr. Dargie requested that pictures be taken after the next rainstorm to see if the flooding problem had been solved for the Johnson Street area—saying the drainage system seemed to be working but there had not as yet been much rain. Ms. Chambers reported that the Town had put drainage in, as well, suggesting that this had also helped the problem

Mr. Bragdon asked about roof leaks. Mr. Cooper said the leaks were pinholes or cuts, noting that people walked up there. He said a new maintenance inspector was taking care of these, noting that there were three repaired at the High School; he said there had not been any roof failures.

Mr. Mannino expressed appreciation of the project reports on work that had been done by the Grounds & Maintenance staff during the summer. Mr. Bragdon concurred, saying the schools had looked nice for opening.

**c. SINI
(School
in Need
of
Improve
ment)
Report**

Superintendent Suprenant reminded the Board that Heron Pond and Jacques schools did not make AYP last year, with the consequence that the School District had to develop an improvement plan. He said Assistant Superintendent Johnson had been busy working on the needed improvement plan. Ms Johnson went through the SINI Committee's Executive Summary report, noting that Pamela Clark had been hired to facilitate that committee. She reviewed the activities for different subjects and the difficulties of measuring sporadic improvements at the lower grade levels. She said more work would be done on the math curriculum, commenting on issues that the committee felt needed to be addressed. She said an overall goal had been developed, focused on growth goals rather than proficiency, and strategic objectives for math and reading had been determined. She reviewed a survey taken to identify the root causes of problems and the action plans developed to address these. She noted that a team of teachers was taking *Train The Trainer* workshops, adding that meetings with the parents would also continue. She then reviewed the action plans for mathematics and reading for Grades 6 through 12. She noted that the budget was being thrown off by the curriculum changes, but said they would proceed. She noted that Middle School and High School coordination would be featured, including an online sharing place for teacher training.

Mr. Dargie asked for a top-level review of the remedies available for schools that did not make AYP, asking if she had chosen one of several different avenues. Ms Johnson said the District was required to write an improvement plan in the first year, saying the choices did not arise unless there were multiple schools having difficulty. Superintendent Suprenant clarified that after five years of not making AYP school districts could consider replacing the principal, building, and staff, adding that there were some six or seven schools in New Hampshire currently in that situation. Ms Johnson noted that the plan really had not been implemented as yet, but the plan had been approved by the NH-DOE with accolades. She pointed out that the Milford School District had already had processes in place, and that the SINI situation had given the staff an opportunity to look at the data a little more closely.

Ms. Halstead asked about the proposed changes in the math curriculum. Ms Johnson said it was not a new program, but some of the topics would be taught in different years, with different emphasis. She noted that the Middle School program was modular, so that they could be rearranged once the alignment was done. She also pointed out that the current textbooks were eight or nine years old and would be reviewed for replacement during the coming year.

Mr. Bragdon asked about subgroups. Ms Johnson noted that the plan would start in September, but testing occurred in the fall, testing students who had not had an opportunity to experience the proposed changes.

Mr. Willette asked about the core curriculum. Ms Johnson said it came from grade expectations and what was taught at that level. She characterized it as the piece that every student must learn, noting that others could learn more. Mr. Willette asked if this were a curriculum given by the federal government; Ms Johnson answered in the negative. Ms Johnson noted that the school had received \$28,000 in funds to implement the plan, with another \$8,000 to develop the plan, even though the previously tested students at Jacques would not be there this year. She then discussed some of the intended ways to use those funds, noting that \$34,000 needed to be spent on professional development.

Mr. Mannino asked if these students had IEPs; Ms Johnson answered in the affirmative. Mr. Mannino then questioned how the revising of the entire program helped these individuals with respect to performance in their own IEPs. Ms Johnson said the federal program said that all students must have access. She said the core curriculum was part of their IEP, noting that there were multi-levels of Special Education kids.

Mr. Mannino noted that the root cause analysis was done for economically disadvantaged people; he asked what the causes were. Ms Johnson discussed the difficulty of identifying causes for students with higher confidentiality. Mr. Mannino asked if the committee felt the proposed changes would lead those students who were economically disadvantaged to improve their scores. Ms Johnson answered in the affirmative, saying it would also help students in general body. Ms Johnson discussed how results would be tracked more carefully with the new plan in place, saying the first step in the process was to ensure that things were being taught in the right sequence, with more careful tracking. She confirmed that all kids would be looked at, not just the poorly performing ones.

