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**MILFORD SCHOOL BOARD Minutes
(SCHOOL ADMINISTRATIVE UNIT No. 40)
September 20, 2010**

- 1. Call to Order** Acting Chairman Paul Dargie called this meeting of the Milford School Board to order at approximately 7:00 p.m. on Monday, September 20, 2010, in Lecture Hall #182 at the Milford High School. Those present, together with interested citizens, were:

School Board Present 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 (by transcription).

- 2. Board Member Comments** Vice-Chairman Dargie announced that Chairman Bragdon was not able to be present at tonight's meeting, so he would be filling in as Acting Chairman. 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** Acting Chairman Dargie 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 noted that Recorder Seabury also could not be present this evening, stating that he would send a DVD copy of the broadcast recording so that the minutes could be taken from that.

Superintendent Suprenant reported that school was settling in at the beginning of the fourth week, stating that transportation issues were always difficult at the start but that they were settling, as well.

Superintendent Suprenant reported that the High School had started on its new advisory program the preceding week, with all students meeting with a teacher in groups of 12 students each to ensure that all students would build a relationship with an adult.

Superintendent Suprenant stated that fall athletics programs were already under way, with the girls' teams doing particularly well.

- b. Update on Jacques Memorial Building Project** Superintendent Suprenant said the most exciting news was the implementation of the new classrooms at the Jacques school. Business Administrator Chambers said the 14 building units had been delivered on schedule, with construction starting at 5 a.m. on Saturday morning and finishing as it was getting dark that evening. She noted that interior work still had to be done but the modular classrooms were in place. She noted that about 40 subcontractor personnel had also been working through the weekend to get everything done for Monday's opening.

5. New Business

- a. Proposed Budget: Discussion of Potential Non-Budget Warrant Articles** Acting Chairman Dargie asked if anyone had any thoughts about potential nonbudget warrant articles. He then stated that he had two: (1) the custodian's contract, and (2) purchase of the property next door for use as a parking lot, similar to what had been proposed the previous year. Mr. Willette asked about the Bales school; Acting Chairman Dargie said there were no plans for major work there at this time. Mr. Willette asked if the Board would be going back to the idea of putting money in the regular budget to cover updating. Acting Chairman Dargie said that would depend on whether the State would no longer provide matching funds, which were on hold for two years—saying it worked better if maintenance projects were collected together as large projects that would be bonded and obtain matching funds from the State, but that it would make more sense to do the work as individual projects if there were no matching funds available. He then pointed out that this concept could be discussed at subsequent meetings but that the intent here was to develop a heads-up awareness for the Administration.
- b. Adoption of Budget Process Guidelines** Acting Chairman Dargie noted that Chairman Bragdon typically came up with something for this, based on the previous year's process, adding that he thought Mr. Bragdon had something already prepared. He reviewed the schedule that was used last year, commenting on details, and asked if anyone had any new guidelines to be proposed, such as percentage of spending increase, tax increase, etc.—adding however that this was traditionally done after Administration had proposed its initial budget. Mr. Willette suggested that Administration should really look at co-curricular costs for possible reduction. Mr. Mannino said he would expect a conservative budget. Mr. Willette said he would like to see the budget start with this year's actual budget and that the proposed budget be compared against that.

Mr. Mannino expressed a desire to discuss the default budget; Mr. Dargie said he would like that very much. Mr. Dargie then stated that he felt there were some serious problems with the process followed last year—asking in particular how the default budget would be affected by significant changes made at the Deliberative Session, and saying he felt that should be discussed. He pointed out that the default budget had not been changed the previous year, after the operating budget was changed, even through

the default budget was supposed to be based on the regular budget, so he felt the default budget should have been changed similarly. He then asked that Administration think about the default budget process and give the Board its recommendation with respect to pitfalls and the process to be followed. He referenced Policy #2327, saying he did not think the policy had been followed last year.

Mr. Mannino said he would rather have the discussion on the default budget take place early in the process. Acting Chairman Dargie clarified that the default budget followed a parallel path but had to be taken from the operating budget after that regular budget was developed—adding that many of the needed figures, such as the health insurance costs, were not available until late in the process. Mr. Willette said he felt a procedure could be set up for that. Acting Chairman Dargie asked when the Board should talk about it. Following discussion, he suggested that the discussion be targeted for the second meeting in October. He suggested that Administration provide its comments at the next meeting (October 4th), and he asked that Administration send a copy of last year's guidelines to the new Budget Committee with a cover letter, adding that the Board probably would revisit this subject at the October 4th meeting.

c. Policy Proposals

(1) Policy #2316, School Bus Driver Requirements (1st Reading)

