

MILFORD SCHOOL BOARD
MINUTES OF DECEMBER 18, 2017, MEETING
MILFORD HIGH SCHOOL, LECTURE HALL #182

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5
6 **1. Call to Order**
7

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

12
13 Mr. Mannino was not in attendance.
14

15 **2. Board Member Comments**
16

17 Ms. Siegrist mentioned that due to technical difficulties the December 4, 2017, School Board
18 meeting did not record. She said that meeting had a lot of important information from the
19 Jacques School administration and teachers regarding the full-day kindergarten program.
20

21 Ms. Siegrist stated that on Wednesday, December 20th, at 6:30 p.m. she had invited the Director
22 of Engagement from Reaching Higher NH to give a presentation on SB-193 and its financial
23 policy analysis. She said it would be held at the Milford Ambulance Center in the Community
24 Room and the public was welcome.
25

26 **3. Public Comments**
27

28 Senator Gary Daniels, addressed the Board, and stated that he had asked the Board for two
29 pieces of information, one was an article that he had referenced regarding how the state, as a
30 whole, had dipped in scores from grades three through eight, but had gone up a little bit in grade
31 eleven. He said he asked where Milford stood in that. He further said that the second piece of
32 information he had asked for was a breakdown of the default budget by category and was
33 wondering when he could get those pieces of information.
34

35 Superintendent Marquis replied the first piece was available on the website and that it was part
36 of a Board presentation that Mike Tenters gave at the beginning of the year.
37

38 Ms. Siegrist stated that the presentation the Mr. Tenters gave was on October 2nd and was called
39 the Annual Report on Test Scores. She said there was an exhibit link on the meeting agenda
40 that provided all of the scores.
41

42 Ms. Burk replied that the default budget was available on the website as well and it could be
43 found under "Budget Documents."
44

45 **4. Reports and Presentations**
46

47 a. Superintendent's Report
48

49 Enrollment Study Report (Hand-Out Provided at Meeting)
50

51 Superintendent Marquis said that the Board had a Demographic Analysis Enrollment Projection
52 which was done in the fall by Dr. Mark Joyce and Mr. Keith Burke. He said they wanted to
53 appear before the Board at the second meeting in January and they would present the report
54 and their findings.

55
56 Superintendent Marquis stated that Carol Phillips, author of 52 Simple Ways to Health, would
57 be speaking at the high school on January 25th at 12:00 noon. He also said that Kim Palmer,
58 the Library Media Specialist, was awarded the opportunity to have her speak and the plan was
59 to have a healthy potluck lunch and a book discussion from 12:30 – 1:30 p.m.

60
61 Superintendent Marquis said that Mrs. Sununu, the Governor's wife who recently became the
62 official State Ambassador for Best Buddies of New Hampshire, visited the high school to listen
63 to a Best Buddies presentation on inclusionary practices. He said that 100 students attended
64 the presentation on the how-to's of including people with cognitive or developmental disabilities.
65 He further said that Mrs. Sununu also toured the high school and her general statement was that
66 she wished she could go to high school here because she got the sense that our students were
67 well cared for and that they were given lots of opportunities to learn about their skills and abilities
68 to carve out their own paths in the future.

69
70 Summer Schedule

71
72 Superintendent Marquis commented that next summer was going to be a very busy summer
73 because of the various building projects that would be going on at the middle school and the
74 high school. He said the middle school would be shut down for primarily all of the summer and
75 part of the high school for a portion of the summer. He said it would really strain the ability of
76 the buildings and grounds and custodial staff to get the buildings up and running in time for the
77 teachers to arrive two weeks prior to the beginning of the school year. Superintendent Marquis
78 said that Mr. Cooper and himself met with the administrators in the two buildings and developed
79 a schedule that went through to the next fall; noting that the buildings would be deep cleaned
80 and it was going to be an all hands on deck situation for the custodial staff. He said he was
81 asking all of the teachers and the administrators to be hyper communicative during this process.

82
83 b. Food Service Report – Ms. Maryanne Gallagher, Kitchen Manager

84
85 Ms. Gallagher thanked the Board for the opportunity to speak with them. She said one of her
86 goals was to be able to streamline the menus so that all of the schools had the same type of
87 menu but tweaked a little bit between the varying age groups.

88
89 Ms. Gallagher said that the numbers for breakfast were going up, especially at Heron Pond and
90 Jacques because they were offering them the same type of food that was served at the high
91 school and the middle school which was, for instance, an egg & cheese sandwich and
92 smoothies.

93
94 Ms. Gallagher stated that her goal was to do menus from scratch and as much as she could it,
95 not to have food that was torn open from a bag. She said they were able to use commodity

96 products which was a very low cost to the district as opposed to buying, for example, a chicken
97 finger, which just added to the bottom line. She also said that they belonged to a buyer's group.
98 Ms. Gallagher said that she was not a big proponent of using canned vegetables so they tried
99 to use fresh or frozen when possible and she found that the kids liked them better. She said
100 fresh produce was always a first choice but it could not always be purchased because of the
101 cost and the choice was always to use what was in season.

102
103 Ms. Gallagher said that she had good staff at all of the schools and they were learning and
104 figuring it out as they went along. She said she was very happy that they had a bookkeeper who
105 was district-wide. Ms. Gallagher said she felt confident about where they were and where they
106 were heading.

107
108 Mr. Carvell thanked Ms. Gallagher and said he was very happy that the numbers were coming
109 up and that this year there would be no money coming out of the operating budget for the food
110 service program.

