

MILFORD SCHOOL BOARD  
MINUTES OF MAY 15, 2017 MEETING  
MILFORD HIGH SCHOOL, LECTURE HALL #182

A. Board Chair Ron Carvell re-opened the hearing to receive and expend unanticipated revenue, pursuant to RSA 198:20b, which was begun at the May 1, 2017 meeting of the Board but could not be completed until additional information was gathered regarding monies received from the School District of Mason. Superintendent Bob Marquis reported that he had spoken with the Mason Superintendent of Schools who said that the \$731.47 donated to the Milford School District was money left in an account that used to support Little League in Mason. The sport was discontinued and the district made a one-time donation to the Milford School District for the specific purpose of funding kids in the Middle School who might need financial assistance for sports uniforms or equipment. Business Administrator Jen Burk said that we can and will track how this money is spent so it will go toward its intended purpose.

Board Vice-Chair Len Mannino made a motion to accept and expend the \$731.47 from the Mason School District for the purposes previously stated. Kevin Drew seconded the motion. Motion passed 5-0.

Mr. Mannino then made a motion to close the hearing. Bob Willette seconded. Motion passed 5-0.

1. Call to Order

Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at Milford High School. Board members present were Board Vice-Chair Len Mannino, Ms. Jennifer Siegrist, Mr. Kevin Drew and Mr. Bob Willette. Also in attendance were Superintendent Robert Marquis and Business Administrator Jen Burk. The recording secretary was Dana Laviano.

2. Board Member Comments

Mr. Carvell mentioned two items of correspondence he had received. One was from the Milford Administrative Group offering to negotiate contracts that were expiring. The second was a thank you letter from Chantal Alcox and other teachers for the Teacher Appreciation Week gifts they received from the Board.

3. There were no Public Comments.

4. Reports and Presentations

a. Superintendent's Report:

Milford Middle School:

3 team leaders for Fuel Up to Play 60 will be attending the New England Summit at Gillette Stadium on June 28. One of them, Adriana Mackey-Brew, will also attend the

45 National Summit in Minneapolis this July.

46

47 The 2<sup>nd</sup> annual Green Week is being held at the Middle School from May 22-26, to  
48 promote environmental awareness. Each grade will be working on a project with guest  
49 experts and presenters from the local community. There will be daily “green” activities,  
50 contests and prizes during the entire week.

51

52 Jacques School:

53 On May 8, 9, and 11, the Unified Arts Spring Festival was held at Jacques. This included  
54 an art show and a music show involving a story read Mrs. Covell and a “movement  
55 song” conducted by Physical Education Teacher Mrs. Blanchard. Congratulations to Mrs.  
56 Moffitt, the music teacher at Jacques, for such a successful event.

57

58 Kindergarten orientation days were held last at Jacques. Incoming students were  
59 screened and parents given an overview of what to expect for their children in the  
60 program.

61

62 Heron Pond:

63 On Friday May 12, Meg Peterson, Title I Coordinator, hosted a K-5 Title I night at Heron  
64 Pond.

65

66 Project DRIVE:

67 The students focused recently on social and emotional development including getting  
68 along with parents, the importance of having friends, believing in yourself, pursuing  
69 your dreams and the positive role of teachers. The culminating activity was watching the  
70 movie, “October Sky” which covered these themes.

71

72 Students at Project DRIVE will be building planters for Crestwood Nursing Home. This  
73 cross-curriculum service project involves writing letters to local businesses, creating an  
74 organizational calendar, conducting research on what to plant in them, and discussing  
75 the project with Brian Carter the ATC Construction Tech teacher.

76

77 The School District is once again working with the Town to prevent water shortages by  
78 watering our fields on odd days and only for 10 minutes per zone.

79

80 Because ticks are bad this year, the District will be having the fields at Heron Pond and  
81 Jacques sprayed. This will also be done throughout the District prior to field days.

82

83 Board Chair Ron Carvel requested that the Administration send a notice to parents  
84 about the spraying as well as put an ad in the paper. The spraying requires 24/48 hours  
85 of non-use afterwards and JP Pest Service will put up signs before and after.

