

MILFORD SCHOOL BOARD  
MINUTES OF NOVEMBER 20, 2017, MEETING  
MILFORD HIGH SCHOOL, LECTURE HALL #182

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4  
5 **1. Call to Order**  
6

7 Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford High  
8 School at 7:00 p.m. Board members present were Board Vice-Chair Kevin Drew, Ms. Jennifer  
9 Siegrist, Mr. Len Mannino and Mr. Bob Willette. Also in attendance were Superintendent  
10 Robert Marquis and Jen Burk, Business Administrator. The recording secretary was Trish  
11 Gedziun.  
12

13 **2. Board Member Comments**  
14

15 There were none.  
16

17 **3. Public Comments**  
18

19 Ms. Joelle Martin, addressed the Board, and stated that although she was not able to attend  
20 the last meeting she was able to watch it online and had some comments. She said she  
21 appreciated the hard work that the School Board and the administration did on the budgeting  
22 process. Ms. Martin said that one of the points made at the last meeting was a reference to  
23 how much the school budget and the local property tax rate were impacted by the state. She  
24 said as one of Milford's State's Representatives she wanted to provide some insight on the last  
25 session's actions. She further said that there was very little that could be done at the local level  
26 other than to propose a local property tax increase and with that said there was some  
27 legislation that was passed that provided an increase in revenues for school districts for full-  
28 day kindergarten adequacy. Ms. Martin stated that it was the first time in many years that there  
29 was any increase at all and Superintendent Marquis had outlined how that specific increase  
30 would impact the school budget in Milford in his full-day kindergarten proposal last week. She  
31 said for every full-day kindergarten student the school district would receive an additional  
32 \$1,100 in state adequacy funding for a total of \$139,000. She said that she wanted everyone  
33 to be aware that there was another House Bill that aimed to provide full adequacy for full-day  
34 kindergarten students to school districts and it would have provided \$1,800 per student instead  
35 of \$1,100 which would have been a little under \$100,000 in additional revenues. She further  
36 said that there was another Bill that she was a proponent of that passed the full House that  
37 could have yielded a significant revenue increase to Milford; House Bill 413, was looking at  
38 restoring payments from the state to the towns for a portion of the teacher retirement costs.  
39 Ms. Martin said that not too long ago the state paid 30% of teacher pension costs to towns and  
40 today the state paid 0% and that decrease in state revenue over the years had caused a huge  
41 increase in the local property taxes. She said when looking at Milford's proposed school  
42 budget for this year, for example, if the state still paid the 30% of the teacher pension costs  
43 then the proposed school budget would have an additional \$875,000 in revenue which was an  
44 ugly example of downshifting. She said if House Bill 413 passed, noting that it passed the  
45 House but was stopped in the budget process, that 15% would have meant an additional  
46 \$375,000 to Milford and that \$375,000 along with the adequacy increase if it was full, could  
47 have easily funded Superintendent Marquis' proposed full-day kindergarten budget without any  
48 increased burden to local property taxes. She said that as long as this decrease in funding  
49 from the state persists our local budgets will be under siege and the upward trend in property  
50 taxes will continue. Ms. Martin said that she would not give up and would do her best in  
51 Concord.

52  
53 Mr. Carvell replied that they all appreciated the work that Ms. Martin did for the school system  
54 and knew she was in every fight up there. He said Gary Daniel's was also in the room as well  
55 who was also up there doing the same battle.

56  
57 **4. Reports and Presentations**  
58  
59 a. Superintendent's Report

60  
61 Superintendent Marquis read aloud from his report as summarized as follows:

62  
63 **Elementary Schools**  
64  
65 I would like to complement the students and staff at both the Jacques & Heron Pond  
66 Elementary Schools on their Veteran's Day celebrations. Each program was filled with songs  
67 and special recognition for those who served in the various armed services.

68  
69 **Middle School**  
70  
71 The middle school held its Annual Health Fair on November 2<sup>nd</sup>. The goal of this fair was to  
72 promote healthy activities and eating. The students participated in challenges and activities  
73 led by the Fuel Up to Play 60 Team leaders; Ella Forrence, Madelyn Bergern and Amaya  
74 Torres. I would also like to thank the vendors who attended; Breathe NH, Divinely Nourishing,  
75 Fuel Up to Play 60, Launch, Milford Ambulance, Milford Fire, Rite Aid, Souhegan Valley Boys  
76 and Girls Club, Tokyo Joe's, Whole Foods and UNH Extension. The Fair would not have been  
77 possible without the contributions of the entire Middle School staff.

78  
79 **Project Drive**  
80  
81 At Project Drive students are working on a school-wide Project Based Activity on the topic of  
82 the Heroin epidemic. Students are working on their projects in small groups or independently  
83 and had their "in-house" presentation last Thursday, November 16<sup>th</sup>.

84  
85 Each time I ask for information about the "happenings" in Project Drive they express their  
86 continued appreciation for Chromebooks and Google classroom.

87  
88 **Milford High School**  
89  
90 The Gallery of Student Work, located in the lobby area is now open. The Board is welcome to  
91 visit the gallery and see how very talented our students are.

92  
93 **School Safety**  
94  
95 The Board received some information from the New Hampshire School Board Association from  
96 the Commissioner of Education about the need to provide the Department with emergency  
97 plans for each school building. This memo was also provided to all Superintendents directly

98 from the Commissioner last week as well. The original request was received over the summer.  
99 All of the District's emergency plans were submitted at the beginning of the school year as  
100 requested. Furthermore, the District is working with the Office of Emergency Management  
101 through our SRO Officer Addonizio to review these emergency plans as well as the security  
102 and safety of all of our buildings.