111 112 **5. New Business**

113 114 a. Middle School Curriculum Coordinator Position

115
116 Superintendent Marquis said that anytime a non-teaching position was vacated the Board had
117 directed him to review the position and provide them with information so they could determine
118 whether the position needed to be filled.

119
120 Superintendent Marquis read aloud a portion of his memorandum to the Board of Education
121 regarding the Milford Middle School Curriculum Coordinator Position as summarized below:

122
123 *Due to the retirement of Rose O'Neill-Verney, the Curriculum Coordinator position will become*
124 *vacated beginning July 1, 2018.*

125
126 *Organizationally, the functions of this position are critical to the continuity of curriculum and*
127 *instruction within the district; between the elementary grades to the middle level grades and*
128 *between the middle level grades to the high school grades. Furthermore, at the middle school*
129 *level this position is particularly unique, as while subject areas become more discrete and*
130 *specialized, it continues to be essential that teachers simultaneously recognize the importance*
131 *of the unique transitional and transformational qualities of young adolescent students and make*
132 *appropriate instructional allowances so that students continue to be engaged in their education;*
133 *an area of focus of the Coordinator. This position also provides critical professional development*
134 *opportunities and participates in the supervision of the staff at the middle school.*

135 *Specific responsibilities in various areas are noted in the attached document prepared by Mr.*
136 *DeMarco, Principal of the Milford Middle School.*

137
138 *As the Curriculum Coordinator position at the middle school is critical to meeting the educational*
139 *needs of the students, it is my recommendation that the Board approve its continuance.*

140

141 Mr. Carvell stated that this position was an admin position that was on the list to be reduced in
142 the budget.

143
144 Mr. Tony DeMarco, Principal, Milford Middle School, addressed the Board and said that the
145 Curriculum Coordinator position started about eighteen years ago and at that time it was noticed
146 that there was a disconnect between the elementary school to the middle school and then to the
147 high school, he said each school was like its own island. He said they decided to hire a
148 Curriculum Coordinator at the middle school. Mr. DeMarco said that the next year they hired an
149 entire Curriculum team and at that point they had also hired a Curriculum Coordinator for the
150 elementary school as well as for the high school but that title was the Dean of Academic Studies.
151 He said the position hit all facets of the curriculum; curriculum, instruction, assessment and it
152 worked with the regular education teachers as well as the special education teachers including
153 Project Drive as well as the Gifted and Talented Program. Mr. DeMarco said that the position
154 had grown tremendously and the position was also responsible for more than 1/3 of the
155 evaluations that took place at the middle school and had become extremely important in many
156 ways. He said the position provided professional development for the staff, it provided staff with
157 best practices and the position itself was extremely important to the district itself.

158
159 Mr. Mike Tenters, Director of Curriculum and Instruction, added that part of the job of the
160 Curriculum Coordinator was to write and review the curriculum and the amount of work that was
161 done in terms of instructional strategies, supporting staff or providing resources was extremely
162 important. He said he really wanted to emphasize the instruction and assessment piece of the
163 position because there was a tremendous amount of work that went into the evaluations and the
164 feedback was vital to the continuity of what they were trying to do and without that in place, there
165 would be things that were left out.

166
167 Mr. Carvell stated that there was also a Curriculum Coordinator at the high school as well as at
168 the middle school and asked if there was a chance that the two positions could be combined to
169 have one person which covered both schools.

170
171 Mr. DeMarco replied that the Curriculum Coordinator at the high school was actually the Dean
172 of Academic Studies. He said that when you looked at the curriculum at the middle school and
173 the high school levels you were not just looking at math, social studies and science but you were
174 also looking at all of the disciplines that were within that. He further said that due to the vastness
175 of the position itself it would be very difficult for one person to do the seven grade levels in
176 addition to all of the disciplines within those subject areas and then having to go back and forth
177 between the two schools would mean losing continuity.

178
179 Mr. Tenters stated that the total number of staff and students involved would be too difficult for
180 one person to be able to handle.

181
182 Mr. Carvell replied that he agreed with both Mr. DeMarco and Mr. Tenters and said he was not
183 in favor of adding the Curriculum Coordinator position as a cost savings to the budget.

184
185 Mr. Carvell asked if there were any additional comments from members of the Board or from the
186 public.

187
188 Ms. Doreen Danhof, Grade 6 teacher, addressed the Board, and stated that she had worked
189 with the Curriculum Coordinator on many curriculum cycles and she could not imagine sitting in
190 a curriculum science coordination meeting from kindergarten through 12th grade without having
191 a Curriculum Coordinator present guiding them. She said the current Curriculum Coordinator
192 was their leader. She further said that the middle school was a very unique population and they
193 needed to know the strategies as well as the curriculums in addition to being coordinated.

194
195 b. Dual Enrolled Students

196
197 Superintendent Marquis stated that legislation was passed that allowed New Hampshire 11th
198 and 12th grade students to take up to two concurrent or dual enrollments STEM or STEAM
199 related courses each academic year free of charge. He said currently students were paying for
200 their courses and upon receiving a grade of C or better they would be allowed to be reimbursed
201 under this legislative act. He further said that the monies would not come out of the operating
202 budget. Superintendent Marquis said that currently there were seven students who were dually
203 enrolled both at Milford High School as well as at the Manchester Community College and there
204 were thirteen students who were dually enrolled at Milford High School and the Nashua
205 Community College. He said that they were required to, no later than July, 2018, develop a
206 policy which permitted students to participate in dual enrollment. He further said that the Policy
207 Committee would meet in January to draft a policy and that policy would be presented to the
208 Board at the end of January or in early February for Board approval.

