

MILFORD SCHOOL BOARD
MINUTES OF MARCH 19, 2018, MEETING
MILFORD HIGH SCHOOL, LECTURE HALL #182

1
2
3
4
5 **1. Administration of Oath (per RSA 92:5)**

6
7 Mr. Carvell asked if there were any questions with regard to RSA 92:5. There was none.
8

9 **2. Call to Order**

10
11 Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford High
12 School at **6:00 p.m.** Board members present were Board Vice-Chair Kevin Drew, Mr. Bob
13 Willette, Mr. Len Mannino and Ms. Jennifer Siegrist. Also in attendance was Superintendent
14 Robert Marquis.
15

16 **3. Organization of School Board (per policy 2154)**

17
18 a. Election of Officers

19
20 1. Chairperson

21
22 Mr. Willette made a motion to nominate Ron Carvell as Chair of the School Board.
23

24 **VOTE: 5 – 0 – MOTION CARRIED**

25
26 2. Vice Chair

27
28 Mr. Carvell made a motion to nominate Kevin Drew as Vice Chair of the School Board.
29

30 **VOTE: 5 – 0 – MOTION CARRIED**

31
32 3. Secretary

33
34 Mr. Carvell made a motion to nominate Jennifer Siegrist as Secretary of the School Board.
35

36 **VOTE: 5 – 0 – MOTION CARRIED**

37
38 A non-public meeting was held on March 19, 2018, in the SAU Conference Room in the Milford
39 High School at **6:15 p.m.**

40
41 Mr. Willette made a motion to go into a non-public session pursuant to RSA 91-A:3 II (a)
42 Personnel. Mr. Mannino seconded the motion.
43

44 **VOTE: 5 – 0 – MOTION CARRIED**

45
46 Mr. Willette made a motion to come out of the non-public session. Ms Siegrist seconded the
47 motion.
48

49 **VOTE: 5 – 0 – MOTION CARRIED**

50
51 **7:00 p.m.** - Public Meeting Resumes - Lecture Hall, #182, Milford High School
52 Continuation of Organization of School Board

- 53 b. Appointments
54
55 1. Truant Officer (RSA 189:34 & 35) - Officer Rich Addonizio
56
57 c. School Board Representatives to Advisory Committees
58
59 1. Applied Technology Center Regional Advisory Committee - Jen Siegrist
60
61 2. Technology Committee - Ron Carvell
62
63 3. Wellness Committee - Bob Willette
64
65 4. Granite Town Media Advisory Committee - Ron Carvell
66
67 5. Capital Improvement Plan – Citizens Advisory Committee - Kevin Drew
68
69 6. Oversight of Bond Projects - Kevin Drew
70
71 d. School Board Standing Sub-Committee(s)
72
73 1. Finance - Ron Carvell and Bob Willette
74
75 2. Policy Review - Ron Carvell and Bob Willette
76

77 **4. Board Member Comments**

78
79 Mr. Carvell thanked all of the members of public who came out to vote and supported the school
80 system. He said everything passed on the ballot, which was good.

81
82 Ms. Siegrist stated that she too was also very happy with the turnout for the election. She said
83 the full-day kindergarten program had passed and she felt that was going to be a huge benefit
84 for the community.

85
86 Ms. Siegrist also said that she attended the student walkout the previous Wednesday and said
87 it was very moving to hear some of the statements that the students made. She further said that
88 she thought they did an incredibly responsible, grown-up, independent representation of what
89 they felt and what they wanted to say.

90
91 Mr. Carvell stated that he too attended the walkout as well and agreed with Ms. Siegrists'
92 statement and he thanked all of the agencies that assisted in the planning of that and noted that
93 Dr. Craven and Mr. DeMarco did an excellent job with the students.

94 95 **5. Public Comment**

96
97 Mr. Bob Thompson, Wallingford Road, addressed the Board and stated that he was also very
98 happy with the voter turnout. He thanked the administration and the Board for what was a very
99 successful voting day.

100 Mr. Thompson said that they were providing better mental and behavioral health supports for
101 some of the most at risk kids and making improvements to custodial and maintenance resources.
102 He said that he was impressed with the persistence of the Board with regard to the full-day
103 kindergarten program. He asked the Board to think about what initiatives they could put their
104 time, energy and resources in that was going to yield a high level of student achievement but
105 also something the community could be rallied on.

106

107 **6. Reports and Presentations**

108

109 a. Superintendent's Report

110

111 **Middle School**

112

113 Congratulations to the following students who were accepted into the Southwest District band:
114 Caroline Raino, Dzenana Harambasic, Adriana Georgre, James Arsenault and Gene Lemaire.

115

116 Congratulations to the following students who were accepted into the Southwest District chorus:
117 Madison Murphy, Kyra Whitehead, Madelyn Bergen, Carter Bagby, Matthew Caristinos, Nicolas
118 Conforti, Daniel DeBernardo and Daniel Solari.