103  
104 Superintendent Marquis stated that in the Boards' packet there was also a memo outlining the  
105 applications that they had submitted for the available Infrastructure Funds.

106  
107 Superintendent Marquis said that the first application provided was for Life-Safety  
108 Infrastructure Repairs Applications:

- 109
- 110 ● Heating Pipe Project at the High School. Estimated cost: \$525,000+
- 111
- 112 ● High School Generator. Estimated cost: \$210,000
- 113

114 Superintendent Marquis stated that they had asked for funding for the generator because the  
115 high school was also designated by the town as a shelter for emergencies such as floods, ice  
116 storms, power losses, etc.

- 117
- 118 ● High School Chimney Repairs. Estimated cost: \$25,000
- 119
- 120 ● High School Remote Activation of Fire Alarm Panel. Estimated cost: \$3,000
- 121

122 Superintendent Marquis stated that a new fire alarm system was installed at the high school  
123 with dual strobe lights; pointing out that one was for fire and one was for emergencies. He said  
124 the panel would allow the administration to alert staff of other emergencies and it would allow  
125 the administrators to activate the second set of lights remotely for the safety of their offices.  
126 He further said that it had been identified by the Fire Department when they reviewed the  
127 building.

128  
129 Superintendent Marquis said that the application for Improving Security Applications included  
130 the following:

- 131
- 132 ● Milford High School Door Locks/Classroom Lock Sets. Estimated cost: \$15,000
- 133
- 134 ● Heron Pond: Classroom/Lockdown Shades. Estimated cost: \$25,000
- 135
- 136 ● District-wide: Cameras. Estimated cost: \$35,000
- 137

138 Superintendent Marquis said that the applications were sent in on November 10<sup>th</sup>. He said he  
139 had not heard of any timelines in terms of when they would have an answer. He said he heard  
140 one application had been approved and that was for an E-Rate application.

141  
142 Superintendent Marquis stated that also in the Board's packet was a summary that was  
143 provided by the New Hampshire School Board Association that referenced Senate Bill 193,

144 commonly known as the Voucher Bill, that has been debated in Concord for the last year. He  
145 said the summary provided an update as to where the Bill was and also provided information  
146 as to the stance that the New Hampshire School Board Association was taking with reference  
147 to the Bill.

148  
149 Mr. Carvell clarified that all of the items that Superintendent Marquis listed with cost were grant  
150 monies from the state and not something that was hitting the taxes locally. Superintendent  
151 Marquis replied that was correct and that there was about \$15 million available and it was on a  
152 first come first come serve basis. He said the Governor had chosen to give back to the  
153 communities some of the monies that might have been available after the fiscal year was over,  
154 noting that originally it was around \$19 million and presently the estimation was about \$15  
155 million.

156  
157 Mr. Carvell stated that most of the projects that were on the list were projects that were on the  
158 Capital Needs and were a priority in the district. Superintendent Marquis replied that was  
159 correct.

160  
161 Superintendent Marquis stated that there was some mention about matching funds but he had  
162 not received any clarity in terms of how much funds would have to be matched.

163  
164 Mr. Carvell asked if there were any members of the public who wished to speak.

165  
166 Senator Gary Daniels, School Infrastructure Commission

167  
168 Senator Daniels stated that he served on the School Infrastructure Commission and said that  
169 they wrote into the budget that if the general fund hit \$100 million then anything over that  
170 would go into the School Infrastructure Fund because the school building aid had a moratorium  
171 on it until 2022. He said the next meeting would be on November 28, 2017, and he noticed that  
172 the four things that Milford submitted that had not been approved could have been because  
173 there was information missing. Senator Daniels said that for the most part generators were not  
174 something that would be approved but by virtue of the fact that it was also going to be used in  
175 an emergency shelter he felt that side of things should be pushed as opposed to just a school  
176 having a generator so it could stay open. Superintendent Marquis replied that was included in  
177 the application.

178  
179 Senator Daniels said it was good to know that the Emergency Management Plan was in  
180 because that was one thing that could hold up the process. He said that the Commission  
181 would have a list of recommended items; pointing out that it was the Governor who had the  
182 final approval. He said if they were able to gather the missing information within the next week  
183 then they would be posted and addressed at the next meeting.

184  
185 b. Middle School Recycle Club

186  
187 Ms. Diane Varney-Parker, Art Teacher & Coordinator, Recycling Club, Middle School

188

189 Ms. Parker, addressed the Board, and stated that the Recycle Club recently did a Trash on the  
190 Lawn Day and reviewed the results of that day. She said that they had “zero sort,” a special  
191 collection called TeraCycle that they earned money from and they also did compost in which  
192 they took food scraps and Trombley Farms picked those up and used it for compost to turn into  
193 soil. Ms. Park said they worked with the sixth graders because it was part of their curriculum  
194 and they had leadership from the Northeast Resource and Recovery Association and the  
195 middle school recyclers also helped lead a lot of the activities. She said the students started at  
196 the beginning of the day with a baseline of how much trash they had and how much it weighed  
197 and throughout the day they dumped the trash out onto tarps and sorted through it. Ms. Parker  
198 said that they only had eleven bags of trash for the entire school day and the NRRA was very  
199 impressed with that. She said there was a total of 26% of food waste in the trash, but  
200 comparatively it was at 40% or 50% in other schools. She further said that 52% was actual  
201 true trash, 25% was compost and recyclables were 21.72% with the highest percentage being  
202 paper and below that was plastic.