86

87

88

b. History Club – National Finals – Request for Funds

89 Mr. Stephen Vetack and 2 students in the History Club presented to the Board about  
90 what they do in the Club, what it has taught them and their hopes for winning the  
91 National Finals this June, (to be held at the University of Maryland.) The Club is  
92 requesting help with the funding for the trip to the finals. Students in the History Club  
93 complete a detailed research project presented in different formats (research paper,  
94 documentary film, website, museum exhibit or performance.) The project requires  
95 research methods, critical thinking, analytical skills and creativity. At the National Finals  
96 they will be competing against the top 2 finishers in all 50 states as well as students  
97 from Department of Defense schools. Two of our students have placed first in the state  
98 and one of them placed 2<sup>nd</sup>. Superintendent Marquis has approved \$500 for their trip  
99 to the National Finals. Kevin Drew made a motion to approve this amount. Jen Siegrist  
100 seconded. Motion passed 5-0.

101  
102 c. Title IX Audit Follow-Up

103 During the discussion for support of a girls Lacrosse JV and Varsity teams at the High  
104 School (see minutes of the Board for April 17, 2017 and May 1, 2017), the Board  
105 requested the Administration to do a self-audit on its Title IX compliance.

106 Superintendent Marquis submitted a report to the Board (SEE EXHIBIT) and reviewed his  
107 findings. Using the Title IX Self-Audit Form and supplementing this with an internal list of  
108 athletic opportunities for females and males in SAU40, Superintendent Marquis showed  
109 that based on the Title IX criteria of a variance of 5% or higher as an indicator of non-  
110 compliance, SAU40 is in compliance with Title IX with a variance of 3.5%. (SEE EXHIBIT)  
111 He also explained the differences in opportunities for female sports participation at  
112 each of the schools. (SEE EXHIBIT) Mr. Marquis congratulated the work of the Athletic  
113 Departments of each of the schools for their close eye on the District's compliance and  
114 concluded with no further recommendations to the Board for additional sports  
115 opportunities being added.

116  
117 d. Food Service Program Status Update:

118 At the last meeting of the Board, a status update on the food service program was  
119 requested. Business Administrator Jen Burk submitted a memorandum to Mr. Marquis  
120 (SEE EXHIBIT) and reviewed her findings for the Board. She explained the history of the  
121 solvency of the program as well as how the meals are reimbursed by the federal  
122 government. She invited the Kitchen Managers for each of the schools to speak to the  
123 Board about the particular challenges of compliance with government regulations for  
124 the food service program.

125  
126 Mary Ann Gallagher, Kitchen Manager at Milford High School, explained to the Board  
127 how she creates a monthly menu which emphasizes quality food that the kids will  
128 actually eat. She said that while federal regulations can be a nuisance, they have  
129 resulted in better quality commodity items, which goes a long way toward allowing her  
130 to meet her goal of creating nutritious and tasty meals that the kids like. She said that  
131 the current federal requirement of 5 fruits and vegetables a week that are of a different  
132 color and/or nutritional category means she is often forced to serve items (like sweet

133 potatoes) that the kids won't eat instead of repeating a vegetable they do eat (like  
134 broccoli.) She reported that she has greatly minimized waste by repurposing leftovers in  
135 fresh soups, for example and that she makes a point of creating whole meals that are  
136 accessible to every child, regardless of ability to pay.

137  
138 Jen Burk explained that the requirements for the fresh fruits and vegetables increases  
139 costs and the kids must take them. This may be part of the reason for the continued  
140 deficit in the food service program revenues.

141  
142 Rocio Johnson, Kitchen Manager for Jacques and Heron Pond, said that one reason for  
143 the deficit is that enrollment numbers are down. She said that how the food is  
144 presented to the kids goes a long way toward reducing waste. She described her efforts  
145 to let parents know what is being served, including having open house nights so parents  
146 can come and taste the foods and then encourage the children to eat them.