Mr. Bragdon noted that the results would not show up until later.

c. Jacques Memorial Addition Update and Financial Report

Ms. Chambers discussed the Jacques addition, saying the work was progressing well. She noted that additional asbestos had been discovered but was quickly taken care of. She reviewed details of the things that had been done, noting that the State Fire Marshal's office had approved the modular plan, saying the building set was scheduled for September 18th. She commented on the additional financial costs for the final building plan, including changes in the ways the corridors were incorporated into the building, driveway widening, relocation of water lines, and a temporary fire egress and sprinkler capability, as well as some miscellaneous expenses.

Mr. Dargie expressed a belief that Administration had done a terrific job on this project, while working under a lot of stress. Superintendent Suprenant noted that a small advisory committee had been meeting on a weekly basis.

5. New Business

a. Policy Proposals

(1) Policy #5100 National Competition Donation Guidelines (2nd Reading)

Superintendent Suprenant said this would allow discretionary spending for some trips, noting that he would be required to present trip breakdowns in greater detail. Mr. Dargie moved to approve Policy #5100 for its second reading; Mr. Willette seconded the motion. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(2) Policy #7040 Request/Solicitation of Funds (2nd Reading)

Mr. Dargie moved to approve Policy #7040 for its second reading; Mr. Willette seconded the motion. Superintendent Suprenant said this was not really a second reading but was part of the many sections being removed from a miscellaneous category. Chairman Bragdon noted that approval really deleted this policy. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(3) Policy #3525 Physical/Health Education Participation (1st Reading)

Mr. Willette moved to approve Policy #3525 for its first reading; Mr. Dargie seconded the motion. Superintendent Suprenant discussed the current policy, noting that Mr. Dargie, when he became a member of the Policies Committee, had suggested checking out the NHSBA policies that were required, with that effort having determined that there were some half-dozen required policies that the Milford School District did not have, including the requirements of NH RSA 186:11, which authorized parents to opt their children out of education classes for religious reasons; he explained that this was being incorporated into the existing policy, which authorized parents to opt their student out of health classes for illnesses or other reasons, rather than creating a new policy. Mr. Bragdon noted that Mr. Dargie had pointed out a change that was needed. Mr. Willette said at least four bills now going through the State Legislature would affect this policy. Ms. Halstead asked about the impact on credits. Superintendent Suprenant said it could be allowed under an extended learning opportunity policy, if it were demonstrated that the student were learning the same competencies in another manner other than taking a course at the High School, saying this was a sort of independent scale. **Vote:** All members voted in favor except for Ms. Halstead, who abstained, and Chairman Bragdon declared the motion to have carried (4–0–1).

(4) Policy #2315 Student Transportation Management (1st Reading)

Mr. Willette moved to approve Policy #2315 for its first reading; Mr. Dargie seconded the motion. Ms. Chambers, as transportation liaison, distributed a handout as replacement for the one provided in the information packet. She then discussed the changes marked as boldfaced type additions to and deletions from the existing policy, noting that the changes reflected what the Milford School District actually provided. She noted the addition of text pertaining to video/audio recorders, and she said the new Section 6 were

modeled from and almost verbatim to the NHSBA policy, except with the fourth paragraph having been added.

Chairman Bragdon confirmed that any student in Milford had a right to be transported.

Mr. Mannino asked when the rulings that were to be made by Superintendent Suprenant were applied to recordings, asking how the vendor (bus company) could be compelled to protect the recording. Ms. Chambers said all contractors were compelled to comply with the contract, noting that she had already been informed by one contractor that they were in full compliance.

Mr. Mannino referenced the third paragraph of the new Section 6, asking whose responsibility it was to ensure that the driver had a valid license and was insured, and what training was offered to help people make that determination. Ms. Chambers discussed the new process implanted in the past year, whereby the School District obtained that information. She noted that the School District tried to avoid this by insisting on use of public transportation whenever possible.

Ms. Halstead asked who used this policy. Ms. Chambers said it sometimes applied to a field trip involving a small number of students.