203  
204 Ms. Parker stated that they had received a grant a few years ago and got a lot of new recycle  
205 bins. She said they were continuously improving with recycling and the custodians were  
206 fantastic and highly involved. She also said that a few years prior they had three 10-yard  
207 dumpsters just for trash and that over the last two years it went down to two that were 8-yard  
208 dumpsters so there was a great cost reduction. Ms. Parker said that this year they also did a  
209 Recycle Bowl and it was a national competition for recycling with a potential to win \$1,000.  
210 She said the first week of the competition they had 210 pounds of recycling and the second  
211 week it went up to 275 pounds but the third week was the week where there was a power  
212 outage and there was no school for two out of the five days and it was 200 pounds.

213  
214 Ms. Parker said that one of their goals was to get a Gold Award through the Northeast  
215 Resource and Recovery Association. She said last year they received the Bronze and Silver  
216 awards. She also said they wanted to have another Green Week and there was also a school  
217 conference that they wanted to attend again this year.

218  
219 Mr. Carvell thanked the students for a great job and said it was a very good presentation.  
220

221 Ms. Siegrist also thanked the students and said it was saving the district money.  
222

223 c. School Board Goals Review  
224

225 Mr. Carvell stated that School Board goals were something that was reviewed about halfway  
226 through the year. Mr. Carvell reviewed the goals as summarized below:  
227

- 228 ● The collective bargaining negotiations. The goal was to negotiate with the Milford  
229 Teacher’s Association, the Milford administrators and the Superintendent of Schools.  
230 He said they were still in negotiations with the teachers and the other two contracts  
231 were on the website as completed.  
232

- 233 ● Evaluate the full-day kindergarten pilot program. He said he felt they had met that goal  
234 but there were a couple of meetings coming up that would address full-day  
235 kindergarten.
- 236
- 237 ● Mr. Drew had been working on the bond project and he said he felt that goal had been  
238 met and things were ongoing and moving forward.
- 239
- 240 ● Exploring additional revenue sources. Ms. Siegrist stated that as far as what had  
241 happened this year she had went through Project DRIVE and took many photos and put  
242 them up for the Board and several areas were identified that needed repair. She said  
243 that had happened and everyone was pleased and happy and feel more confident in  
244 being able to sell that program.
- 245

246 Mr. Carvell asked if there were any questions from the Board members or the public. There  
247 were none.

248

249 **5. New Business**

- 250
- 251 a. Proposed Additional \$200,000 Cut
- 252

253 Superintendent Marquis stated that at the last meeting the Board had asked him to come back  
254 with an additional \$200,000 of cuts to the proposed budget, which was as follows:

255

256 Elimination of a part-time Health Teacher position at Milford High School:	\$44,550.00
257	
258 Reduction of a full-time Art Teacher at MHS to a 5/8 <sup>ths</sup> position:	\$65,624.00
259	
260 Reduction of a district-wide Professional Development line:	\$15,000.00
261	
262 Reduction in the estimated Health Insurance Increase:	\$75,000.00
263	
264 Total Budgetary Reduction:	<u>\$200,174.00</u>

265

266 Superintendent Marquis stated that they would still have one full-time health teacher remaining  
267 and Dr. Craven was in agreement with this and they would still be able to cover the needs of  
268 the students.

269

270 Superintendent Marquis also said, with regard to the reduction of the full-time art teacher to a  
271 5/8<sup>ths</sup> position that Dr. Craven believed he would still be able to offer the required amount of  
272 sections that students would be signing up for without difficulty.

273

274 Superintendent Marquis said that, referring to the reduction in the professional development  
275 line; was that they were asking teachers to do a lot more and they really did need to provide  
276 them with professional development opportunities. Superintendent Marquis said that Mr.  
277 Tenters felt that they could still meet the needs of the teachers while reducing the line by  
278 \$15,000.



279  
280 Superintendent Marquis stated that the last item was the reduction in the estimated health  
281 insurance increase for \$75,000.  
282  
283 Mr. Carvell asked if the \$44,500 in the reduction of the health teacher included benefits. Ms.  
284 Burk replied that was for the salary and FICA Medicare; pointing out that the person in the  
285 position was not eligible for insurance benefits. Mr. Carvel said he felt the amount was a little  
286 bit high. Ms. Burk replied that an experienced person held the position.  
287  
288 Superintendent Marquis said that Dr. Craven would look at his staff and redeploy that staff to  
289 make sure that all of the students' needs would be met. Mr. Carvell asked if the health person  
290 at the high school also went to Project Drive. Superintendent Marquis replied that was correct.  
291  
292 Mr. Mannino asked if the two teaching positions were existing positions and not proposed.  
293 Superintendent Marquis replied that they were existing positions.  
294  
295 Mr. Carvell clarified that there was a full-time art position changing to a 5/8<sup>th</sup>s position.  
296 Superintendent Marquis replied that was correct. Superintendent Marquis further replied that  
297 Dr. Craven was anticipating the retirement of a full-time art teacher and rather than filling that  
298 position with a full-time position, it would be reduced to 5/8<sup>th</sup>s. Mr. Carvell asked if it would be  
299 difficult to fill a part-time position with no benefits. Superintendent Marquis replied that the  
300 bridge would have to be crossed when they came to it but another thought was to hire a retired  
301 person.  
302  
303 Mr. Drew asked how many full-time art teachers would remain. Ms. Burk replied there would  
304 be two.  
305  
306 Mr. Mannino asked if there was a belief that when high school students signed up for electives  
307 that the reduction of an art teacher would increase an already existing waiting list.  
308 Superintendent Marquis replied that it may happen, noting that none of the cuts were easy to  
309 make.  
310  
311 Mr. Mannino asked, regarding professional development, if a certain segment of the staff was  
312 assigned to development or was it voluntary. Superintendent Marquis replied that it was  
313 targeted towards his particular goals; whether they were STEAM goals or competency goals  
314 and it was for all of the teaching staff as well as the para-professionals throughout the district.  
315 He further said that it was tailor made for the individual needs of the high school versus the  
316 middle school versus the elementary school. Superintendent Marquis said that the district lines  
317 in professional development were there and they supplement the federal funds that came out  
318 of Title 2A funds for professional development monies as well as class size reduction monies.  
319 He noted that those monies had been reduced over the last few years so they had to increase  
320 the local monies in professional development to neutralize the effect.  
321  
322 Mr. Mannino asked if the district encouraged tuition reimbursement training that would be  
323 parallel to the sort of professional development that the district was requiring. Superintendent  
324 Marquis replied that the teachers could take courses as per their contract. He said that his