Mr. Willette moved to approve Policy #2316 for its first reading; Mr. Dargie seconded the motion. Superintendent Suprenant noted that part of the process was to cross-reference the policies against the NHBBA policies, and this one fit into that category, particularly with respect to the mandatory drug testing and alcohol testing piece. He then asked Business Administrator Chambers to address the details. Ms. Chambers said this was a new policy, replacing the reference that was being proposed for removal from Policy #2315. She noted that medical exams would be required prior to commencement of employment and then every two years thereafter, except for older drivers (70 and older), who would be required to have annual examinations. She explained that the State Department of Motor Vehicles oversaw the certification process for school bus drivers, saying the drivers were already subject to the requirements. She noted that a criminal background investigation would be required, as well as mandatory drug and alcohol testing, adding that all drivers used by the District already were subject to this and conformed. She noted that a written confirmation would be supplied by the transportation companies with which the District had contracts, and she then outlined details of other provisions, noting that the School District reserved the right to terminate any driver at any time. No questions being brought forward, Acting Chairman Dargie called for a vote on the motion to approve the policy for its first reading. **Vote:** All members voted in favor, and Acting Chairman Dargie declared the motion to have carried unanimously (4-0).

(2) Policy #1012, Community Resources and Involvement (1st Reading)

Superintendent Suprenant said this policy was also required by the NHSBA and was missing from the policy manual, noting that it covered seven points. He said it was more philosophical and guiding in nature than anything else, saying a lot of the theory was woven into other policies. Ms. Halstead questioned how this policy had come about, and Superintendent Suprenant explained that Janice French, his executive asswistant, had gone through the existing policy manual to determine what was missing with respect to NHSBA requirements; he said the Department of Education wanted assurances that the School Board and Administration was doing all that it could to partner with the community. Mr. Willette moved to approve Policy #2316 for its first reading; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Acting Chairman Dargie declared the motion to have carried unanimously (4-0).

6. Old Business

a. Policy Proposals

(1) Policy # 3525 Physical/Health Education Participation (2nd Reading)

Superintendent Suprenant said he did not believe any changes of substance had been made from the first reading. Ms. Halstead asked why the District had to have policies that were not local. Superintendent Suprenant said it was legislated by the State government, through the RSAs, and the District had a responsibility to hone that requirement. He confirmed that there was nothing in the policy that the District was not already doing in practice, saying no students were forced to do something that the parents did not want. He then explained that it might be possible for the student to do something else provided it could be proven to meet the course competencies through an extended learning opportunity (formerly called independent study), with High School administration making that determination—saying there were perhaps half a dozen such programs each year. Acting Chairman Dargie said this policy was more to cover the issues of a student being ill and not feeling capable of participating in a specific physical education class.

Ms. Halstead asked about students not having to take classes because of parental objection. Superintendent Suprenant said the parents could determine from the class syllabus what might be objectionable and ask that their child not participate in that class. Mr. Dargie expressed doubt that a full syllabus was provided for each class at the high school. Superintendent Suprenant clarified that parents would be notified about such things as the Fifth Grade health unit talking about adolescence, saying parents would be notified in advance and given the chance to opt out. He said he would check on whether a health syllabus was provided to the parents.

Mr. Willette moved to approve Policy #2316 for its first reading; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Acting Chairman Dargie declared the motion to have carried unanimously (4–0).

(2) Policy # 2315 Student Transportation Management (2nd Reading)

Acting Chairman Dargie noted that Ms. Chambers had said there was a change pending. Business Administrator Chambers said no changes had been brought up at the first reading, but she had a change to propose which might delay the second reading. She explained that a copy of the policy had been sent to the two companies with which the School District had contracts, and one of them had suggested adding a sentence at the end of section 2 to reflect a current practice, reading “The Kindergarten, Readiness, and First Grade students must be met by an adult at their stop.” Ms. Chambers confirmed that this had been the practice for a long time. Mr. Willette questioned how the School District could control the parents’ actions. Ms. Chambers said the parents understood that they had to assume reasonability, but the child would stay on the bus until the end of the route if no adult were at the stop, and the office would then try to contact the parent. Detailed rewording was suggested by various members of the Board, but Mr. Willette then suggested that the Board send the policy back to the Policy Committee.