147  
148 Ron Carvell asked what other ideas the Kitchen Managers have for making the program  
149 more solvent. Mary Ann Gallagher said they might consider making consistent menus  
150 throughout the District in order to familiarize the students with certain foods as they  
151 progress through the grades. She explained to Jen Siegrist that by law they cannot take  
152 back uneaten or unopened items with the exception of bananas and oranges.

153  
154 Rita Johnson, Kitchen Manager at Milford Middle School, explained that she has had a  
155 problem with enrolling students in the free and reduced lunch program even when they  
156 qualify. The school does its best to reach out to parents and let them know the  
157 application is confidential but for some reason the parents are not signing up even when  
158 the kids come in and complain of not having eaten. Ron Carvell said we could look at  
159 this as a separate issue.

160  
161 He asked what the Kitchen Managers would change if some or all of the federal  
162 regulations went away. Mary Ann Gallagher said the requirements around sodium were  
163 overly-stringent and she would look to more whole grain options as opposed to whole  
164 wheat items. Mr. Willette commented that every Friday there is free breakfast for  
165 students near the High School and he has seen upwards of 30 kids there and the fare  
166 being served is all white flour/processed food items that the school is not allowed to  
167 serve. Ms. Rita Johnson said she would definitely choose whole grain over whole wheat  
168 as the kids do not like whole wheat bread.

169  
170 Public Comments:  
171 There were no public comments.

172  
173 5. New Business

174 a. Competencies

175 Mike Tenters presented an update to the Board on the activity of the committee formed  
176 last fall to explore k-12 District competencies in Milford. (SEE EXHIBIT) He explained that

177 the committee is looking at what we want our students to be able to do when they  
178 complete their schooling in the district and what that looks like at every level. Currently,  
179 the state has outlined competencies in English/Language Arts, Math, Work/Study and  
180 recently, Science. The Committee meets bi-monthly and has been involved in some  
181 professional development activities. Mr. Tenters also reviewed the committee's next  
182 steps. (SEE EXHIBIT)

183  
184 Mr. Mannino asked if the committee will be inviting local business leaders to its public  
185 forum. Mr. Tenters said yes and also to the June 22 Professional Development Day. Mr.  
186 Mannino also asked about the film *Most Likely to Succeed* and that its authors had been  
187 reviewed as trying to "upend the educational system." He asked for Mr. Tenters opinion  
188 on this. Mr. Tenters said that while the film speaks a lot about personalization of  
189 learning, which is not realistic for each, individual student. But we can look at how kids  
190 are engaged, how classrooms are constructed and what makes for authentic learning vs.  
191 traditional paper-and-pen testing. Mr. Mannino asked about the future of standardized  
192 testing and if it is still a vital measurement. Mr. Tenters said that it is always good to  
193 have a data point with which to compare a school or district with other schools or  
194 districts. In the future we might have more local control over the assessments and some  
195 of them may no longer be in use due to funding issues.

196  
197 Mr. Willette asked if the District is using Common Core standards now. He said that  
198 these are minimum standards and as such, we are shortchanging our students by using  
199 them. Mr. Tenters said that the District does use them but while they are standards,  
200 they are not curriculums and there is a lot more to our curriculums than these few  
201 standards.

202  
203 Jen Siegrist asked about competencies in other subject areas. Mr. Tenters explained that  
204 the competencies already in place are meant to be cross-curricular/inter-disciplinary so  
205 there are elements of each subject competencies within other subjects/competencies.  
206 He said that we will also look to other districts that are further along in creating  
207 competencies for guidance in expanding ours.

208  
209 Mr. Carvell reminded everyone that this committee was formed as a long term effort to  
210 look into developing a program. Mr. Tenters agreed that it takes a minimum of 5 years  
211 to do this well at all grade levels including integrating into our district with its own needs  
212 and focus.

213  
214 There were no public comments.