325 particular goal district-wide may not align specifically with a course that they may have signed  
326 up for.

327  
328 Ms. Siegrist stated that she had a concern about the reduction in professional development  
329 and teaching staff. She said she thought with the district moving more towards the  
330 Competency-Based Curriculum that professional development seemed like it would be really  
331 key during this transition and removing the art teacher was the A in STEAM. Ms. Siegrist said  
332 she went through the budget line-by-line and added up the workbooks and some of the  
333 textbooks that seemed to be in addition to a lot of the on-line material and the total came up to  
334 over \$130,000. She said she was not saying that the district was spending extravagantly but  
335 that it had gone up over \$77,000 for the 2018/2019 school year. She suggested if the district  
336 were to take a one-year hiatus from some of the workbooks and have the teachers gear the  
337 work more tailored to exactly what they were doing it would give the teacher more freedom to  
338 stretch themselves and possibly save the district a good chunk of money without eliminating  
339 some harmful cuts. Superintendent Marquis replied that when his administrators sat with him  
340 they were honest with him and themselves when they were proposing these cuts and they  
341 knew what their priorities were and he trusted them. He said that they were moving into Next  
342 Generation Science and there was a lot of specificity with regard to textbooks, particularly with  
343 AP courses that were hundreds of dollars per textbook and while they were doing a lot more  
344 on-line work there was still a need to have hands on material for the students, particularly in  
345 the younger grades. Superintendent Marquis said again that it was not an easy process.

346  
347 Mr. Drew said while the last proposed cut was a no brainer he was concerned with the first  
348 three, especially the art teacher. Mr. Drew commented that a few years ago the Board decided  
349 to do away with the gifted and talented teacher in the middle school in lieu of a more cost  
350 effective online program called Renzulli and the first year there were ten participants and  
351 presently there were zero participants. He said once a position was gone it was gone and he  
352 did not think they could afford to do that and urged the Board not to support that cut.

353  
354 Mr. Mannino asked how much a gifted and talented teacher cost. Ms. Burk replied it was about  
355 \$75,000. Mr. Mannino said that he was not aware that the program was dead in the water with  
356 zero interest. Superintendent Marquis said that he could propose a program that would cost  
357 thousands of dollars and it would only service "X" amount of children in a building as opposed  
358 to the whole concept of STEAM which was integrated throughout the district and all children  
359 benefitted from it.

360  
361 Mr. Carvell stated that he felt they needed to find some cuts either from the proposed cuts  
362 before them or to look in other places. He said they had a recommendation from the  
363 Superintendent for \$309,000 of increases in new positions so he felt at some point the Board  
364 would have to prioritize where that money came from within the restrictions of a tax impact. He  
365 suggested that every Board member should take a look at what they had heard at the  
366 Saturday meeting. Mr. Carvell said that he thought that the Superintendent met with what the  
367 Board had asked him to do and they would go from there.

368  
369 b. Financial Forecast

370



371 Ms. Burk stated that she anticipated that the fiscal year would be ending with approximately  
372 \$260,000 which was in part due to possibly coming in under budget in the expenditures by  
373 \$287,000 and they would be a little short on revenue in part because the number of Mason  
374 students that were projected for this year was higher than what they actually had in attendance  
375 at the start of the school year. She said they had offset that a little bit with catastrophic aid  
376 coming in higher than what was predicted.

377  
378 Mr. Carvell clarified that the contingency fund was the Warrant Article money and beyond that,  
379 which would normally be called the fund balance left over at the end of the year was \$60,000.  
380 Ms. Burk replied that was correct.

381  
382 Mr. Carvell asked if there was a \$7,000 deficit in the lunch program. Ms. Burk replied that the  
383 \$7,000 that was noted was for the paid lunch equity versus raising meal prices. She said that  
384 presently the Food Service Program was doing really well. Mr. Carvell asked why it was  
385 running so well. Ms. Burk replied it had been doing well since they put in a Food Service  
386 Director; noting that there was a more advanced breakfast program at Heron Pond, there were  
387 more students participating in the middle school level and the high school was trying to do  
388 more with alternatives to just having the hot lunch option like soups, salad bars and rice.

389  
390 Mr. Carvell said that earlier in the year the Board had reorganized the school lunch program  
391 because it was running in a deficit for many years and that shift saved the district money and  
392 the new operations had provided a flat run and they were not dumping money out of the  
393 operating budget into the food program. He said the program was doing what it should be  
394 doing and he appreciated the Board thinking outside of the box. He also said that he would like  
395 to have the new Food Service Director come to a future Board meeting.