119

120 The middle school has officially achieved the Team Earth Gold Award, which is the highest level
121 of school recycling recognition awarded in NH. They will be receiving a new tree from the middle
122 school and a Best of the Best Award on May 22 at the School Recycling Conference.

123

124 The Innovation Lab Classroom at the middle school was selected to receive a 2017 Hess Toy
125 Truck STEM Kit.

126

127 **Heron Pond**

128

129 On February 22, 2018, the students broke the Guinness World Record for the most people
130 dressed up as a Dr. Seuss character; he noted that the previous record was 564 and they had
131 686 people dress up.

132

133 In January, Beth Brooks won the Spelling Contest at Heron Pond. She also competed in the
134 State Spelling Bee on Saturday, February 24, 2018, in Concord.

135

136 Ellis Island Day at Heron Pond was on February 21, 2018, and was a great success.

137

138 In preparation of students moving from the 5th grade at Heron Pond to the 6th grade at the middle
139 school, the 6th grade students visited their old school and talked about their experiences in
140 Nature's Classroom. On February 22nd, the middle school hosted an informational evening for
141 the parents of the 5th grade students.

142

143 **Jacques Memorial School**

144

145 Last Wednesday the students started their gardening lessons funded through PTO.

146

147 The school's Pennies for Patients raised over \$1,619, which surpassed their goal of \$1,500. The
148 monies were spent making a student who has substantial health issues a "Superhero."
149
150 We will be meeting shortly to begin planning for full-day kindergarten, room assignments,
151 staffing, etc.

152 153 **Elementary School**

154
155 On Tuesday, May 1st, the district will be working with Butler Bus Company and the Milford Police
156 Department on a program called Operation Safe Stop. This program is designed to educate
157 drivers around the need to be aware of flashing lights on buses. Some of the officers will follow
158 busses to enforce the laws around illegally passing busses who have red lights flashing as well
159 as working with our Driver's Education teacher to inform our potential young drivers of the
160 importance of recognizing and stopping at the flashing bus lights.

161 162 **Milford High School**

163
164 A safe student walkout was conducted on Wednesday, March 14th, and I was very pleased with
165 the calm, focused and respectful behavior of all the students. I would also like to thank our
166 administrators, police and fire departments for creating a safe venue for students to share their
167 thoughts.

168
169 On Thursday, April 12th, from 5:30 p.m. – 8:00 p.m. the high school will be hosting a STEAM
170 night. Our social studies teachers will join us for the first time as well as the "Fuel Up to Play 60
171 people." The US Army is going to have their STEM Mobile Exhibit Vehicle on site for the event.
172 Commissioner of Education Frank Edelblut and his family will be in attendance and the
173 Commissioner will be delivering the closing remarks.

174
175 Mr. Mannino asked what the Southwest District referred to and Superintendent Marquis said it
176 merely referred to where the school was located. He also asked if this was the first time the
177 police were following the school buses in our district and Mr. Marquis said that this would be the
178 first time.

179
180 Ms. Siegrist asked if the registration for kindergarten was underway. Superintendent Marquis
181 replied that it was and they would publicize the process to the community.

182
183 Ms. Siegrist asked if there was a date that registration closed. Superintendent Marquis replied
184 in the past they had a date that it closed but he was not sure if that would be applicable any
185 longer.

186 187 **7. New Business**

188
189 a. Financial Forecast - **(Exhibit is attached to meeting agenda)**

190
191 Ms. Burk summarized her memo addressed to Superintendent Marquis as follows:

192
193 An analysis of the financial position of the Milford School District for the 2017/18 school year has

194 resulted in an expected positive fund balance at the end of the fiscal year of approximately
195 \$297,500. Expenditures at June 30, 2018, are anticipated to be under budget by about \$412,500.
196 Revenues are anticipated to come in lower than budgeted by around \$115,000. This is still an
197 estimate, as we are around two-thirds of the way through the year and we will have some
198 additional spending which is what is reflected in the attached pages. We do anticipate spending
199 additional funds on an out-of-district placement for one or possibly two students, which is
200 reflected on the expenditure side under code 563. In addition, we usually reserve repair &
201 maintenance funds for work to be completed in the spring, and we have fees associated with
202 student testing reserved as well.

203
204 On the revenue side, we had estimated a higher number of Mason students than what we
205 actually received this year. At this time, the District does not have as many out-of-district Special
206 Education students tuition-in as in previous years, so the revenue estimation is lower than the
207 budgeted amount. Catastrophic Aid estimates released in October 2017 was higher than
208 budgeted. We are anticipating receiving some of the public infrastructure funding from the State.

209
210 Mr. Carvell asked if the 563 code and the estimated \$200,000 was already built in to end them
211 with \$297,000. Mr. Burk replied that was correct.

212
213 Mr. Carvell said the \$200,000 of the \$297,000 was committed to the contingency fund for next
214 year. Ms. Burk replied that was correct.

215
216 Mr. Carvell said the \$200,000 was in the contingency fund and had to be spent by June 30,
217 2018, or returned to the taxpayers. Ms. Burk replied that was correct.

218
219 Mr. