

MILFORD SCHOOL BOARD
MINUTES OF JUNE 5, 2017 MEETING
MILFORD HIGH SCHOOL, LECTURE HALL #182

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5 1. Call to Order

6 Board Chair Ron Carvell called the meeting to order at 7:00 pm in Lecture Hall #182 at
7 Milford High School. Board members present were Board Vice-Chair Len Mannino,
8 Board Secretary Jennifer Siegrist, Mr. Kevin Drew and Mr. Bob Willette. Also in
9 attendance were Superintendent Robert Marquis and Business Administrator Jen Burk.

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11 Mr. Carvell first let everyone know that there was a non-public meeting called under
12 RSA 91-A21-A from 6:00 – 7:00 pm immediately previous to this meeting.

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14 2. Board Member Comments

15 There were no Board Member comments.

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17 3. Public Comments

18 There were no public comments.

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20 4. Reports and Presentations

21 a. Superintendent's Report

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23 **Milford Middle School:**

24 The Superintendent congratulated the 7th and 8th grade band and chorus students
25 who participated in the Great East Music Festival held May 26th. The band brought
26 home a silver award and the chorus brought home a gold award.

27
28 Mr. Marquis attended the 'Junk to Funk' performance a few weeks back, part of the
29 Middle School's Green Week. The kids made a climate quilt. The Middle School is at
30 the forefront of our recycling efforts which have been spearheaded by Diane Varney-
31 Parker, the art teacher at the school. The school district recently received a special
32 recognition award at the School Recycling Conference Awards Luncheon on May 23rd
33 at the Radisson Hotel in Manchester. He will be presenting the plaque to Mrs. Parker.

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35 Mr. Marquis then read the list of 6th grade winners of the Kaley Speaking Awards. He
36 also read a list of the 8th graders of the Kaley Writing Awards.

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38 **Milford High School:**

39 Mr. Marquis wanted to congratulate Shelby Houghton, a junior, named NH Youth of
40 the Year by the Boys & Girls Club of America. She will serve as the ambassador for all
41 the teens in the state and be receiving a \$5,000 college scholarship from the Boys &
42 Girls Club, a \$1,000 scholarship from the 99 Restaurants, a \$10,000 award from an
43 anonymous donor. This is quite an accomplishment and she will now go on to vie for
44 the Youth of the Year at the regional level and potentially at the national.

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Mr. David Alcox, a social studies teacher at the high school has been chosen as one of the two American Lawyers Alliance Law-related Education Teacher of the Year Recipients and will receive his award at the Westin Hotel in Times Square along with a check for \$1,500 and a chance to describe his program, "We the People."

Congratulations to Rachel Nelson who won the ESPN NH Apple Therapy Student of the Year Award and college scholarship. She was one of 24 student athletes chosen from across the state and her focus was on history.

On May 24th Mr. Marquis attended the Kaley Speech Contest along with the retiring teachers. He congratulated the students who won prizes and thanked Jean Shankle for being the steward of this award.

Congratulations to the winners of the Track & Field Champions.

Jacques Memorial Elementary School:

The Jacques Jamboree was held on the evening of May 19th with children and their parents taking part in games, a raffle and winning prizes donated by local area businesses all celebrating the end of the school year. Raffle winner and 1st grader, Ethan Earl, won a ride to school with Sergeant Campbell in his police cruiser complete with lights and sirens.

Risk Watch Day was held on June 1st and 2nd where students were taught about bicycle and boat safety as well as planning out family meeting spots in the event of an emergency at home. Thanks to the Jason Smedick and the Milford Fire Department for helping out with this event.

G-Squared Gardening People worked with students to create garden plots which are now ready to be harvested.

Heron Pond Elementary School:

The 5th graders culminated their Shakespeare block and performed various Shakespeare plays for students, faculty and parents. A big thanks to all the teachers involved for making Shakespeare come alive for their students.

4th graders study NH history as part of their history curriculum and created projects based on their studies. There was an open house where the students were able to exhibit their projects, explain them and answer questions.

Project Drive:

For the 4th year in a row the students at Project Drive have participated in the 'Pennies for Patients' fundraising to raise money and awareness for the Leukemia and Lymphoma Society.

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Recently, students helped the Lion’s Club prepare food for one of the Community Suppers held at SHARE and also assisted the Wellness Committee members in preparing take-home food bags for families in need.

The movie, ‘Stand and Deliver’ was recently shown and discussed with the students. They were learning about barriers present for some coming from a disadvantaged backgrounds and learning how best to cope and overcome those challenges.

Coming up:

This Thursday the film, ‘Most Likely to Succeed’ will be shown, here in the lecture hall room 182 of the High School at 6:45 pm. This screening is free for all and focuses on a competency-based learning curriculum and it follows students through one year at San Diego’s High Tech High, a new type of public high school focused on teaching students through challenging projects and integrating various learning opportunities to gain a broad-based understanding of skills necessary to succeed in the future. This is being shown to kick-off conversations within the community as we begin to introduce project-based curriculum over the next three to five years.

b. Quarterly Reports

Granite Town Media Advisory Committee:

Mr. Drew attended that meeting and mentioned their concerns were how to address the audio/video needs of the lecture hall. He said that the Director of Technology and the Director of Granite Town Media have prepared a report to be given this evening.

Wellness Committee:

Mr. Willette noted that this year’s committee is much bigger in comparison to prior years and represents the increased strong active support for wellness at all the schools. He brought a copy of the minutes of their meeting, which covers the group’s achievements and goals. He said that one of the groups was going to make a presentation now to the Board.

Technology Committee:

The meeting is coming up this week, so we will hold this one report to a later date.

ATC Regional Center Advisory Committee:

Jennifer Siegrist signed up for this committee, but got notice of the meeting only a few days before and had a scheduling conflict. Kevin Drew was going to attend in her absence, but was unable to get there.

Capital Improvement Plan:

The group has not met yet. Kevin Drew received a notice that was sent out to all the town departments requesting wish list items. They’ve had a placeholder bond in the

133 amount of \$5 million for the year 2020.

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135 5. New Business

136 a. The Wellness Committee/Fuel Up to Play 60 request for funds:

137 Three of the students involved in this club came to make a presentation. They
138 described their student-lead club, a national organization sponsored by the NFL and
139 the Dairy Council and what it focuses on. They created a promotional movie they
140 entered into a contest to win \$1,000. Unfortunately, they didn't win.

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142 The students are ambassadors for the program locally, statewide and nationally. The
143 program offers the students many opportunities to learn leadership skills, they
144 practice public speaking about being fit and active and promote the program
145 throughout their school district and as a bonus they meet famous football players
146 and attend games. They are requesting funds to attend the national leadership
147 conference. Superintendent Marquis has recommended the Board to approve \$500
148 in funding. Kevin Drew made a motion to approve the recommended amount. Len
149 Mannino seconded. Motion passed 5-0.

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151 b. Progress Report on 2016/2017 District Goals:

152 Mr. Marquis went through a memo he wrote (see exhibit) with regard to these goals.
153 Competencies will be focused on during the June 22nd professional development day
154 where they will have a panel with local industries and employers. These goals will
155 require lots of discussions over the coming years as the district moves ahead. Mr.
156 Marquis will keep updating the Board on progress toward these competency goals.
157 Curriculum and instruction goals show marked progress in student achievement
158 based on NWEA and Smarter Balanced testing scores. The most recent Smarter
159 Balanced test results have not been released yet and the Superintendent will report
160 back in the fall. The goal of maintaining and modernizing technology in the district
161 has been successfully completed. Mr. Tenters and Mr. Stajduhar will present the
162 Technology Plan tonight. The goal of utilizing and maintaining the District's physical
163 plants efficiently was also achieved and will progress with the voter approved \$3
164 million Capital Improvement Bond. The district will continue to invest in providing
165 upgrades to the Bales School while simultaneously providing more "marketability"
166 support for Project DRIVE in an effort to boost district revenues through additional
167 out-of-district placements in the program. Finally the goal of using fiscal diligence and
168 balance in decision making was successfully met with regards to the new MESSA &
169 MEPA collective bargaining agreement reached and approved by voters.