396  
397 c. Student Participation Information

398  
399 Superintendent Marquis reviewed the student participation rates in the various co-curricular  
400 activities over a number of years and what it currently was. He said the numbers for the Milford  
401 Middle School were numbers for five years beginning in 2012/2013 through 2016/2017. He  
402 then said following that were the co-curricular activities that were provided to the students at  
403 Milford High School.

404  
405 Superintendent Marquis stated that there was also a breakdown of the Fall Athletic Program  
406 participation numbers for the current year. He said additionally there was a breakdown for  
407 2016/2017 in terms of participation rates by grade 9, 10, 11 & 12 as well as by gender.

408  
409 Mr. Mannino asked if there was a document that showed how many coaches were associated  
410 with each sport. Superintendent Marquis replied he felt that information was part of the  
411 spreadsheet that was developed last year.

412  
413 Mr. Mannino asked if there were a way to determine if any changes were made to the number  
414 of positions that were added to these sports because it seemed like they were constantly  
415 adding positions and he did not know where they were coming from or why they were needed.  
416 Superintendent Marquis replied that there were three or four positions that he was requesting

417 stipends for that did not exist in the past. He said that one of the Board members had asked  
418 what the requirements were regarding how many coaching positions were needed for  
419 example, for girls' softball or wrestling and if there were particular NHIAA requirements around  
420 that. He said he had not yet finished compiling that information.

421  
422 Mr. Mannino stated that for a period of time the Board was reviewing new positions and going  
423 over the justification for them. He said if that met the majority of the Board's approval then  
424 perhaps that was an option for co-curricular. Superintendent Marquis replied that they  
425 attempted to provide justification for the additional positions. Mr. Mannino said that at some  
426 point pay for play would come back, especially with new sports such as hockey where pay for  
427 play was just expected and the information for new co-curricular positions would be  
428 instrumental in either arguing for the current process or going another route.

429  
430 Mr. Carvell asked if what Mr. Mannino wanted was to melt this together with the other  
431 spreadsheet that showed the stipend for every sport and then listing out if it were three  
432 stipends for that particular sport at a school and what those positions were so that there was a  
433 cost value for each one of those sports when it came to the coaching stipends. Mr. Mannino  
434 replied that he felt that would be a true representation of the real expense.

435  
436 Mr. Mike Hatfield, Director of Special Services – (Item Added - Not on the Agenda)

437  
438 Mr. Hatfield stated that there was an increase of students that required special services across  
439 the district; noting that they currently had 372 students that were identified in the district. He  
440 said he looked at the 2011/2012 school year and there was a .98% increase of students from  
441 that year to now.

442  
443 Mr. Hatfield said that there was a 3% increase from 2011/2012 to the present time for Section  
444 504 with 211 students.

445  
446 Mr. Mannino asked Mr. Hatfield to describe Section 504. Mr. Hatfield replied that Section 504  
447 is for special accommodations that some students require which is typically based on a  
448 medical need. He said that IDEA (Individuals with Disabilities Education Act) or special  
449 education funds are for students that require modifications and/or specialized instruction and  
450 accommodations where combinations in Section 504 allowed access to the general curriculum.  
451 He also said that there are a variety of areas where students could be eligible for a 504  
452 including basic points of living such as standing, breathing, learning and bending.

453  
454 Mr. Hatfield stated that in 2011/2012 there were 33 students identified under IDEA or special  
455 education as having autism and 30 students as having an emotional disturbance or emotional  
456 handicap. He said at this point the numbers had jumped to 42 and 37 respectively. He further  
457 said that these were the two identifications in the area of special education that required the  
458 services of a Licensed Mental Health Care Counselor background or with a Board Certified  
459 Behavior Analyst. Mr. Hatfield said that there was also a need for a Licensed Mental Health  
460 Care Counselor at the DRIVE Building.

461  
462 Mr. Mannino asked, referring to the Board Certified Behavior Analyst, if there would be any  
463 liability concerns regarding training others to implement components of the treatment plans or  
464 behavior plans. Mr. Hatfield replied that it would just be as a team member consulting with the  
465 staff. He said there was training that Board Certified Behavior Analysts could often provide to  
466 the para staff; which would enable them to become a Registered Behavior Technician but  
467 typically there was a cost for that training. He noted that his end goal was to provide that  
468 professional development.

469  
470 Mr. Mannino asked if because of the district's long-term outlook at attracting interest from other  
471 communities to help save costs if this position was instrumental in the long-term development  
472 of a strong program in the Town of Milford. Mr. Hatfield replied he absolutely did.

473  
474 Mr. Drew said that the data showed the numbers going up pretty steadily over the last few  
475 years and the enrollments were actually declining. He asked if Mr. Hatfield felt they were  
476 getting better at diagnosing these things or if something else was going on. Mr. Hatfield replied  
477 that there was a spike in the autism diagnosis and he was seeing that as children came into  
478 the pre-school that the intensity of the kids with special education was increasing but he did  
479 not know the reason behind it but he was certain that it was there.

480  
481 Mr. Mannino said that currently there was a service that was contracted that fulfilled the  
482 district's needs. He said that it seemed like it would be a benefit that the district would want  
483 someone who could build a relationship with the students instead of hoping the same  
484 consultant was going to come back week after week. Mr. Hatfield replied that he agreed.

485  
486 Mr. Mannino stated that sometimes parent's had the mindset that the district was working  
487 against them and asked how this position would help the parents in the process and gain their  
488 trust. Mr. Hatfield replied that sometimes the parents accepted it and sometimes they did not  
489 but having a person with this specific background and training would be very helpful.

