

MILFORD SCHOOL BOARD
MINUTES OF JULY 17, 2017, MEETING
MILFORD HIGH SCHOOL, LECTURE HALL #182

1. Call to Order

Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford High School at 7:00 p.m. Board members present were Board Vice-Chair Kevin Drew, Ms. Jennifer Siegrist, Mr. Len Mannino and Mr. Bob Willette. Also in attendance were Superintendent Robert Marquis, Business Administrator Jen Burk and Bill Cooper, Director of Buildings and Grounds. The recording secretary was Trish Gedziun.

2. Board Member Comments

There were none.

3. Public Comments

There were none.

4. Reports and Presentations

a. Superintendent's Report:

Superintendent Marquis stated that the high school would be closed on Wednesday, July 19th because a transformer had to be repaired and that the students in the special education program would make the day later in the summer. Superintendent Marquis said that custodians would be moved to the middle school. He said that it was anticipated that the food in the freezers would last but that it would be monitored.

Superintendent Marquis said that the last two days of school, June 22nd and June 23rd the entire teaching staff had a dialogue with four guest speakers from various industries regarding soft competencies that translate into the workforce. He noted that the competencies included collaboration, communication, self-direction and creativity and that those competencies were marketable for anyone finding and keeping jobs. Superintendent Marquis stated that they later went back to their respective buildings to do a teacher-to-teacher share of information. Superintendent Marquis said that he felt there were very valuable and productive conversations. He said that department heads were able to meet, special education teachers were able to participate in a workshop and have a particular reading program explained to them, and that the elementary school teachers at Heron Pond were able to hear from Suzanne Shedin regarding integrating STEAM and STEM activities into their classrooms.

Superintendent Marquis stated that he was very pleased to inform the Board and thank the teachers on making sure that there was a high rate of attendance on June 22nd. He said that there was a 94% attendance rate for teachers and an 88% rate for paraprofessionals on that day; and on the 23rd there was a 92% attendance rate for teachers and an 81% attendance rate for paraprofessionals.

Mr. Carvell asked Superintendent Marquis for a roster of those teachers and paraprofessionals who did not attend the last two days.

52 Superintendent Marquis replied that he could provide that information to the Board during the
53 non-public session.
54 There were no public comments.

55

56 **5. New Business**

57

58 a. Staff Openings

59

60 Superintendent Marquis stated that there was a full-time high school guidance secretarial
61 position open. He said it was his recommendation that the position be filled but that he also
62 recommended that the part-time secretarial position for the Director of Academic Studies be
63 eliminated and he noted that the anticipated savings would be about \$11,000. He stated that
64 the responsibilities of that part-time position would be assumed by the other secretaries at the
65 high school. Superintendent Marquis stated that he felt it was in everyone's best interest if
66 reduction in staff could be done through attrition.

67

68 Mr. Mannino asked what the responsibilities were of the high school guidance secretarial
69 position was versus several of the other secretarial positions.

70

71 Superintendent Marquis replied that the position was responsible for scheduling appointments
72 with the counseling staff and that there were times when the position was extremely busy
73 because of college application requirements.

74

75 Mr. Mannino asked who this position reported to.

76

77 Superintendent Marquis replied that ultimately it was Dr. Craven but that the immediate direct
78 report was to the Guidance Director, Paul Christensen.

79

80 Mr. Mannino asked if there was a perceived impact to the Director of Academic Studies.

81

82 Superintendent Marquis replied that in speaking with Dr. Craven that those responsibilities
83 could be assumed by other secretaries at the high school.

84

85 Mr. Willette asked if this was a new position.

86

87 Superintendent Marquis replied that it would be a posted as a new hire position and the person
88 currently in that part-time position could apply for it.

89

90 Superintendent Marquis said that the second position was for a full-time lead custodial position
91 at Jacques and Bales and that it was his recommendation that the position be maintained
92 because it was critical to the daily work done in both buildings.