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171 c. Review of Substitute Pay

172 There has been a lot of difficulty in filling the required substitute positions in the
173 school district. Jen Burk gave an overview of the pay rates comparison between local
174 districts and a breakdown of the numbers and percentages (see exhibit) from January
175 3rd thru May 26th. Jen Burke mentioned that the percentage of open slots averages
176 between 20% to 60%. Bob Willette noted that Milford's rate appears to be among the

177 lowest rates \$65/day (\$32.50/half day). Hollis/Brookline and Wilton/Lyndeborough
178 have the same rate, while Litchfield is the lowest at \$60/day. Our closest neighboring
179 district is Amherst which pays \$75/day and Ms. Burk noted that when given the
180 choice, substitutes would rather work in Amherst for more money. There was
181 discussion around the possibility of raising the daily rate, adding a higher rate for
182 substitutes that work more frequently or both. This appears to be a big problem and
183 Mr. Carvell asked the Superintendent to look into possible options for better filling
184 these open positions. Mr. Marquis said that he would come back. Paula Durand, a
185 school district employee noted that the new Aesop system, an online educational
186 absence management tool, could make it more difficult to fill the positions as people
187 find it easier to decline an automated call than a call from an actual person. She also
188 noted that staff regularly ask her if they should request a full day off, rather than a
189 half day because it's more difficult to fill half-day positions.

190

191 d. Middle School Recycling Club

192 Mr. Marquis related that through the efforts Middle School Art Teacher, Ms. Diane
193 Varney-Parker received a letter of congratulations for the Milford Middle School
194 being selected the third place prize winner for the Recycle Rally contest sponsored by
195 PepsiCo held this past March. The Board is requested to approve and accept this
196 award of \$1,000. Ms. Varney-Parker would like to use these funds to pay speakers
197 and cover the costs associated with Green Week for next year. Mr. Mannino
198 motioned to accept and expend the funds. Ms. Siegrist seconded the motion. Motion
199 passed 5-0.

200

201 e. Outsourcing

202 Mr. Carvell made a motion to remove this item from the agenda today. Bob Willette
203 seconded the motion. Motion passed 5-0.

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205 f. IT Fund Balance Request

206 Ms. Burk updated the Board on the latest information regarding the Fund Balance for
207 the year. While there is still a bunch of pending expenditures with salary and
208 benefits, the previous projection of \$352,000 has been increased due to unfilled
209 substitute positions, changes with open enrollment for insurance and so far fewer
210 retirements and resignations requiring payout of sick or vacation time. She is now
211 projecting a Fund Balance a bit closer to \$400,000. She will bring an updated figure to
212 next meeting taking into consideration the payout of the lunch program unpaid
213 student debt which she expects to be around \$20,000 and hopefully under \$30,000.

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215 Mr. Jerry Stajduhar was asked to look throughout the district to find the area most in
216 need of updated technology. He focused on a computer lab at the High School that
217 was set up prior to his arrival in the district six years ago. The equipment is very old
218 and the entire room is in very rough shape. This room experience burst pipes which
219 ruined some of the computers, the desks got soaked, the chairs are broken or in bad
220 condition and there are holes in the walls. At this point most of the computers don't