209
210 Superintendent Marquis said that his recommendation to the Board would be that should these
211 students receive an appropriate grade, which was a C or better, it was his intent to forward their
212 names to receive reimbursements after the policy had been developed and approved by the
213 Board. Superintendent Marquis stated that there needed to be a little bit of clarification with
214 respect to how the process would unfold and how it would work but that would be clarified as
215 they went along.

216
217 Mr. Drew stated the students would pay for these courses themselves upfront and then be
218 reimbursed by the state and not the district. Superintendent Marquis replied that was correct.

219
220 c. Policy Proposals: (Exhibits attached to the 12/18/17 Board of Education Agenda)

221
222 1. Policy #2421 Procedural Safeguards: Non-Discrimination on the Basis of
223 Handicap or Disability (First Reading)

224
225 Mr. Carvell asked Superintendent Marquis to review the changes.

226
227 Superintendent Marquis replied that a number of years ago, because of a contested issue with
228 Chapter 504, there was a complaint with the Office of Civil Rights and as a result of that complaint
229 they were instructed by the district's attorney that the policy had to be changed. Superintendent
230 Marquis said there were major changes to the policy and the changes were at the
231 recommendation of the district's attorney in conjunction with the collaboration of the Office of

232 Civil Rights. He said that beginning on page 2 after section #8, all of the bold type indicated the
233 new pieces of the policy.

234
235 Mr. Drew asked if the district's attorney had reviewed all of the text and was okay with all of the
236 changes. Superintendent Marquis replied that was correct and that it was an agreement with
237 the district's attorney as well as the Office of Civil Rights.

238
239 Mr. Willette made a motion to move policy #2421 from its first reading to a second reading. Mr.
240 Drew seconded the motion.

241
242 **VOTE: 4 – 0 – MOTION CARRIED**

243
244 2. Policy # 3580 Teaching About Alcohol, Drugs, and Tobacco (First Reading)
245 (Exhibit attached to the 12/18/17 Board of Education Agenda)

246
247 Superintendent Marquis stated that this policy was required by law. He said the IHAMA was the
248 policy that the School Board Association's policy was modeled after. He added that it was a
249 new policy which was why it was in bold type.

250
251 Mr. Willette made a motion to move policy #3580 from its first reading to a second reading. Mr.
252 Drew seconded the motion.

253
254 **VOTE: 4 – 0 – MOTION CARRIED**

255
256 3. Policy #5013 Use of Restraints and Seclusion (First Reading)
257 (Exhibit attached to the 12/18/17 Board of Education Agenda)

258
259 Superintendent Marquis stated that the policy was very lengthy and asked the Board to reference
260 the last page of the document which discussed Chapter Ed 1200 and Chapter Ed 1202.01,
261 Written Policies Required. He noted that he underlined sections D and E and said those were
262 the changes that needed to be provided within the policy. Superintendent Marquis stated that
263 the pages which had bold text under Reporting Requirements and Parental Notification reflected
264 the necessary changes as were required by Ed 1200.

265
266 Ms. Siegrist said that #2 on the existing policy which had not changed stated that "restraint shall
267 not include," section A; commenting that the entire thing did not make sense to her and asked
268 Superintendent Marquis to explain it and why it was worded with double negatives.

269
270 Superintendent Marquis replied that section A stated that "brief touching or holding to calm,
271 comfort or encourage and guide a child, so long as limitation or freedom of movement of the
272 child does not occur." As an example he said that kindergartener's, first, second and third
273 graders were shepherded through the halls and sometimes teachers may shepherd them by
274 stretching their arms and leading them down the hall to their destination and sometimes that
275 meant touching a child on the shoulder.

276

277 Superintendent Marquis also said that under Section B stated that “restraint shall not include the
278 temporary holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a child
279 to stand, if necessary, and then walk to a safe location, so long as the child is in an upright
280 position moving toward a safe location.” Superintendent Marquis said that sometimes when
281 children were having a tough day they needed to be encouraged to move to a different place in
282 their classroom or move off of the playground or off a particular swing set or whatever the case
283 may be and that was what that statement spoke to and that was not considered a restraint.
284

285 Ms. Siegrist said that specifically what she did not understand was “restraint shall not include
286 brief touching or holding to calm, comfort, encourage or guide a child, so long as limitation of
287 freedom of movement of the child does not occur.”
288

289 Superintendent Marquis replied that brief touching was okay and holding to calm was okay as
290 long as the limitation of freedom of movement did not occur, in other words, as long as the child
291 was not being grabbed; though in some instances where safety of the child or other children
292 were concerned freedom of movement would be appropriate.
293

294 Mr. Willette made a motion to move policy #5013 from its first reading to a second reading. Mr.
295 Drew seconded the motion.
296

297 **VOTE: 4 – 0 – MOTION CARRIED**
298

299 4. Policy #5030 Student Records (First Reading)
300 (Exhibit attached to the 12/18/17 Board of Education Agenda)
301

302 Superintendent Marquis stated that Mr. Michael Hatfield, Director of Special Education, had
303 returned from a workshop and as a result of changes in the special education rules, this special
304 education record revision policy around special education records was to be made - based on
305 our special education attorneys’ recommendations and that was the only change to the policy.
306