490  
491 Mr. Mannino said that it may also be the case that because the staff may not have completely  
492 understood a child's behavioral condition or remedy to help that student that this position may  
493 help the process of not having the need to send a child out-of-district at such an exorbitant  
494 cost. Mr. Hatfield replied that was correct and his hope was always that the students that  
495 were not with them in the district would find opportunities to return.

496  
497 Mr. Mannino said that domestic violence and opioid abuse did not happen overnight and it was  
498 important to have early intervention for those students who needed assistance.

499  
500 Ms. Siegrist stated that currently they were contracting about \$35,000 per year for the BCBA  
501 position. Mr. Hatfield replied it was about \$43,000.

502  
503 Ms. Siegrist asked if for less than half of the requested salary for this position through the  
504 contracts currently paid, we seem to get a very limited amount of availability and access. Mr.  
505 Hatfield replied that was correct.

506

507 Ms. Siegrist asked what exactly triggers a call to the contracting agency for a BCBA. Mr.  
508 Hatfield replied that they contracted with the BCBA based on the needs that were identified in  
509 the district and in the student's IEP.

510  
511 Ms. Siegrist asked how long it took from the point of request to when a BCBA met with a  
512 teacher. Mr. Hatfield replied that it based on priority. The goals and needs of the IEP are met  
513 first and additional requests fall further down on the priority. He said that the person we  
514 contract with works with other districts as well, so we need to find a time that they are  
515 available.

516  
517 Ms. Siegrist commented that the person was busy and not readily available. Mr. Hatfield  
518 replied that was correct.

519  
520 Mr. Carvell stated that the current situation seemed to be more reactive than preventative. Mr.  
521 Hatfield replied that was correct. He added that last year when the position was approved by  
522 the board, he told the person they were contracting with who told him directly that our district  
523 needed a full-time person in this position with the identified needs in the district being much  
524 greater than what they could provide.

525  
526 Mr. Carvell said that he felt the BCBA position would help return some of the students who  
527 were currently outplaced, would represent a cost savings, but we would probably be able to  
528 handle more students as well.

529  
530 Mr. Carvell then asked Mr. Hatfield to describe the other position of the Licensed Mental  
531 Health Counselor. Mr. Hatfield said that Project DRIVE had two programs; one was the  
532 elementary self-contained program where they had three students and the other was the grade  
533 6-12 program where they had about 25 students. He said these students were bright, engaging  
534 and talented but some came with various levels of mental health challenges. He said they  
535 were in need of a Licensed Mental Health Care Counselor to support the students because  
536 they were unable to sustain a day-to-day schedule within the main campus. He added that the  
537 need was critical to support the day-to-day needs of not only our students but also our  
538 teachers and administrators.

539  
540 Ms. Siegrist commented that adding this position would mean less students requiring  
541 placement outside our district and bringing those students back would represent a large  
542 savings in their outside placement costs. Along with being able to better meet the needs of our  
543 students requiring these services, having these two positions would also help us in selling the  
544 DRIVE Program to students requiring these services in surrounding districts, which means  
545 added revenue. It would be very challenging to really sell the DRIVE program without these  
546 positions.

547  
548 Mr. Hatfield added that a person filling this position could also help the staff in the DRIVE  
549 program to vent and help them to be better be able to deal with the issues they face daily.

550  
551 Mr. Carvell said that he did not disagree that these positions were heavily needed but the  
552 challenge was how they would be paid for.

553  
554 Ms. Siegrist asked if the BCBA would be a district-wide position that would be available for all  
555 of the schools. Mr. Hatfield replied that was correct.

556  
557 Mr. Carvell asked which of the two positions he felt was needed most. Mr. Hatfield replied that  
558 they were both 100% equally needed positions.

559  
560 Mr. Mannino requested that the Board hear from Ms. Alcox, since she came the meeting at our  
561 request and hear her perspective on the value of this position.

562  
563 Mrs. Chantel Alcox, Principal, Heron Pond Elementary School, addressed the Board and  
564 stated that the need was present and was something that they had asked for several years. In  
565 her 28 years of teaching she said that the need is here and currently it is much more intense  
566 than ever before. She said the support for students and teachers would be much more on-time  
567 support and in the moment and it would make a significant difference for not only the students  
568 who had social and emotional needs but for the other students that are in these classrooms  
569 along with the teachers in these classrooms.

570  
571 **6. Old Business**

572  
573 a. 2018-2019 Operating Budget

574  
575 Mr. Carvell said that there was a lot of information to be absorbed along with the proposed  
576 \$200,000 in reductions. He said that he felt the \$200,000 reduction was a fairly good amount  
577 to hit but he needed to look at a few other items that were on the operating side. He further  
578 said that for him it was working through it and waiting for the Budget Committee to provide  
579 their recommendations.

580  
581 Mr. Mannino stated that currently they were just seeking to reduce the proposal of increased  
582 spending and nothing had been cut. Mr. Carvell replied that he felt it was more of a priority  
583 shift, that it was a little bit of cut and a little bit of new positions and where they met in the  
584 middle was the priority of what the Superintendent had presented to the Board.

585  
586 Mr. Carvell asked Superintendent Marquis if he was comfortable with what was proposed.  
587 Superintendent Marquis replied that he was and he felt both the BCBA and the Mental Health  
588 Care Counselor were critical for the district. He further said that the positions he recommended  
589 to the Board (provided in the yellow booklet) were all critical to the operational ability of the  
590 district to meet the needs of the students. Superintendent Marquis said that he recognized that  
591 they needed to be sensitive to the fiscal impact to the community and that his administrators  
592 knew that as well and they understood that they would need to shift some things around but  
593 that student needs would still be met. Superintendent Marquis requested that if the Board  
594 wished to give him another directive that they please do it at the next Board meeting.