221 function anymore, so many teachers are unable to even use the space for bigger
222 classes. This room and it's needs have not made it on the budget list, it's been put on
223 hold and kicked down the road for a long time and now would be a great time to
224 focus some attention on this lab. It is his opinion that if the district does have some
225 extra funds, to spend in on technology, fixing up this room and updating the
226 hardware and furniture could have a huge beneficial impact on the entire school.
227 While the district has focused on moving heavily to the Chromebook environment,
228 there are still some higher computing functions that are not possible in a
229 Chromebook environment, such as higher math functioning, Auto CAD applications,
230 scientific calculations, redering, 3D printing, Microsoft Office, etc. This lab is located
231 within the ATC near the engineering department so it would be very useful to have
232 this type of a lab right there. Currently there are a total of 780 Chromebooks in the
233 entire district and roughly 2,300 students, so we are far from having a Chromebook
234 for every student. Mr. Stajduhar said this computer lab could be a very useful
235 multipurpose location if we were able to update the hardware, purchase new PCs
236 along with Neverware software which would allow the computers a dual boot option
237 at startup as either stand-alone higher-end processors or run in the Chromebook
238 environment. Mr. Stajduhar brought a list of all the items included (see exhibit)
239 totaling \$34,213. Mr. Mannino asked what the potential useful lifetime would be of
240 updating this technology. Mr. Stajduhar said that it should be useful for at least five
241 to six years. Mr. Cooper noted that the building repairs have been made so the pipes
242 are now stable. Mr. Marquis added that with the new STEM and STEAM curriculum,
243 this lab could provide some fundamental technology that can be built upon to
244 support the new curriculum direction.

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246 5. Old Business

247 a. Milford High School Lecture Hall Audio/Visual Update:

248 Mike McInerney, Director of Granite Town Media for the town of Milford, presented
249 an updated estimate from Access A/V (see exhibit). He explained the overall scope of
250 the work and items required for purchase and a breakdown split between the School
251 District and Granite Town Media. The total is \$15,262; where GTM would cover
252 \$7,188 and the School District would cover \$8,074. Updating this room would allow
253 for multiple camera angles, better audio functionality so audiences could hear
254 amplified speakers through the existing microphones, for more A/V integration in
255 broadcast applications while also allowing the students the ability to teleconference
256 with other locations as a class. Kevin Drew made a motion to approve the cost of
257 \$8,074 to update the lecture hall A/V equipment. Bob Willette seconded the motion.
258 Motion passed 5-0.

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260 b. Board Approval of Technology Plan:

261 Jerry Stajduhar and Mike Tenters presented a draft plan (see exhibit) for the approval
262 by the Board. Mr. Drew motioned to approve the Technology Plan, and Mr. Mannino
263 seconded the motion. Motion passed 5-0.

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265 c. Proposed B&G Projects Expended Through the Fund Balance
266 Bill Cooper went through the list he sent as a memo (see exhibit) to the
267 Superintendent. He would like the board to approve the cost of \$23,000 to paint the
268 High School gym walls and ceiling. If he can get this approved today, he can move
269 ahead with scheduling all the rest of the updates to the gymnasium which includes
270 removing the bleachers, scraping the ceiling and walls, removing the flooring, getting
271 the painting work done prior to installing the new floor. There were questions from
272 the board about the bid process for the painting quote he submitted. Mr. Cooper
273 didn't go through the standard RFP procedure and simply brought in three companies
274 to view the work and submit bids due to the time constraints of this project. Mr.
275 Willette motioned to approve the painting cost request. Mr. Drew seconded the
276 motion. Motion passed 5-0.

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278 Mr. Carvell mentioned that he would like to see the full list of open projects up to a
279 total of \$500,000 for next meeting so the Board can see the full scope of items and
280 make decisions in the broader context.

281
282 Mr. Cooper got a quote on renting walk-off mats for all the buildings for \$22,000. All
283 the existing mats in the district are at least six years old currently. Mr. Marquis also
284 mentioned that included in this list is Veritime for staff time card management.
285 Implementation of this system requires set up, data entry and staff training and
286 undertaking this all before September might be too time intensive to complete by
287 fall. This will be held over and addressed again next year.