307 Ms. Siegrist asked what a LEA was. Superintendent Marquis replied that a LEA referred to a
308 “Local Education Agency” which could be one of the principals at the middle school or the
309 elementary school; noting that it was a representative of the Local Education Agency.
310

311 Mr. Drew made a motion to move policy #5030 from its first reading to a second reading. Mr.
312 Willette seconded the motion.
313

314 **VOTE: 4 – 0 – MOTION CARRIED**
315

316 5. Policy #5115 Non-educational Questionnaires, Surveys and Research
317 (First Reading) (Exhibit attached to the 12/18/17 Board of Education Agenda)
318

319 Superintendent Marquis said that a sentence had been stricken from the policy and the sentence
320 “no student was required to submit to a non-academic survey or questionnaire without obtaining
321 written consent of a parent or legal guardian” was added.
322

323 Mr. Drew said that, in other words, prior to this change, parents would have had to opt out.
324 Superintendent Marquis replied there was no longer an option to opt out.
325

326 Mr. Drew made a motion to move policy #5115 from its first reading to a second reading. Mr.
327 Willette seconded the motion.
328

329 **VOTE: 4 – 0 – MOTION CARRIED**
330

331 Mr. Carvell pointed out that there was a Policy Committee in the district that met every couple of
332 months and reviewed all of the policies and changes as well as things that came down from their
333 legal teams.
334

335 **6. Old Business**
336

337 a. 2018-2019 Operating Budget
338

339 Superintendent Marquis read aloud from his memo to the School Board, dated December 18,
340 2017, as summarized below:
341

342 The following proposal is presented to the Board as an alternative to Board Chair Carvell's
343 proposal and serves to lessen the impact on students - both directly and indirectly.
344

345 My recommendations are to continue to fund the following:
346

347 Curriculum Coordinator at Milford Middle School (see Admin. Retirement)	
348 Actual Replacement Cost (because of Retirement Costs)	\$108,000.00
349	
350 Increase Athletic Trainer Stipend (½ Initial Requested Amount)	\$ 2,600.00
351	
352 Maintain chair's recommended reductions in Building & Grounds staff to	
353 one part-time and in Nature's Classroom	\$134,000.00
354	
355 Proposed Reductions:	
356	
357 Middle School Special Education Secretary	(\$ 44,897.00)
358	
359 Chromebook Carts (7) @ \$7,500.00 each	(\$ 52,500.00)*
360	
361 Central Office Dues and Fees	(\$ 2,500.00)
362	
363 Total Reduction:	(\$ 99,897.00)
364	
365 Balance (Increase):	\$ 8,103.00
366	
367 Total Budget Reduction:	<u>(\$494,154.00)</u>
368	

369 *It would be anticipated that fund balance monies would be used for the cost of the Chromebook
370 Carts.

371
372 Superintendent Marquis said that the proposed cuts were made with caution along with
373 discussion from the administrators. He further said that the proposed cuts would have a lesser
374 impact on the students.

375
376 Mr. Carvell stated that also in the Board's packet for discussion was a new proposal that he had.
377 He said he agreed that the Curriculum Coordinator position was vital to their operations and put
378 it back in the proposed budget. He also said he had done some research on the newly proposed
379 Special Education secretary position but he did not go so deep as to cut that position. Mr. Carvell
380 stated that they were adding the mental health position and the BCBA position and did not see
381 taking the Special Education secretarial position out as well. He said that he recalculated his
382 reductions and he fully funded Nature's Classroom instead of funding half of it which he had
383 originally recommended. He also said that he funded half of the athletic trainer's stipend
384 because he felt that position had become vital to the co-curriculum. Mr. Carvell said there were
385 some other adjustments which he made including a reduction of \$15,000 in the profession
386 development line and he took \$2,500 from the central office in dues. He said he did not reduce
387 the \$52,000 for the Chromebooks because they were supported in the curriculum and he felt
388 they could purchase them. Mr. Carvell stated that the proposed budget was about \$207,000
389 below the default and that was about where they wanted to be. He said they made some
390 significant reductions through the year; noting that they had made cuts in personnel and they
391 did some re-organizations which saved some money. He further said that he wanted to thank
392 the administration and he felt they did a really good job with the budget.

393
394 Superintendent Marquis stated that he agreed with Mr. Carvell's opinion on keeping the Special
395 Education secretarial position. He said when he had spoken with Mr. Hatfield regarding the
396 position he indicated that there would be a strain put on other staff if the position were not filled.
397 He also said that had spoken with Mr. DeMarco at the middle school and he also agreed that
398 not filling the position would create a strain because other people would have to pick up extra
399 duties if the position was not filled.

400
401 Mr. Drew said that Mr. Carvell had indicated that the "Board" was looking to be about \$200,000
402 below the default budget and he did not feel that was accurate. He said he did not think that
403 they ever discussed a certain number as a Board. He further said that number was a target that
404 Mr. Carvell came up with. Mr. Carvell replied that was correct. He said he wanted to be at least
405 around or below the default and he knew when they put the 2% cap on that they were trying to
406 control costs.

407
408 Mr. Drew stated that he had some concerns about the reduction of the art teacher. He said he
409 did not agree with that despite the fact that the administration had even said they could meet the
410 student's needs with that reduction. He further said he was not sure that was the bar that the
411 Board should set. He also said that he did not agree with the reductions in the Building &
412 Grounds Department. Mr. Drew said that although it may have seemed that Mr. Cooper was
413 asking for a lot of money in terms of dollars it was only because he had asked and asked year
414 after year and got nothing. He said there were a lot of renovations being done at the present

415 time and he was concerned that they would not be able to maintain them at the staffing level
416 currently in place.