Mr. Mannino suggested that another addition be made to Section 3, with reference to the video recordings on the buses, noting that the current text said the parents would be allowed to “listen” to the recordings, which were video in nature. Mr. Dargie said the Policy Committee had actually discussed this in detail, noting that the law was very clear with respect to the distinction between audio and video. He referenced the preceding portion of the policy, noting that the Superintendent’s designee had to specifically authorize someone to view the video, but parents had to be allowed to listen to it. He said the intent of the paragraph was to stipulate that parents could listen to the audio, without any reservation and had a right to do so, but did not have a right to view it, except at the Superintendent’s discretion. Mr. Mannino said his point was the policy spelled out that the parents of a student who might be subject to disciplinary action because of a video would only have the right to listen to the recording. Acting Chairman Dargie said the Superintendent could allow the parents to view it or deny them, saying it would be at the Superintendent’s discretion. Mr. Mannino suggested that the Policy committee should review that element of the policy; he questioned how the parents could defend their child if they had not had an opportunity to review the visual aspect of the recording, pointing out that the act might be a physical assault for which there was no audio element. Mr. Dargie said the reason the parents were not given that right was that there might be something else of a confidential nature in the video. Superintendent Suprenant said there would be minimal expectations of privacy on the school bus, but the student needed to be protected from any kind of public release of his/her behavior. He then expressed a belief that in most cases the parents of the student offender would be allowed to review the video, but that this might be denied if Administration felt there was a possibility of an abusive situation because of that viewing, because of needed confidentiality—adding that judgment would have to be used at that time. Mr. Mannino expressed the view that there should be no expectations of privacy on a public school bus paid for by public funds—adding that he felt what the policy was designed to do was to make it so that what students did or said on the school bus was public, and he felt the parents of all students involved should have the right to both view and listen to the recording, saying the parents of Child A should have the same rights as the parents of Child B, and he again suggested that the Policy Committee should review this. Acting Chairman Dargie said the Board would send this back to the Policy Committee, saying the process would start over again for a new first reading when it came back.

(3) Policy # 5012 Behavior Management (2nd Reading)

Superintendent Suprenant said there were no changes from the first reading, adding that this was another instance of the Department of Education ruling that such a policy be part of the minimum standards. Mr. Willette moved to approve Policy #5012 for its second reading; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Acting Chairman Dargie declared the motion to have carried unanimously (4–0).

7. Housekeeping Items

- a. Approval of 09/07/10 Minutes** Acting Chairman Dargie addressed the 09/07/10 meeting minutes, asking if there were any changes. Mr. Dargie requested the following changes be noted:

- Page 3, the middle paragraph—the acronym “SIMI” should be “SINI.”
- Page 4, Section c, 1st sentence—the word “completed” should be changed to “progressing well,” as the Jacques addition was not yet completed.
- Page 7, Item e—the paragraph was incorrect in describing a vote that did not occur, so it should be changed to say that the Treasurer’s Report for Fiscal Year ending June 30, 2010, was not available, so no action was taken on this agenda item.

No other changes being requested, Mr. Dargie then moved that the Board approve the minutes as listed; Ms. Halstead seconded the motion. **Vote:** All members voted in favor, and Acting Chairman Dargie declared the motion to have carried unanimously (4–0).

- b. Approval of Manifests** Acting Chairman Dargie addressed the manifests awaiting approval, listed as including Vouchers Nos. 7, 1035, 1036, 1037, 1038, 1039, 1040, and 1041. Ms. Halstead moved that the Board approve the manifests as listed; Mr. Dargie seconded the motion. **Vote:** All members voted in favor, and Acting Chairman Dargie declared the motion to have carried unanimously (4–0).

- c. Approval of Treasurer’s Report** Acting Chairman Dargie addressed the Treasurer’s Report for the 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 Acting Chairman Dargie declared the motion to have carried unanimously (4–0).

- 8. Public Comment** Acting Chairman Dargie noted that there was no public left in attendance, so there was no comment. He then continued to the next agenda item.

9. **Non-Public Session** At 8:30 p.m., acting Chairman Dargie stated that the School Board needed to hold a non-public session with respect to a personnel matter. Mr. Willette moved that the Board move into nonpublic session, 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. Mannino seconded the motion. **VOTE:** Ms. Halstead and Messrs. Dargie, Mannino, and Willette all voted in favor of the motion, which carried unanimously (4-0). Acting Chairman Dargie then declared the Board to be going into non-public session and the Board then moved to the Superintendent's Conference room for that session so that the television crew could dismantle the broadcast equipment.

Superintendent Suprenant discussed a personnel matter with the Board while in non-public session. No votes were taken.

Ms. Halstead moved that the Board exit non-public session; Mr. Mannino seconded the motion. **VOTE:** All members voted in favor, with the Board returning to public session at 8:45 p.m.

10. **Adjournment** All Scheduled items having been addressed, Ms. Halstead moved to adjourn; Mr. Mannino seconded the motion. **VOTE:** All members voted in favor with the meeting adjourned at 8:45 p.m.

Acting Chairman of the School Board

Date of Signing