595  
596 Ms. Siegrist asked if the Board would be willing to ask the Superintendent about some of the  
597 line items that she found rather than reducing teaching positions and funding. Superintendent



598 Marquis said his comment on that was that his administrators had already done that but they  
599 could certainly review it again.

600  
601 Mr. Carvell said he did see some other areas of opportunities and one thing the Board had  
602 done over the years was to reorganize some of the priorities in new positions and eliminated  
603 positions and developed positions with dual responsibilities. Mr. Carvell asked if anyone had  
604 any thoughts of going a little bit deeper just to see what it looked like. He said he knew there  
605 were some concerns that when they started to go deeper that a lot of it would be in positions.  
606 He said even with just the \$200,000 cut it could possibly have impacted the students even  
607 though he heard the Superintendent say that those positions were covered and the  
608 administrators felt they could still meet the needs of the students.

609  
610 Mr. Mannino said that he did not support cutting the two positions.

611  
612 Mr. Willette said he supported the \$200,000 cut and he definitely supported the two positions  
613 in special ed.

614  
615 Mr. Carvell stated that it was certainly a challenge but felt that if they fined tuned the budget a  
616 little bit that they could find monies and prioritize it and at the end of the year if they hit \$70,000  
617 in the fund balance then the Board could cover some of the items that were reduced out of the  
618 operating budget.

619  
620 Superintendent Marquis suggested that they stay with the \$200,000 cut but he would go back  
621 to his administrators and ask them if they took the two positions out of the mix if they could still  
622 find \$200,000.

623  
624 Mr. Carvell said that the Board had the least amount of impact in the classroom and the two  
625 positions at Project DRIVE were really on his radar.

626  
627 Ms. Siegrist said that she just pulled out items that stood out, all of the workbooks and a few of  
628 the textbooks. She further said that the line item went up by over \$75,000 but she did not have  
629 specific recommendations and would leave it up to Superintendent Marquis and his staff. Ms.  
630 Siegrist commented that she had heard that some surrounding districts did not use workbooks  
631 anymore and if they were not and still doing relatively well then why couldn't Milford give it a  
632 try.

633  
634 Mr. Willette replied that teachers had to have tools to work with and textbooks and workbooks  
635 were part of the tools that teachers needed. Mr. Carvell replied that he agreed but it would be  
636 challenging.

637  
638 Mr. Carvell asked if there were any further questions or comments from members of the Board  
639 or the public. There were none.

640  
641 b. Estimated Kindergarten Costs  
642



643 Superintendent Marquis reviewed the anticipated costs that were associated with moving from  
644 a part-time kindergarten program to a full-time kindergarten program based on an estimated  
645 126 students anticipated with eight full-day sections that would be needed.  
646

647 Superintendent Marquis stated at the next Board meeting the kindergarten team would be  
648 present along with Principal McGuire to talk about what it was like to be in a classroom with  
649 part-time kindergartener's and the limitations that they faced around that versus the  
650 advantages of a full-day program.  
651

652 Current Teaching Staff: 3 full-time and 2 part-time with 8 half-day sections.  
653

654 **Proposed Staff: Teachers (includes insurance)**  
655

656 Move two part-time teachers to full-time: \$148,000.00

657 Need three new full-time teacher's @ \$75,000.00 each \$225,000.00  
658

659 Current kindergarten assistants: 4 staff @ 3 - 4.75 hours per day  
660

661 **Proposed Kindergarten Assistants:**  
662

663 Four staff @ 5.5 hours per day: \$ 17,000.00  
664

665 **Proposed Special Education Associates:**  
666

667 Two 1 on 1 full-time associates @ \$39,000 ea. (includes insurance) \$ 78,000.00

668 One part-time program Associates \$ 16,500.00  
669

670 **Classroom Furniture** \$ 10,000.00

671 **Classroom Supplies** \$ 15,000.00

672 **Classroom Technology** \$ 11,000.00  
673

674 **Food Service Costs:**  
675

676 **Additional Staff:**  
677

678 One person @ 4 hours per day: \$ 10,000.00  
679

680 **Transportation Costs:**  
681

682 One additional elementary school bus: \$ 52,000.00  
683

684 **Estimated Total Cost:** **\$582,500.00**  
685

686 Offsetting Keno-Garten revenue @ \$1,100 per student \$138,600.00  
687

688 Mr. Drew said that the cost of taking two part-time teachers to full-time was \$148,000 or  
689 \$74,000 each and to add the new teachers was \$75,000. Ms. Burk replied that the two part-  
690 time staff the district presently had were experienced teachers versus the new staff would be a  
step 3 or lower on the experience scale.