417
418 Mr. Carvell replied that Building and Grounds Department positions had been requested for
419 years. Mr. Drew agreed.

420
421 Mr. Carvell commented that the administration felt the art teacher position was a comfortable
422 reduction. Superintendent Marquis replied that was correct.

423
424 Ms. Siegrist stated that she agreed with Mr. Drew and that the art positions became more and
425 more important as you got into STEAM. She said she had also heard that the health classes
426 had some of the highest attendance and had waiting periods and she was wondering if that was
427 a perception or if that was reality. Superintendent Marquis replied that Dr. Craven had indicated
428 that he could live with the reduction of the part-time health teacher. He further replied that
429 reducing both the health and art teacher positions were uncomfortable but they were on the list
430 because of the need to reduce.

431
432 Ms. Siegrist asked Superintendent Marquis if there would one full-time and one part-time health
433 teacher. Superintendent Marquis replied that was correct.

434
435 Mr. Drew stated that he had heard, with regard to the health teacher position; that at times there
436 were problems with scheduling and a student may have to take the health class that was
437 necessary in lieu of something else. He said it was not that there were not enough health classes
438 to go around but that they had to take it instead of something else.

439
440 Mr. Carvell said if they were to add the two positions back it would be about \$109,000. He said
441 for him these were positions that were put on the list at the recommendation of the administration
442 in the early stages and he was comfortable with those two reductions.

443
444 Ms. Siegrist stated that she would be comfortable with the reduction of the part-time health
445 teacher because it was really a default class that the students could still take.

446
447 Mr. Carvell stated that the other option would be to restore the art teacher position and he felt
448 that the plan would be to take out the Chromebooks and hopefully be able to purchase them
449 with the contingencies that were left over.

450
451 Mr. Carvell stated that according to the financial forecast he felt they would be able to get the
452 Chromebooks in this year.

453
454 Mr. Carvell also said that he would be comfortable if the Board restored the art teacher position
455 and cut the Chromebooks; noting that again, he felt they would be able to purchase the
456 Chromebooks this year. He said he had really dug into the budget and he did not think they
457 could do much more.

458

459 Superintendent Marquis stated that by restoring the art teacher position it would lessen the effect
460 on the students and that was what he always looked at. He also said he was confident that they
461 would be able to purchase the Chromebooks through the fund balance.

462

463 Mr. Carvell asked if there were any members of the public who wished to speak.

464

465 Mr. John Wynne, Chairman, Budget Committee, addressed the Board and stated that the Budget
466 Committee had come up with reductions totaling \$131,000. He said he would like the Board to
467 consider their recommended cuts.

468

469 Mr. Carvell asked what number the reductions were from. Mr. Wynne replied it was from the
470 original budget. He said some of the reductions may be the same as what the Board already
471 had. He also said that they felt there should be some kind of reduction in the workbooks and
472 the textbooks because they were using Chromebooks.

473

474 Mr. Wynne said that they had not taken a position on the Mental Health Counselor position for
475 \$101,000 or the Board Certified Behavior Analyst position, but they wanted a little bit more
476 information regarding them. He said there would be revenue associated with those positions
477 and asked if the Budget Committee could review the figures. Mr. Carvell replied that he felt the
478 comments regarding that were that having those two positions within the district gave them the
479 ability to go out and seek revenue. Mr. Wynne asked if there was an estimated dollar figure
480 associated with it. Mr. Carvell replied that it was really difficult to project because it was based
481 on students coming in from other districts. Mr. Wynne asked about Milford students going out
482 of the district. Superintendent Marquis replied that was an easier projection. Mr. Wynne stated
483 that the Budget Committee may or may not support it after receiving that estimated dollar figure;
484 noting that he would tend to support it.

485

486 Mr. Wynne said that he would also like more information on the full-day kindergarten program
487 and asked where he could find the pros and cons regarding it. Superintendent Marquis replied
488 that he could provide him with some information that he had or he could contact Ms. Nancy
489 McGuire, Principal of the Jacques Elementary School, who could also give him some
490 information.

491

492 Ms. Siegrist stated that there was a presentation given at the last meeting and she was sure
493 another copy of that presentation could be printed out. Mr. Wynne replied he would rather see
494 the source material.

495

496 Mr. Carvell said that most of the Budget Committee's proposed cuts appeared to be line items
497 that were already on the spreadsheet.

498

499 Ms. Siegrist asked if they were able to add the Chromebooks back into the contingency fund, if
500 they might be able to find at least one more position for the Buildings & Grounds Department.
501 Mr. Carvell replied that there was a lot of gamble with finding money like that for positions. He
502 said the budget was not built with extra money in it and everything was accounted for, pointing
503 out that things could change throughout the year. He agreed that these positions were ones
504 that had been kicked down the road for years and Mr. Cooper had frequently asked for the

505 positions to be filled and this was the first year that they were able to get at least one position
506 budgeted for. Mr. Carvell said that he felt the floating position would help and it was justified by
507 the amount of overtime that was reported.