215  
216 b. Tech Plan – Mike Tenters, Jerry Stajduhar  
217 Mike Tenters and Jerry Stajduhar presented their updated Technology Plan to the  
218 Board. (SEE EXHIBIT) The plan includes 6 overarching goals, additional equipment and  
219 resource needs, professional development work, curriculum and instruction items and  
220 budgeting. Chairman Ron Carvell asked how the teachers and students have been

221 responding to the technology changes already in place. Mr. Tenters said that it has been  
222 going well and that all devices are being used. There has been increased collaboration  
223 between teachers and students and teachers have been able to increase their feedback  
224 to the students. The teachers are also taking advantage of more professional  
225 development opportunities around technology.

226  
227 Mr. Mannino asked how our District will be able to distinguish itself to families once  
228 technology improvements in schools has begun to level off and be equitable. Mr.  
229 Tenters said that it is the use of technology that is critical. Schools can have all the latest  
230 equipment and platforms but may only be using what they have in the most basic way.  
231 In SAU40, we are working towards a blended environment used to collaborate with  
232 students so they can apply what they are learning, be more self-directed and have a  
233 more personalized learning experience. Our teachers are also very creative and  
234 innovative in using the devices and technology resources to engage their students.

235  
236 Jen Siegrist asked about challenges to the technology plan down the road. Mr. Tenters  
237 explained that the hardest piece in making a technology plan is choosing equipment and  
238 software that will continue to be supported and that won't be updated too quickly,  
239 leaving it obsolete. He said having professional development in place can offset this  
240 effect as the teachers are prepared to make creative use of whatever technology we  
241 have. Mr. Stajduhar also said that having the infrastructure in place and maintained is  
242 more important than particular devices or technologies.

243  
244 c. Proposed Projects to be Expended through Fund Balance – IT Estimates  
245 Jerry Stajduhar reviewed his memo to Superintendent Marquis outlining his  
246 recommended use of the remaining wireless bond. (SEE EXHIBIT) There is \$15, 448 left  
247 in this bond and it can only be used on items directly associated with the wireless  
248 network.

249  
250 Kevin Drew made a motion to approve the use of \$11,976 of the remainder of the  
251 wireless bond to purchase 5 additional access points, 3 additional years of support and  
252 one additional 24 port POE switch. Jen Siegrist seconded. Motion passed 5-0.

253  
254 Mr. Stajduhar then reviewed the second part of his memo (SEE EXHIBIT) which outlined  
255 the projected cost for an outdoor wireless network in the West Street athletic fields. He  
256 explained that there are pros to this project (people accessing the network to connect  
257 with family and coaches or teachers using it while outside) and cons (managing the  
258 network and the question of whether it should be open access or password protected.)

259  
260 Mr. Carvell expressed his concern over the security of our network if we left the outdoor  
261 access open. There is also the question of how the use of the outdoor network would  
262 bog down the internal network. This may not be an issue as sports games are held when  
263 school is out. Mr. Carvell said that he liked the idea of being able to offer this to our  
264 teachers and families and having a camera as part of the outdoor network would be a

265 great asset. If it is put in place as proposed, it would require an additional \$6,474.66  
266 from the fund balance to cover it. This would not increase the budget in any way.

267  
268 Len Mannino made a motion to approve the \$6474.66 from the fund balance for the  
269 project. Bob Willette seconded. Motion passed 5-0.

270  
271 The 3<sup>rd</sup> item in the memo was the projected cost for the MHS Lecture Hall A/V upgrade.  
272 Mike McInerney reviewed the quote he provided to the Board. (SEE EXHIBIT) The quote  
273 includes everything with the understanding that once it is gone through, piece by piece,  
274 some of the items may not be necessary. Mr. Carvell asked how the costs would be  
275 shared between the Town of Milford, SAU40 and GTA. This still needs to be determined.  
276 Mr. Carvell said he wants to make sure any upgrades make the room more usable for  
277 students, not just for the Board or the Town. Jen Siegrist asked about the microphones  
278 in use and Mr. McInerney said that they are industry standard and sometimes the issue  
279 with them is that people don't speak directly into them.