93

94 Superintendent Marquis noted that Bill (Cooper) had decided that the hours needed to be
95 changed to 1:00 p.m. to 9:30 p.m. and that the change was part of Mr. Cooper's

96 comprehensive plan to increase the cleanliness of the schools throughout the district. Part of
97 that plan is as follows:

- 98
- 99 ● Individual building goals will be developed based upon the “baseline data”
100 of each building. This data has been collected over the past year by
101 questionnaires sent to the staff at each building.
- 102 ● Custodial staff will be systematically and strategically reassigned to the
103 buildings beginning in the fall.
- 104
- 105 ● Lead custodians will remain in place and will not be reassigned due to the
106 need for continuity.
- 107
- 108 ● A SchoolDude cleaning App will be used by the leads and custodial staff
109 on a daily basis. This will assist in organizing and prioritizing the work that
110 needs to be done.

111

112 Mr. Carvell asked if this reorganization of the hours were just at this facility.

113

114 Mr. Cooper replied that the leads felt it was necessary for them to be on at night to supervise
115 their staff and that the reorganization would start at Jacques/Bales complex and then move to
116 the middle school. He said in May 53% of the staff felt there were no changes in the
117 cleanliness of the buildings and that was what led him to the reorganization.

118

119 Mr. Carvell asked if this would increase the head count and Mr. Cooper replied that it would
120 not.

121

122 Mr. Carvell asked if the custodians carried Smart Phones. Mr. Cooper replied that only the
123 lead custodians did as well as one given to the custodian during the evening hours in case of
124 an emergency. He said that the custodians could be given Chromebooks or a small tablet.

125

126 Ms. Siegrist asked if they used the SchoolDude App before.

127

128 Mr. Cooper replied that they had been using the App since 2004 and have done over 33,000
129 work requests since its inception. He also said that he had the full functionality of the App right
130 now and it was not that expensive.

131

132 Mr. Mannino asked Mr. Cooper to provide an example of what the process would be if there
133 was maintenance request.

134

135 Mr. Cooper replied that it would be the same process that was presently used. He said the
136 teacher would click on the icon and what classroom and it will go to the supervisor and they
137 will assign it.

138

139 Mr. Mannino asked if a custodian saw something that needed to be fixed while addressing a
140 different matter if he needed a work ticket.

141
142 Mr. Cooper replied they did not and they can put in their work ticket. He also said that was
143 how the work and labor rates were tracked and that they had a lot of KPI's. (Key Performance
144 Indicators)
145
146 Mr. Carvell said that since it was a pilot program that he felt the Board should have a report
147 available by November.
148
149 Superintendent Marquis responded that the Board will have this report (an update) in
150 November.
151
152 Mr. Cooper stated that the third part was to re-organize everybody. He further stated that the
153 middle school had been struggling for a year and he would like to look at them all and match
154 them up so there was a strong custodial staff in each building as well as encourage some
155 mentoring.
156
157 Mr. Carvell stated that Article V of the contract allowed management to do that but also stated
158 that they were required to give the employees two weeks' notice
159
160 Mr. Cooper replied that he intended to give the employees a verbal and written notice in
161 August.
162
163 Mr. Mannino stated that he was very impressed with the initiative Mr. Cooper had taken.
164
165 Superintendent Marquis stated the third full-time open position was for a Payable/Purchasing
166 Coordinator and said that the position was critical to the efficient and effective operation of the
167 District. He said it was his recommendation that the position be maintained and that the
168 building improvement projects that the District would be facing the next few years reinforced
169 the need to have the position filled.
170
171 Mr. Willette made a motion to approve all of the open positions. Mr. Mannino seconded the
172 motion.
173
174 **Vote: 5-0 – Motion Passed**
175
176 b. Snow Removal and Mowing Equipment
177
178 Mr. Cooper said that they had a John Deere tractor that doubled as a piece of snow removal
179 equipment in the snow that was 14 years old and it needed to be replaced. He also said that
180 they had solicited three different bids and two of them were well over the \$30,000 that was in
181 the budget. He asked all three companies if he could get a Zero Turn Mower that could be
182 used during the summer and a small compact tractor with just a snow blower attachment with
183 a cab in the winter and he was told that would be more cost effective. He said that one bid
184 came in at \$37,569, Nashua Outdoor Power Equipment came in at and \$26,510 and Chapel
185 came in at \$28,900. He noted that he had some difficulties dealing with Nashua Outdoor

186 Power Equipment in the past so it was his recommendation that the purchase be awarded to
187 Chapel Tractor because they had a good turnaround rate and had a good working relationship
188 with them.

189
190 Mr. Mannino made a motion to award the purchase to Chapel Tractor. Mr. Willette seconded
191 the motion.