508
509 Ms. Siegrist said that the Capital Improvement Plan was in place and there was a lot of work
510 going on she wondered if there would be enough staff to do the work. Mr. Carvell replied that
511 he did not think that the floating custodian was going to be changing air handling units or doing
512 the pipe project. Ms. Siegrist said she agreed with that but perhaps they would need to do some
513 painting or cleaning. Mr. Carvell replied that they had done a lot of that the previous year and
514 he thought a phased approach was best and then as they started to complete the bond they
515 could re-assess.

516
517 Mr. Carvell recommended putting the art teacher position back in and reduce the \$52,500, which
518 was the Chromebooks and then see what that proposed budget looked like.

519
520 Mr. Drew said that he would be more comfortable with one more position in the Buildings and
521 Grounds Department. Mr. Carvell asked if he was talking about adding one part-time position.
522 Mr. Drew replied that was correct. Mr. Carvell stated that would be approximately \$21,500.

523
524 Mr. Carvell asked Mr. Drew if he would be comfortable if they restored the art teacher position
525 at 5/8th and reduced the Chromebooks. Mr. Drew replied he would be comfortable with that.

526
527 Mr. Carvell asked Ms. Siegrist is she would be comfortable with that. Ms. Siegrist replied that
528 she would be comfortable with that.

529
530 Mr. Willette stated that he too would be comfortable with that.

531
532 Mr. Carvell said that \$41,258,902 was still a very low increase compared to past history and it
533 was still below the default.

534
535 Mr. Carvell asked if there were any members of the public who had comments or questions.

536
537 Mr. Chris Labonte, addressed the Board, and asked if the Board had ever looked at outsourcing
538 the grounds maintenance in terms of adding to the current staff. Mr. Carvell replied that they
539 had looked at and discussed that and the Board decided that it was not feasible.

540
541 Ms. Suzanne Schedin, addressed the Board and said that they had gone through the health
542 position and art position and the Special Education secretary position but they had not talked
543 about the Heron Pond teacher reduction and she felt that was the position that concerned her
544 the most. She said that the previous year they had cut a middle school teacher and about six
545 weeks in they realized they needed to hire one back because it was crowded. She also said the
546 year prior to that they cut a first grade teacher and then about one month in they had to hire
547 another one. She said that the current group of second graders that would be third graders next
548 year were in seven classrooms and starting those classrooms off at 23 or 24 kids would be pretty
549 challenging. Ms. Schedin commented that there were some upcoming retirements at Heron
550 Pond and asked if that would help the budget enough to be able to keep the position.

551
552 Ms. Schedin stated that the reduction was not in the original request, it was not recommended
553 by Superintendent Marquis but it was recommended by the Chair. Mr. Carvell replied that it was
554 reduced because the enrollment projection numbers justified the drop. He said when the
555 enrollment figures warranted a teacher they got a teacher and when the enrollment numbers
556 justified a reduction then that is what they did and they did that to be equitable. Ms. Schedin
557 stated that she felt it was something that needed to be looked and felt keeping the position would
558 be in the best interest of the children and it was just as valuable as the other positions. Mr.
559 Carvell replied that he did not disagree that the positions were all valuable but that one position
560 fell short when trying to get the health worker, the BCBA and other things into the budget. Ms.
561 Schedin said that the health worker and the Board Certified Behavior Analyst were
562 recommended but this teacher recommendation was not cut except by the Chair. Mr. Carvell
563 replied that was correct.

564
565 Superintendent Marquis stated that when he monitored enrollments he made recommendations
566 to the Board to perhaps consider adding another teaching position and he said he would continue
567 to do that. He said hiring another teacher mid-stream did create cumbersomeness but he would
568 continue to do that and in his experience the Board had always listened to his recommendations
569 and was comfortable that they would continue to do so.

570
571 Ms. Siegrist said if they added the third grade teacher position it would still be almost \$100,000
572 less than the default budget. Mr. Carvell replied it would be \$72,000 more and it would be below
573 the default.

574
575 Ms. Siegrist said that they were supposed to have 25 students per each teacher in a third grade
576 class but depending on what the class looked like and after having heard the presentation from
577 the Jacques administration about what the children did not get in first grade and the remedial
578 work that had to be done from first grade on to get them caught up, third grade was still one of
579 those grades that was heavily impacted by the lack of not having a full-day kindergarten program.
580 She said she heard the note of caution and it gave her pause. Mr. Carvell replied that he agreed
581 that there was pause but they needed to follow the guidelines and the reduction was based on
582 the enrollment projections.

583
584 Mr. Willette commented that every grade could make the same argument and the amount of
585 teachers needed was determined by class size.

586
587 Mr. Carvell asked for the budget to be together for the January 2, 2018, meeting with everything
588 in it that was discussed at the meeting. He said the only topic that may need further discussion
589 was the third grade teacher reduction.

590
591 Mr. Carvell asked if there were any other members of the public who had comments or questions.

592
593 Mr. Story asked how the Board arrived at a default number because he was used to that being
594 lower than the previous years' figures. He asked why all of a sudden there was a reversal where
595 the default budget seemed to be coming in higher than the asking budget. Mr. Carvell replied
596 that was a big question and there were a lot of moving parts. He said the default budget did not

597 take any of the reductions of staff that they had, it had whatever the staff number was currently
598 and it went into the next year so all of the reductions that they had in staff, retirements and
599 positions that were closed were in the default. He further said that sometimes there would be
600 years where staff was reduced across the district and after all those were added up including
601 benefits it landed higher than what the operating budget was.
602

603 Mr. Story said that the enrollments in Milford had gone down by 13% or more and yet the actual
604 tax rate had gone up over 21%. Mr. Story said he would like the Board to keep that in mind
605 when voting on the budget because he felt they had really been hit. He further said that one of
606 the issues he had with Milford was the actual housing values and if the educational system was
607 not where it ought to be then it could hurt home values.
608

609 Ms. Siegrist replied that the numbers were pretty tight but the default budget was rising the
610 fastest and the highest because since the recession the state had cut back on the funds that
611 they sent to the school districts and towns to reimburse them and help to pitch in their portion of
612 the cost for things like public employee pensions; pointing out that they had given each of the
613 towns a 30% reimbursement for employee pensions and they cut that off in 2009. She said that
614 represented an \$875,000 increase to the town's budget and it was mandated so the town had
615 to cover it. She further said that they had done the same thing for education adequacy funding
616 and for building repair. Ms. Siegrist said that all of New Hampshire town's had been experiencing
617 a decline in enrollment because New Hampshire was a greying state in that people were getting
618 older and older. She said the problems with the tax increases, caused by the downshifting from
619 the state, was a huge part of what was stopping a lot of development. Ms. Siegrist stated that
620 what was stopping the development was the huge rise in property tax increases and that was
621 driven from the state and at some point they needed some kind of property tax relief from the
622 state.
623

624 Mr. Story said that all of the issues mentioned were accurate however the numbers were after
625 they lost the money from New Hampshire. He also said his concern as a homeowner was that
626 other townships did not have to have the overall increases that Milford had for their education
627 systems. He further said that his concern, as a homeowner, was that the increases had not
628 been managed as well as other areas.
629

630 Ms. Siegrist asked what specific areas Mr. Story was talking about. Mr. Story replied
631 Merrimack...Ms. Siegrist replied that they were more property rich towns that had a lot more
632 businesses located in them so they could deal with a lot of it like Amherst, Bedford and
633 Merrimack.
634

635 Mr. Story stated that the town which was most similar to Milford in terms of size was probably
636 Merrimack and their rate of increase over the last five years was under 1%. Ms. Siegrist replied
637 that they had a much bigger budget than Milford and a much greater enrollment and she did not
638 believe that they were near the size of Milford. Mr. Story said that their enrollment numbers
639 were probably half of what Milford had but they had the same issues, particularly when it came
640 to the loss of New Hampshire money coming in; he said everyone had the same problem.
641

642 Mr. Willette stated that Milford had the third highest school tax rate in Hillsborough County and
643 it wasn't because of the size. He said Milford's tax rate was high but they had a good school
644 system.

645
646 Mr. Carvell asked if there were any other members of the public who would like to speak.
647

648 Ms. Susan Kater, addressed the Board, and stated that she felt they needed to start taking a
649 hard look at outsourcing some of the work. She said she did not have an issue with the grounds
650 being outsourced and said that one of the Budget Committee members would be looking into
651 that.

652
653 Ms. Kater said she was also wondering if they were going to insist on the state giving money
654 back, where the money was coming from and asked if was still going to come from the taxpayers.
655 Ms. Siegrist replied that the money they were paying to cover the cost of the employee pension
656 retirement system; if that money came from the state, as it should, as it used to, that would
657 decrease the default budget, the proposed budget and people could get a tax break.

658
659 Ms. Kater asked where the money would come from. Ms. Siegrist replied that if over \$1 million
660 a year came out of Milford's budgets that the state used to cover; the real question was where
661 was the money going in the state. Ms. Kater said that she thought that money was being
662 transferred. Ms. Siegrist replied that it was going to the Rainy Day Fund and it was getting
663 transferred to business tax reductions and other things. She said they worked through the New
664 Hampshire School Board Association as a legislative lobbyist for public schools and private
665 citizens and all they could do is ask everyone to call their representatives and senators to make
666 sure that they understood that they needed tax relief. Ms. Siegrist said that Merrimack had
667 hotels, restaurants, Home Depot and Anheuser-Bush. She said they had huge amounts of
668 industry that paid bigger taxes than anything that was in Milford.

669
670 Ms. Kater asked Ms. Siegrist if she expected businesses to develop in Milford. Ms. Siegrist
671 replied she was not but if they had the funds re-instated from the state...

672
673 Ms. Kater asked Ms. Siegrist if she expected Anheuser-Bush's taxes to pay Milford's cost in the
674 school district. Ms. Siegrist replied she did not.

675
676 Mr. Carvell stated that the school district had lost revenue from the state and every year that
677 was their challenge. He said that 85% of the district was salaries and benefits and 15% was the
678 operating budget. He further said that it was very difficult and challenging to trim down the school
679 budget to operate. Mr. Carvell said that a lot of it was the loss of revenue and they had to make
680 that gap up; noting that just because they lost the revenue did not mean they were shutting down
681 programs, they were doing the best they could to challenge it.

682
683 b. 2018-2019 Default Budget
684 (Exhibit attached to the 12/18/17 Board of Education Agenda)
685

686 Ms. Burk stated that the attachment was a tax impact analysis which summarized where the
687 district stood. She said the default budget that she had calculated was \$41,431,431 which

688 accounted for the adjustment to the health insurance placeholder along with the property liability
689 renewal that came in lower as well as the worker's compensation renewal that had also come in
690 lower. Ms. Burk noted that the summary with all of the individual lines was posted on the website.