Vote: All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

(5) Policy # 5012 Behavior Management (1st Reading)

Superintendent Suprenant said this was another NHSBA policy that was required but was not in the manual, noting that the corporal punishment policy was being incorporated. Mr. Willette moved to approve Policy #5012 for its first reading; Mr. Dargie seconded the motion. Superintendent Suprenant explained what was covered by the term "corporal punishment," clarifying how and when physical restraint was authorized. He said this policy was general guideline language. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

- b. Adoption of Budget Process Guidelines** Chairman Bragdon said he had not noticed this item on the agenda had had not brought anything for tonight's meeting, so it would be put off until a future meeting—adding that the budget timeline would proceed as it normally did.

6. Old Business

- a.** Chairman Bragdon stated that there were no **Old Business** items to be discussed this evening.

7. Housekeeping Items

a. Nominations Chairman Bragdon addressed the proposed eight nominations. Mr. Bragdon then moved that the Board approve the minutes as listed; Mr. Dargie seconded the motion. Superintendent Suprenant noted that the salary for Ms. Crystal Speck-Tritter would be \$24,760 instead of what was listed. He noted that it had been difficult to replace some of the mathematics teachers, but it had come under budget by just under \$30,000. **Vote:** All members voted in favor, and Chairman Bragdon declared the motion to have carried unanimously (5–0).

a. Approval of Minutes Chairman Bragdon addressed the 06-21-10 meeting minutes. Mr. Dargie said the minutes were clean. Mr. Dargie then moved that the Board approve the minutes as listed; Mr. Bragdon seconded the motion. **Vote:** All members voted in favor except for Ms. Halstead and Mr. Mannino, who abstained, as they had not been present at that meeting, and Chairman Bragdon declared the motion to have carried (3–0–2).

Chairman Bragdon distributed copies of State (DOE 25) reports that had to be signed by the Board members. Business Administrator Chambers reported that the MS-24 document had been submitted, noting that the unaudited surplus was \$922,000. She said this would be applied to reduce the tax rate, predicting that the result would reduce the overall increase to about 4¢.

c. Approval of Manifests Chairman Bragdon addressed the manifests awaiting approval, listed as including Vouchers Nos. 1, 2, 3, 4, 34, 36, 37, 38, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226.. Ms. Halstead 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 Report The Treasurer's Report for fiscal year ending June 30, 2010 was not available, so no action was taken on this agenda item.

e. Approval of Treasurer's Report Same Chairman Bragdon addressed the Treasurer's Report for Fiscal Year Ending June 30, 2010. Ms. Halstead moved that the Board approve the Treasurer's Reports 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).

8. Public Comment Chairman Bragdon noted that all members of the public had previously left, and he continued to the next agenda item.

9. **Non-Public Session**

Chairman Bragdon noted that the Board still had to deal with some nonpublic issues unresolved during the nonpublic session that preceded this meeting. Mr. Dargie 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*, as well as to discuss collective bargaining issues. Mr. Bragdon 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 8:42 p.m., and Superintendent Suprenant and all members of the Board returned to the SAU Conference Room at that time.

While in non-public session, Superintendent Suprenant informed the board of various personnel and student issues, with the board taking no action. The board also discussed strategy with respect to upcoming collective bargaining activities.

Following the Superintendent's departure, the Board discussed a contract grievance that had been presented to them. Following this discussion, Mr. Mannino moved that the Board uphold the decision of the superintendent in the matter and authorize the chairman to communicate the Board's decision to the grievant and the association. Mr. Willette seconded the motion. **Vote:** Chairman Bragdon called for a vote on the motion. Mr. Dargie, Mr. Mannino, Mr. Willette, and Mr. Bragdon voted in favor; Ms. Halstead voted in opposition. Chairman Bragdon declared the motion to have carried (4-1).

No further nonpublic business remaining before the Board, Mr. Dargie moved to exit from the nonpublic session; Mr. Bragdon seconded the motion. **Vote:** All members voted in favor, with the Board returning to public session at 10:00 p.m.

10. **Adjournment**

All scheduled items having been addressed, Mr. Dargie moved to adjourn; Mr. Bragdon seconded the motion. **Vote:** All members voted in favor, with this meeting adjourning at 10:01 p.m.

Vice-Chairman of the School Board

Date of Signing