192
193 **Vote: 5-0 – Motion Passed**

194
195 c. Full Day Kindergarten (Self-Funded – Pilot) Program Update

196
197 Superintendent Marquis read aloud from his memo addressed to the Board as summarized
198 below:

199 Based upon preliminary registration information this past spring we had anticipated an
200 enrollment of 32 students with eight (20%) of the students receiving a tuition waiver. Presently
201 we only have 21 students registered for the Full Day Kindergarten Program. Nine or 42% of
202 the registered students will be receiving a tuition waiver.

203
204 At this time the funding (Vis – a Vis tuition students) does not allow us to cover the cost of the
205 program as it was intended (and voted on by the Board and the community) that the program
206 be self-funded.

207
208 Regrettably, it is my recommendation that the Full Day Kindergarten Program be cancelled.

209
210 Given the probability that this cancellation will create hardships for some families, it is the
211 superintendent’s recommendation that parents be given the option of having their child attend
212 a morning and an afternoon session.

213
214 He will notify parents immediately in writing and they will also receive a telephone call
215 informing them of the information and the decision from the principal.

216
217 Mr. Carvell noted that they had tried their best to make the program work and that it was a bit
218 late in the game to make any changes and he felt one of the options the Board had to discuss
219 was to allow the affected students to attend a morning and afternoon kindergarten session. He
220 said that based on the curriculum not being the same it eliminated the cost of the \$500.00 per
221 student that would have come into the program.

222
223 Superintendent Marquis said that as of Friday there were 105 students registered for
224 kindergarten which included the 21 students registered for the full day kindergarten program.
225 He commented that he could anticipate an additional 15 to 20 students register but that he
226 could not say for sure. He said that the cancellation of the program would mean that the
227 kindergarten teacher that was going to teach the full day kindergarten would move into the 1st
228 grade teaching position available and rather than being funded through the kindergarten
229 program the position would be funded through Title 2A - which are monies through federal
230 funds. He also said that the full day kindergarten program was certainly different than the half

231 day programs. He noted that those children that were in both programs would attend the
232 morning session, have lunch in the building and then attend the afternoon session. He said
233 that it would his anticipation that the teachers would make instructional allowances for the
234 students.

235
236 Mr. Carvell asked if it was possible to put all of the 21 students in the same classroom for the
237 afternoon session.

238
239 Superintendent Marquis replied that probably would not be possible to do. He said that there
240 were two full time kindergarten teachers and it was his anticipation that the 21 children would
241 have the same teacher in the morning and afternoon so the children would not have to
242 transition from one teacher to another.

243
244 Mr. Willette asked what the difference was between full day kindergarten and allowing the
245 children to attend morning and afternoon sessions.

246 Superintendent Marquis replied that the intent of the full day kindergarten program was to
247 provide additional activities for those children to grow and extend their learning opportunities.

248
249 Mr. Willette asked if the district would lose money due to the cancellation of the program.

250
251 Superintendent Marquis replied that the district would not lose any money.

252
253 Ms. Burk stated that the monies had not yet been received for the program.

254
255 Superintendent Marquis commented that he understood the hardship and that he would be
256 agreeable to having the children stay for the remainder of the day.

257
258 Mr. Mannino said that the voters approved a pilot program that no longer met the criteria and
259 asked what authority the Board had to cast aside what the voters voted for and send the
260 children to two sessions. He further said that there had to be some educational value that
261 would be gained and if there was not then there was a problem. He stated that the Board did
262 not get approval to do that from the voters because of a hardship and asked where that came
263 from?

264
265 Superintendent Marquis replied that some of the parents were going to be wondering what
266 they could do with their child for the rest of the day and that it was his recommendation to offer
267 the two sessions but the Board certainly had the authority to say yea or nay.

268
269 Mr. Mannino asked what would prevent the other parents from saying that they want to send
270 their children to the afternoon session as well.

271
272 Superintendent Marquis replied there was nothing to prevent that and he was willing to take
273 the heat from those parents but he felt it was the right thing to do. He said that it was not
274 anyone's fault but that as a result of the cancellation of the full day kindergarten parents would
275 be struggling to find placements for their children for the second half of the day.