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289 d. Project DRIVE Reconfiguration of Space:
290 Mr. Michael Hatfield provided a write-up of four potential options to improve the
291 space for the program as the program continues to grow (see exhibit). Mr. Hatfield
292 noted that over April break, some staff moved around to increase the amount of
293 classroom space available for the Elementary program. Now he is trying to create a
294 plan for sustainability and future growth, and to create the needed space for
295 additional staff coming in for the next school year with the BCBA position. Mr.
296 Hatfield also noted that the Job Coach is located in the basement, and he'd like to
297 bring that position upstairs and create a staff space that can be used for copying and
298 lunch.

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300 He explained all four options including the pros and cons for each, with the memo
301 built in the order of preference. The first and most favorable option is to move
302 Administration to the 3rd floor, which allows for a focus on ISS and best meets the
303 needs of the students. The other options were create attempts to use existing space
304 without moving to the 3rd floor, but that means subdividing the current ISS space as
305 well as the space used by IT, or adding in a wall in the secretarial space to create an
306 office and a conference room.

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308 Mr. Mannino asked if the 4th option was better than the current configuration and

309 Mr. Hatfield said that it wasn't because the current ISS setup is best for the students.
310 Mr. Mannino asked if that option was the worst, then why did Mr. Hatfield propose it
311 and if it was better to keep it the way it is? Mr. Hatfield noted that it is better to keep
312 it as is. Mr. Mannino asked Mr. Hatfield to clarify what ISS is, and Mr. Hatfield briefly
313 explained that it is in-school suspension for students. Mr. Mannino also asked him to
314 describe the BCBA, and Mr. Hatfield noted that the position is a Board Certified
315 Behavior Analyst who would provide support and consultation for students in relation
316 to specific behaviors. Mr. Mannino also asked if the Job Coach position is full-time
317 and housed at Bales, to which Mr. Hatfield confirmed that the position is full-time,
318 and while the position is based at Bales she does go out into the community to
319 support students in placements.

320
321 Mr. Carvell indicated that he spent the afternoon at Bales and had a chance to review
322 the options, and he agreed that there is a need to do something to reconfigure the
323 space but the options presented may not be the only options available. He felt it
324 would be better to stay off the 3rd floor because it disconnects Administration from
325 what is going on in the building. He was able to see some of what happens there, and
326 Option 1 with a move to the 3rd floor may make the most sense. He asked if camera
327 costs were included in the proposed quote, and Mr. Cooper noted that they were not
328 – his intent was to cover this through the general operating budget out of repair &
329 maintenance.

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331 Mr. Carvell also noted from his observations that the space where the secretaries are
332 could be configured to add two offices and shift the secretaries over, and turn an
333 existing office into the conference room. Mr. Cooper noted that the District has
334 brought in an architect in the past and it's too small a space to have three offices, but
335 you could have two offices there.

336
337 Mr. Carvell asked about what would had happened on the 3rd floor, and Mr. Cooper
338 outlined they had removed some equipment related to heat & A/C when the space
339 was decommissioned, which would need some repair work. He was also proposing to
340 paint the space, plus the doors would need to be updated with crash bars, the stairs
341 would need repair, and they'd need to bring in phones & data. There was a \$51,000
342 cost for carpet on the first two floors, but carpet would not be needed on the 3rd
343 floor. He was also planning to purchase new carpet extractors which would help
344 maintain the space throughout the building.

345
346 Mr. Hatfield noted that he alone could move to the 3rd floor and keep his Assistant
347 Director on the 2nd floor to be closer to the programming. Mr. Carvell noted that
348 confidentiality was an issue. Mr. Hatfield noted that Administration provides support
349 & guidance District-wide, not just for Project DRIVE, and Mr. Carvell expressed that
350 he recognized they serve more than just the students at Bales.