691  
692 Mr. Drew asked if the \$75,000 included benefits. Ms. Burk replied it did.  
693  
694 Mr. Mannino asked if the \$148,000 was the total salary of the two part-time positions at full-  
695 time. Ms. Burk replied it was the difference. Mr. Mannino asked if it was an additional \$148,000  
696 over what they were currently being paid. Ms. Burk replied that was correct. Mr. Mannino  
697 asked what the full cost was. Ms. Burk replied it was about \$40,000 each so it would be  
698 making up the other half of the salaries and adding on the benefits. Mr. Mannino commented  
699 that the full cost was about \$185,000 to \$190,000. Ms. Burk replied at \$40,000 each it was  
700 another \$80,000 on top of that.  
701  
702 Mr. Willette asked where the projected number for kindergarten came from. Superintendent  
703 Marquis replied that the numbers came from Mr. Dargie.  
704  
705 Mr. Carvell asked if there were any members of the public who wished to comment.  
706  
707 Senator Gary Daniels, addressed the Board, and stated that there was a question about when  
708 the program would start and there was still not an effective date. Superintendent Marquis  
709 replied it would start in 2018.  
710  
711 Senator Daniels said that the kindergarten Bill started in fiscal year 2019, in addition to the  
712 funds received pursuant to RSA 98:40A, in the first year that a school district or chartered  
713 public school operates an approved full-day kindergarten program the Commissioner of  
714 Education shall calculate and distribute a grant of \$1,100 per kindergarten pupil based on the  
715 enrollment number of eligible full-day kindergarten pupils on the first day of the school year.  
716 He said the money was not going to be available until 2019 and asked why Superintendent  
717 Marquis continued to put the notation at the bottom that the \$582,000 was going to be reduced  
718 by \$136,000. He further said that he felt it was misleading because the money would not be  
719 available in 2018. Superintendent Marquis replied that he apologized if it was misleading and  
720 he had multiple conversations in an attempt to clarify when exactly the Keno-Garten piece of it  
721 would begin and people were going back and forth in terms of their understanding of it and that  
722 was why it was left on as a notation. Senator Daniels stated that what he just read was directly  
723 from the Bill. Superintendent Marquis replied that the notation would be removed.  
724  
725 Mr. Mannino stated that, for full disclosure, he was a manager with the Lottery Commission  
726 and relative to Keno, the agency kept an eye on legislation. He said that there was legislation  
727 that would be introduced, if it was not already, that would repeal Keno as a source of funding  
728 for full-time kindergarten. Mr. Mannino said that the target date for Keno to roll out for the cities  
729 that approved it was mid-December.  
730  
731 Mr. Carvell asked if there were any members of the public who wished to comment.  
732  
733 State Representative Joelle Martin, addressed the Board, and stated that even if Keno was  
734 decoupled from this it would not impact the \$1,100. Mr. Mannino said he did not know where  
735 the money would come from without Keno. Ms. Martin said the \$1,100 was independent of  
736 Keno, it was guaranteed per each full-time kindergarten student. She said the Keno was the

737 additional up to the full adequacy amount. Mr. Mannino relied that in terms of the district it was  
738 still money that had to come from somewhere to fund this.

739

740 c. Acceptance of Roof Top Units Bid

741

742 Mr. Drew said that it was the intention to have a recommendation for the Board at this meeting  
743 but it was not quite ready. He said there was going to be a conference call between Mr.  
744 Cooper, the engineer and the apparent low bidder to go through some final scope items and  
745 make sure the number was where it should be and the engineer was satisfied that the  
746 equipment they had was going to pass muster with them. He said there should be a  
747 recommendation for both the roof top units and the piping project at the next meeting. Mr.  
748 Drew pointed out that when the Board voted on the bids he would abstain because his  
749 employer had bid on both of the projects; noting that he was not involved in the bidding or in  
750 any of the negotiation processes.

751

752 **7. Housekeeping Items**

753

754 a. Approval of Minutes 11/06/17

755

756 Ms. Siegrist commented that she felt there were omissions and asked if the minutes could be  
757 reviewed and approved at the next meeting.

758

759 b. Approval of Manifests: 11,1057,1058,1059,1060,1061,1062 & 1063

760

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

762

763 **VOTE: 5 – 0 – MOTION CARRIED**

764

765 c. List of Classified Appointments (Informational Only)

766

767 d. List of Co-Curricular Appointments (Informational Only)

768

769 e. List of Email Correspondence (Informational Only)

770

771 **8. Public Comments**

772

773 Senator Gary Daniels, addressed the Board, and stated that in October there was an article in  
774 the Union Leader called **Smarter Balanced and SAT Scores in NH decline in Math and**  
775 **English proficiency**. He said it noted that grades three through eight had taken the Smarter  
776 Balanced test and scores in proficiency were down. He further said that grade eleven students  
777 took the SAT's and fared a little bit better. He said he was interested to know where Milford fell  
778 on this and he noticed that this was the first year since 2008 that the district report card was  
779 not posted on-line. Superintendent Marquis replied that Mr. Tenters had reported that to the  
780 Board earlier this year and he would have Mr. Tenters provide Senator Daniels with a copy of  
781 the district report card. He pointed out that it should be part of the Board's minutes at some  
782 point as well.

783  
784 Mr. Carvell asked if the district report card was available on the website. Superintendent  
785 Marquis replied that it was usually posted just before the Deliberative Session.  
786

787 **9. Non-public Session:** Pursuant to RSA 91-A:2 I (a) Strategy or Negotiations with respect to  
788 collective bargaining, and/or RSA 91-A:3 II (a) Personnel.  
789

790 Mr. Willette made a motion to go into a non-public session. Mr. Mannino seconded the motion.  
791 The Board went into non-public session at 9:32 pm.  
792

793 **VOTE: 5 – 0 – MOTION CARRIED**  
794

795 Mr. Willette made a motion to come out of the non-public session. Mr. Drew seconded the  
796 motion.  
797

798 **VOTE: 5 – 0 – MOTION CARRIED**  
799

800 **10. Adjournment**  
801

802 Mr. Mannino made a motion to adjourn the meeting. Mr. Willette seconded the motion.  
803

804 **VOTE: 5 – 0 – MOTION CARRIED**  
805

806 The meeting was declared adjourned at 9:55 p.m.  
807  
808  
809  
810

811 \_\_\_\_\_  
812 School Board Chair

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