276
277 Mr. Mannino stated that he did not think that was the Board's responsibility because it was
278 contingent upon there being enough children enrolled in the program. He said he did not think
279 it was right to invent full day kindergarten free of charge for those 21 children and tell everyone
280 else that's too bad. Mr. Mannino further said that it was not what the voters approved.
281
282 Ms. Siegrist stated that there were currently 105 registered for kindergarten. She asked what
283 the anticipated enrollment was.
284
285 Superintendent Marquis replied that it was 130 and that there was a number of students that
286 typically registered late.
287
288 Ms. Siegrist stated that full day was full day and half day was half day. She said half day
289 kindergarten was very heavily academically structured and sending children to two heavily
290 structured sessions a day did not give them the rhythm of the day that was intended with full
291 day kindergarten. She said that when children are overly burdened with academic stress they
292 had a tendency to act out more and be more difficult to calm down. She asked what the new
293 legislation offered.
294
295 Superintendent Marquis replied that it was not for this year and it was only for fully publicly
296 funded full day kindergartens.
297
298 Mr. Willette stated that the Town of Milford had the third highest school tax rate in Hillsborough
299 County. He further stated that the town kept spending money that was normally used to
300 reduce taxes. He said the enrollment from 2011 to now had gone down from 2,700 to 2,300
301 and the tax rate had gone up from \$12.00 to \$18.00.
302
303 Mr. Willette asked if the curriculum would be in the same in the morning and the afternoon.
304
305 Superintendent Marquis replied that it would be the same but teachers would make
306 adjustments to those students.
307
308 Ms. Siegrist asked if it was possible to get the cost once enrollment was at capacity. Ms. Burk
309 replied that it was about \$31,000 to add a half-time teacher.
310
311 Ms. Siegrist stated that a contingency fund with \$200,000 had been set up so that money
312 could have been used without increasing taxes.
313
314 Mr. Carvell stated that ultimately the taxpayers would be paying for it.
315
316 Mr. Willette said that the term "hardship" was being used a lot and he said he did not know
317 where that word came from.
318
319 Superintendent Marquis said that the parents decided to send their children to Milford and they
320 could have decided to send their child somewhere else. He also said that there may not be

321 space at this point in other programs for parents to send their children to.

322
323 Ms. Siegrist asked what would happen if in the next few weeks if 11 more children enrolled.
324 Superintendent Marquis replied that registration was closed down at this point.

325
326 Mr. Drew said that he thought it was unfair to the other 84 children.

327
328 **Public Comment**

329
330 Mr. Bob Thompson of Wallingford Road rose and said that he did not have a child going into
331 kindergarten but he had talked with parents that were affected and he felt the Board was
332 pulling the rug out from under people. He said the parents had given up their seats in the
333 better daycare programs and offering them an afternoon session was not an option. He said
334 that his understanding was that it would be capped at 20% of tuition from the parents that
335 could afford it and he suggested running it at 20% of tuition spots. He suggested using a
336 lottery system to determine the 20% and the students who did not make the program could be
337 given a spot in the afternoon session. He said his fear was that full day kindergarten will fall off
338 of the Board's plate.

339
340 Mr. Mannino asked if that was even an option.

341
342 Superintendent Marquis replied that the Board has had discussions about whether or not the
343 tuition students would foot the bill for the waived students. He said that the Board's decision
344 was that it had to be available to everyone. He said the free and reduced rate with the district
345 was about 20% to 25% so that's why we were looking at 20% but the actual numbers turned
346 out to be 40%.

347
348 Ms. Siegrist asked if it would be possible to figure out how much more it would cost if parents
349 were given the option to pay the difference.

350
351 Mr. Carvell said he was not sure if that could be done legally with the Warrant Article.

352
353 Ms. Siegrist asked if the figure was a hard figure or if it was an anticipated figure. Ms. Burk
354 replied that it was a "not-to-exceed."

355
356 Mr. Willette made a motion to cancel the Full Day Kindergarten Program. Mr. Mannino
357 seconded the motion.

358
359 **Vote: 4 Yea – 1 Nay – Motion Passed**

360
361 Mr. Mannino stated that he was not in support of changing what he believed to be the intent of
362 the voters and having full day kindergarten program.

363
364 Mr. Drew stated that he agreed with Mr. Mannino.