351
352 Mr. Carvell went on to say that as much as he didn't want to use the 3rd floor, the

353 impact to students and the need for space for Project Drive, that he was more
354 inclined to support Option 1. Ms. Siegrist asked if under Option 2, was there a
355 concern about privacy when splitting the room between ISS and a conference space?
356 Mr. Hatfield noted that it was definitely an issue and it would be difficult as the
357 Middle & High students in the program are active, particularly when utilizing ISS. Staff
358 could make it work if required, but his focus is on what is best for students.

359
360 Ms. Siegrist asked why Option 2 came before Option 3 if Options 2 & 4 aren't really
361 viable? Mr. Hatfield noted that it would have resulted in less movement and work for
362 the maintenance staff. Mr. Cooper also noted that there are options when putting up
363 walls in the building, and there are still other areas that could be explored like the
364 two offices in the basement, also the building needs to be refurbished overall with
365 the addition of an elevator and ADA compliance.

366
367 Mr. Drew asked about sprinklers in the building, and Mr. Cooper indicated it is a dry
368 system so any walls that would be added would just go to the height of the drop
369 ceiling. Mr. Carvell confirmed that under Option 1, no walls would be added and Mr.
370 Cooper confirmed this – the cost is with the doors & locks, paint, window shades,
371 phones & data. Mr. Carvell pointed out the \$11,750 cost for Option 1, and Mr.
372 Cooper noted that they may not need the full amount and could most likely do it for
373 \$10,000.

374
375 Mr. Carvell asked the Board if they'd like to make a motion or hold until the next
376 meeting, and Ms. Siegrist noted that they've been discussing revenue sources and
377 this program has the potential to be a source, so for \$10,000, they just need to take
378 the first step.

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380 Ms. Siegrist made a motion to approve the expenditure of \$10,000 to put Option 1
381 into place, and Mr. Drew seconded. Motion passed 5-0.

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383 Mr. Carvell thanked Mr. Hatfield for the work he does and suggested that the other
384 Board members check out the program. Mr. Carvell also thanked the Maintenance
385 team for going over to the building this afternoon to address some immediate
386 concerns.

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388 7. Housekeeping Items

389 a. Approval of Minutes for 5/15/17 Meeting: Mr. Drew motioned to approve. Mr.
390 Willette seconded. Motion passed 5-0.

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392 b. Approval of Nominations: Mr. Mannino motioned to approve the nominations.
393 Mr. Drew seconded. Motion passed 5-0.

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395 c. Approval of Manifests 28, 29, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148,
396 1149, 1150, 1151: Mr. Willette motioned to approve. Mr. Carvell seconded. Motion

397 passed 5-0.

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399 d. Approval of February 2017 Treasurer's Report: Mr. Willette motioned to approve.
400 Mr. Drew seconded. Motion passed 5-0.

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402 e. Approval of March 2017 Treasurer's Report: Mr. Willette motioned to approve. Mr.
403 Drew seconded. Motion passed 5-0.

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405 f. Approval of April 2017 Treasurer's Report: Mr. Willette motioned to approve. Mr.
406 Drew seconded. Motion passed 5-0.

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408 8. Public Comments

409 There were no public comments.

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411 9. Nonpublic Session

412 A motion to hold a nonpublic session under RSA 91-A:2 I and/or RSA 91-A:3 II was made
413 by Mr. Mannino and seconded by Mr. Willette. Motion passed 5-0. The Board went into
414 nonpublic session at 9:30 PM.

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416 Mr. Mannino moved and Mr. Drew seconded a motion to exit nonpublic session. Motion
417 passed 5-0 at 9:46 PM.

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419 10. Adjournment

420 Mr. Mannino moved and Mr. Drew seconded a motion to adjourn. Motion passed 5-0 at
421 9:46 PM.

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423 The meeting was adjourned at 9:46 PM.

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School Board Chair

Date of Approval