280  
281 Mr. Drew clarified that the quote includes 4 cameras which would be portable with  
282 portable wiring but that the mounts would be permanently mounted in the Lecture Hall.  
283 The cameras would remain at the High School the majority of the time. Jen Siegrist  
284 asked why videos are not archived on YouTube instead of on a private server and Mr.  
285 McInerney explained that there are issues with using YouTube such as click histories,  
286 available time for storage and the question of ownership once YouTube is involved.

287  
288 Mr. Carvell said that he would like to have Mike McInerney and Jerry Stajduhar go  
289 through the quote piece by piece and determine cost and present this to the Board at  
290 the next meeting.

291  
292 There were no public comments.

293  
294 5d. Proposed Projects to be Expended through Fund Balance – Buildings &  
295 Grounds Estimates

296 Bill Cooper reviewed his memo to Mr. Marquis outlining by building what items or  
297 projects the District could complete this summer using some of the fund balance. (SEE  
298 EXHIBIT) Mr. Cooper said he has bids for the 3 painting projects cited but that the other  
299 items have not been put out for bid yet. He said he is considering rentals for the walk-  
300 off matting and he explained about the hand dryers in Heron Pond which are no longer  
301 supported and have broken.

302  
303 Mr. Carvell asked for an explanation as to the arrangements being made at the Bales  
304 School for creating new offices and spaces in the basement, second floor and third floor.  
305 Mr. Marquis explained that the addition of the new BCBA position made it necessary to  
306 re assign office spaces and move some people around. Mr. Carvell asked how these  
307 arrangements indicate improvements for the students and Mr. Marquis said they were  
308 not intended for the students but were necessary changes to accommodate the staff

309 needs for the building. He said that the painting and re-carpeting being proposed is in  
310 response to the Board's request to make the space more "marketable."

311  
312 Mr. Carvell said he is concerned that expanding to the 3<sup>rd</sup> floor will have hidden and  
313 ongoing costs and he would like to have a detailed blueprint/plan for the space before  
314 moving forward on a vote. Kevin Drew suggested the Board table this piece and get  
315 input from Mike Hatfield about what his needs are. Mr. Carvell agreed to this. Mr.  
316 Marquis said he would bring this back to the Board at the next meeting with specifics as  
317 to the Bales building. Jen Burk said we have until June 30 to expend the fund balance.  
318 Mr. Carvell said he would also like to review a list of the projects/purchases that have  
319 been consistently put off due to lack of funds, before agreeing to expend this year's  
320 fund balance.

321  
322 5e. Re-adoption of Investment Policy

323 Each year the Board must review and adopt anew the Investment Policy 2326. No  
324 changes have been made to the policy in the last year. Len Mannino motioned to adopt  
325 Policy 2326. Bob Willette seconded. Motion passed 5-0.

326

327

328 6. Old Business

329 There was no old business.

330

331 7. Housekeeping items

332 a. Approval of Minutes for 05/01/2017: Kevin Drew motioned to approve. Jen  
333 Siegrist seconded. Motion passed 5-0.

334 b. Approval of Nominations: Superintendent Marquis gave some context to the  
335 increase in salary for the two teachers being nominated. (SEE EXHIBIT) He said that the  
336 administration hopes to come in lower than budget with future anticipated hiring so as  
337 to offset this increase. Len Mannino made a motion to approve the nominations. Kevin  
338 Drew seconded. Motion passed 5-0.

339 c. Approval of manifests 27, 1134, 1135, 1136, 1137, 1138, 1139, 1140: Bob  
340 Willette motioned to approve. Ron Carvell seconded. Motion passed 5-0.

341

342 8. There were no public comments.

343

344 9. There were no Board comments.

345

346 10. A motion to hold a nonpublic session under RSA 91-A:2 I was made by Len Mannino  
347 and seconded by Bob Willette. Motion passed 5-0. The Board went into non-public  
348 session at 9:57 pm.

349

350 11. Motion to come out of non-public by Len Mannino and seconded by Kevin Drew.  
351 Motion passed 5-0.

352



353  
354  
355  
356  
357  
358

12. Motion to adjourn meeting made by Robert Willette. Seconced by Len Manino. Vote 5-0. Meeting adjourned at 10:45.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date of Approval