365

366 Mr. Willette said that the program could be tried again next year.

367
368 Mr. Carvell asked if there were any members of the Board who wished to make a motion to
369 approve of the recommendation made by Superintendent Marquis. As no Board member
370 came forward the recommendation to allow the children affected by the cancellation of the Full
371 Day Program to attend two kindergarten sessions (AM and PM) was denied.

372
373 Mr. Mannino commented that he was thankful to Superintendent Marquis for all of his efforts.

374
375 **6. Old Business**

376
377 a. Status of Building Projects

378
379 Superintendent Marquis reviewed a memo regarding the status of building projects as follows:

380

Item	School	Cost	Status
Retrofit room 139 computer lab	MHS	\$34,213	POs in system - items on order
Sound System in Gym	MHS	\$25,000	Getting Quotes - temp POs in system
Replace locksets in classrooms	MMS	\$57,000	Getting Quotes - temp POs in system
Replacement of carpet on first floor		Bales	
Replacement of carpet on second floor		Bales	
Replacement of stairwell treads and carpet	Bales	\$50,000	Getting Quotes - temp POs in system
Total Cost for Bales			
Materials/Supplies: Superintendent's Discretion	DW	\$7,500	Order placed by B. Gibney (~\$6K) for Elem, Order place by A. DeMarco (\$1K) for MMS
Hand dryers	HP	\$9,720	Ordered - total \$9,912 w/ shipping
ADA Openers for Doors @ HP (4), MHS (3), MMS (4), JMS (3)		\$56,000	Getting Quotes - temp POs in system
Miscellaneous Authorization	DW	\$10,000	\$4K spent at HP for A/C Component
Gym Painting (from June 5th mtg)	MHS	\$23,500	Completed - PO in system

381

382 **High School:** (Bond) Completed:

- 383 ● Gym walls have been painted
384 ● Bleachers have been removed (one section has been installed in the Gym at Bales)
385 ● Gym floor has been removed

386

387 *To be done:*

- 388 ● Installation of new Gym Floor
389 ● Installation of Bleachers
390 ● Installation of Sound System
391 ● Installation of Exhaust Vents & Fans
392 ● Installation of LED lighting (via B&G budget)

393

394 **Bales:** Completed

- 395 ● Third floor painting

396

397 *To be done:*

- 398 ● First and Second Floor (wall repair and) painting - in process
399 ● Carpet and stair tread installation

400

401 **Middle School:**

- 402 ● Fire alarm panel work will begin week of 7/14

403

404 **Heron Pond:**

- 405 ● Roof replacement will begin on 7/17 - anticipate 2 weeks for completion

406

407 Chairman Carvell turned the meeting over to Vice Chairman Drew as he had heavy involvement in the building projects.

408

409 Mr. Cooper reviewed a memo regarding his project updates as follows:

410

- 411 ● High School Gymnasium Painting: This has been completed and King Painting will be back this week for touch ups after our walk through last Friday.

412

- 413 ● High School Gymnasium Flooring: The old floor has been removed and concrete pad was surveyed. There is a change order for \$22,500 for a different sleeper system to be used in the gym due to the uneven floor. I have brought in a sample. There is a two week lead time on the parts for the new sleeper system and New Hampshire England Sports Floors assured me that they will meet the deadline in August.

414

415 Mr. Carvell asked what the warranty was on the system. Mr. Cooper replied that he was not sure but thought it was five years. He said he would get back to the Board regarding the warranty.

416

417

418

419

420

421

422

423

424

425

426 Mr. Drew stated that there were two proposals; noting that one was for \$95,000 and the other
427 one was for \$110,000 and we went with the lowest bidder. He said that bidder noted that the
428 price was contingent upon certain tolerances being met because they could not see the floor
429 underneath prior to the work being started. He said it was a pretty hefty change order.

430

431 Mr. Willette made a motion to accept the change order. Mr. Drew seconded the motion.

432

433 Mr. Carvell asked if the contingency fund was being used for this and Mr. Cooper replied that it
434 was not.

435

436 **Vote: 5 – 0 – Motion Passed**

437

438 ● High School Gymnasium Bleachers: In the process of being built. The schedule
439 looks good and should be installed by late August.

440

441 ● High School Gymnasium – Lighting and Fans: Interstate Electrical will be
442 installing the new LED lights this week along with the fans. We have two weeks
443 until the flooring company is ready to install.

444

445 ● Middle School Fire Alarm: Wiring is 90% completed and devices are being
446 installed this week.

447

448 ● Middle School/High School Mechanical Equipment: We will be putting the RFP
449 out this September.

450

451 ● Middle School Millwork, Restrooms, Office, Locker Rooms, Windows, Doors and
452 Lockers: We will be putting the RFP out this fall.

453

454 ● High School Piping: We will be sending the RFP out this fall for work to start in
455 the spring.

456

457 ● Heron Pond Roof: Melanson Company started on the roof today and stated it will
458 take two weeks. Due to a communication error this work started two weeks later
459 than we expected.

460

461 ● Bales Painting Project: The third floor has been completed and we have moved
462 down to the second floor. We expect another two weeks of work before we have
463 completed this project.

464

465 Mr. Cooper stated that he received three prices for the carpet installation at Bales; one was
466 \$59,623 which was from Lowes, one at \$48,837.25 and then Institutional Interiors came in at
467 \$48,843. He said the second one was lower by \$5.75 but they were not a local contractor. He
468 stated that his recommendation was to hire the local company which was Maranatha Carpets
469 and was owned by Dave Wheeler.

470

471 Mr. Carvell made a motion to award the contract to Maranatha Carpets. Mr. Mannino
472 seconded the motion.

473
474 **Vote: 4-0-1 (Mr. Willette abstained)**

475
476 Mr. Cooper stated that the sound system in the high school gym. He further stated that he had
477 received four bids, one had withdrawn, Interstate Electric came in at \$20,520; Access AV at
478 \$20,399 and CCS Presentations at \$19,255 and it was his recommendation to go with CCS
479 Presentations.

480
481 Mr. Mannino made a motion to award the contract to CCS Presentations. Mr. Willette
482 seconded the motion.

483
484 **Vote: 5-0 – Motion Passed**

485
486 Mr. Cooper stated that the next three were for the ADA openers, the re-keying of the middle
487 school and per the fire department we need to re-key and add crash bars at Bales and he had
488 only received two bids. He said the key and lock situation seemed to be proprietary. He
489 commented if the Board wanted him to get a third quote he would but it would not be ready by
490 the start of school.

491
492 Ms. Burk commented that the recommendation was to have three bids if it's over \$5,000 but
493 the Board could waive that.

494
495 Mr. Willette made a motion to waive the policy for three bids for this contract. Mr. Drew
496 seconded the motion.

497
498 **Vote: 5-0 – Motion Passed**

499
500 Mr. Cooper stated that the first request for a motion was for the re-keying of the locks at the
501 middle school and that Campco Lock Solutions came in at \$50,526 and One Source Security
502 came in at \$47,471. He further stated that it was his recommendation to award the contract to
503 One Source Security.

504
505 Mr. Drew made a motion to award to the contract to One Source Security. Ms. Siegrist
506 seconded the motion.

507
508 **Vote: 5-0 – Motion Passed**

509
510 Mr. Cooper stated that the next one was for the third floor at Bales which included locks for the
511 office doors and two sets of crash bars and locks on the stairwell doors. He further stated that
512 Campco Locks Solutions came in at \$8,496.94 and One Source Security came in at \$4,609.

513
514 Ms. Burk commented that it was within Superintendent Marquis' authority to approve this.

515

516 Mr. Cooper said that the next one was the ADA openers for the district. Camco Lock Solutions
 517 came in at \$37,736.44 and One Source Security came in at \$37,155 and that's with the
 518 electrical; my recommendation is to award the contract to One Source Security.

519
 520 Mr. Drew made a motion to award the contract to One Source Security. Mr. Mannino
 521 seconded the motion.

522
 523 **Vote: 5-0 – Motion Passed**

524
 525 Mr. Carvell said that he did not see the lecture hall on the list.

526
 527 Mr. Cooper replied that they were coming in August and it should take about two days to
 528 complete it.

529
 530 Mr. Carvell asked what the status of the outside fields was.

531
 532 Mr. Cooper replied he was working on them but they were very short staffed; he said that he
 533 lost a lot of people to Market Basket because they pay \$11.00 per hour and we only pay \$7.25.

534
 535 Ms. Burk commented that the district budgeted for five people for summer help.

536
 537 Mr. Carvell suggested that they raise the rate of pay but still stay within the budget even if they
 538 get one person and that Superintendent Marquis should just go ahead and manage that.

539
 540 b. Enrollment Update

541
 542

Grade	17-18 Enrollment Projections	Projected Staffing Needs	Projected Class Size Ratios	Actual Enrollment 6/19/17	Class Size Ratios; Actuals: Projected Staffing	District Class Size Guidelines
1**	160	[With not reassigning HP staff: Actual Staff =7] 8	20.0:1	154	@ 7 staff = 22:1 19.2:1	20:1
2*	129	6	21.5:1	145	[@+7 staff= 20.7:1] 24.2:1	22:1
3	162	7	23.2:1	154	22.0:1	25:1
4	159	7	22.8:1	162	23.1:1	25:1
5	178	7	25.5:1	178	25.4:1	25:1
6	158	6	26.4:1	157	26.1:1	25:1
7	201	8***	25.2:1	202	25.2:1	25:1
8	182	8***	22.8:1	185	23.1:1	25:1

543
 544 Superintendent Marquis stated that they had eliminated a position at Heron Pond but needed
 545 to add a position at Jacques so we are moving a staff member to Jacques and that created the

546 projected staffing need for 1st grade at eight and that the ratio was 19.2:1 for 154 kids and that
547 was within the district class size guidelines of 20:1. He said that the district continued to have
548 high enrollment in 2nd grade and his recommendation was to increase the staff from six to
549 seven and would not be transferring that teacher down to Jacques but would remain at Heron
550 Pond as a 2nd grade teacher. He said because of that it would increase the 1st grade
551 student/teacher ratio and it was his recommendation that the Board authorize hiring a 1st grade
552 teacher which would be paid through Title 2A which would result in reasonable class sizes.

553
554 Superintendent Marquis commented that just as a side note he was watching the 4th grade.

555
556 Mr. Willette made a motion to add a 1st grade teaching position. Mr. Drew seconded the
557 motion.

558
559 **Vote: 5-0 – Motion Passed**

560
561 **7. Housekeeping Items**

562
563 a. Approval of Minutes 6/19/17

564
565 Mr. Drew made a motion to approve the minutes of the June 19, 2017, meeting as amended.
566 Mr. Willette seconded the motion.

567
568 **Vote: 5-0 – Motion Passed**

569
570 b. Approval of Professional Nominations

571
572 Mr. Willette made a motion to accept the nominations as presented. Mr. Drew seconded the
573 motion.

574
575 **Vote: 5-0 – Motion Passed**

576
577 c. Approval of Manifests: 32, 33, 34, 35, 36, 37, 1000, 1001, 1160, 1161,
578 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172,
579 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181 & 1182.

580 Mr. Willette made a motion to approve the manifests. Mr. Carvell seconded the motion.

581
582 **Vote: 5-0 – Motion Passed**

- 583
584 c. List of Email Correspondence (information only)
585
586 d. List of Employees Leaving Service (information only)
587
588 e. List of Classified Appointments (information only)
589
590 f. List of Co-curricular Appointments (information only)

591
592 Superintendent Marquis stated the sheet entitled co-curricular appointments was mislabeled
593 and were for Special Ed stipend positions that Mr. Hatfield had proposed and put into his grant.
594 He further said that these were for SPED Lead Teachers to act as resources to other Special
595 Ed teachers. He said it was all federal funds and not part of co-curricular appointments.
596

597 **8. Public Comments**

598
599 9. **Non-public Session:** Pursuant to RSA 91-A:2 I (a) Strategy or Negotiations with respect to
600 collective bargaining, and/or RSA 91-A:3 II (a) Personnel (if needed)

601
602 Ms. Siegrist made a motion to go into a non-public session at 9:28 p.m. Mr. Drew seconded
603 the motion.

604
605 **Vote: 5-0 – Motion Passed**

606
607 Mr. Mannino made a motion to come out of the non-public session. Mr. Willette seconded the
608 motion.

609
610 **Vote: 5-0 – Motion Passed**

611
612 **10. Adjournment**

613
614 Mr. Willette made a motion to adjourn the meeting. Mr. Drew seconded the motion.

615
616 **Vote: 5-0 – Motion Passed**

617
618 The meeting was declared adjourned at 10:00 p.m.

619
620
621
622
623

School Board Chair

Date of Approval