691
692

- 693 c. New Hampshire School Board Association 2018 Delegate Assembly
694 (Exhibit attached to the 12/18/17 Board of Education Agenda)

695

696 Ms. Siegrist stated that there were three parts with respect to the 2018 Delegate Assembly which
697 were the Newly Proposed Resolutions to be considered, the Proposed Continuing Resolutions
698 and the Policies, Resolutions and Statements of Belief Manual. She said the Newly Proposed
699 Resolutions were those that were submitted for consideration this year, the Proposed Continuing
700 Resolutions were things that were adopted by the NHSBA Delegate Assembly each of the past
701 two years (which only changed if it was something big) and the Statement of Belief Manual were
702 long-standing NHSBA Resolutions.

703

704 Mr. Carvell stated that he had reviewed the Statements of Belief Manual and he had no concerns
705 about any of the items in it because they had been sitting there for a while with no changes.

706

707 Mr. Carvell said that the Continuing Resolutions would not be voted on unless someone objected
708 to them. Mr. Carvell asked if any of the Board members had any questions or concerns
709 regarding the Continuing Resolutions. There were none.

710

711 Proposed Resolutions for 2018

712

- 713 11. Submitted by the Wilton-Lyndeborough Cooperative School Board

714

715 Mr. Willette made a motion to to support the resolution. Ms. Siegrist seconded the motion.

716

717 **VOTE: 4 – 0 – MOTION CARRIED**

718

- 719 12. Submitted by the Goshen School Board

720

721 Ms. Siegrist made a motion to take the same position as the New Hampshire School Board
722 Association on Resolution #12 submitted by the Goshen School Board. Mr. Willette seconded
723 the motion.

724

725 **VOTE: 4 – 0 – MOTION CARRIED**

726

- 727 13. Submitted by the Hampstead School Board

728

729 Ms. Siegrist made a motion to support the New Hampshire School Board Association and not
730 recommend Resolution #13 submitted by the Hampstead School Board. Mr. Drew seconded
731 the motion.

732

733 **VOTE: 4 – 0 – MOTION CARRIED**

734
735 Ms. Siegrist pointed out that there was an alternative to the proposed Resolution #13.
736
737 Mr. Carvell stated that he did not support the original submission or the alternative.
738
739 Mr. Drew made a motion to support the alternative for Resolution #13. Ms. Siegrist seconded
740 the motion.

741
742 **VOTE: 4 – 0 – MOTION CARRIED**

743
744 14. Submitted by the Keene School Board
745

746 Ms. Siegrist made a motion to take the same position as the New Hampshire School Board
747 Association on Resolution #14 submitted by the Keene School Board. Mr. Drew seconded the
748 motion.

749
750 **VOTE: 4 – 0 – MOTION CARRIED**

751
752 15. Submitted by the Keene School Board
753

754 Ms. Siegrist made a motion to take the same position as the New Hampshire School Board
755 Association and not recommend Resolution #15 submitted by the Keene School Board. Mr.
756 Drew seconded the motion.

757
758 **VOTE: 4 – 0 – MOTION CARRIED**

759
760 d. Hockey Program
761

762 Superintendent Marquis stated that after having conversations with various school districts
763 throughout the state relative to forming a co-operative boy's hockey team, Mr. Maurais, Director
764 of Athletics, reported that all of the co-operative team agreements were in place for the
765 2018/2019 and 2019/2020 school years and there was no opportunity to move forward with the
766 boy's ice hockey program. Superintendent Marquis stated that Mr. Maurais intended to continue
767 to pursue it.

768
769 **7. Housekeeping Items**

770
771 a. Approval of Minutes 12/04/17
772

773 **Discussion**

774
775 Ms. Siegrist made several grammatical changes to the minutes.
776

777 Ms. Siegrist made motion to approve the minutes from the December 4, 2017, meeting, as
778 amended. Mr. Drew seconded the motion.
779

780 **VOTE: 4 – 0 – MOTION CARRIED**

781

782 b. Approval of Manifests: 14, 1043, 1074, 1075, 1076, 1077 and 1078

783

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

785

786 **VOTE: 4 – 0 – MOTION CARRIED**

787

788 c. Approval of Treasurer’s Report – November, 2017

789

790 Mr. Drew made a motion to approve the November, 2017, Treasurer’s Report. Mr. Willette
791 seconded the motion.

792

793 **VOTE: 4 – 0 – MOTION CARRIED**

794

795 d. List of Email Correspondence (Informational Only)

796

797 e. List of Employees Leaving Service(Informational Only)

798

799 f. List of Co-Curricular Appointments (Informational Only)

800

801 g. List of Classified Appointments (Informational Only)

802

803 **8. Public Comments**

804

805 There were none.

806

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

809

810 a. Retirement Decisions

811

812 Ms. Siegrist made a motion to go into a non-public session. Mr. Drew seconded the motion.

813

814 **VOTE: 4 – 0 – MOTION CARRIED**

815

816 Mr. Drew made a motion to come out of the non-public session. Mr. Willette seconded the
817 motion.

818

819 **VOTE: 4 – 0 – MOTION CARRIED**

820

821

822

823

824

825

826 **10. Adjournment**

827

828 Ms Siegrist made a motion to adjourn the meeting. Mr. Manino seconded the motion.

829

830 **VOTE: 4 – 0 – MOTION CARRIED**

831

832 The meeting was declared adjourned at 10:15 p.m.

833

834

835

836

837 _____
School Board Chair

Date of Approval

838

839

840

841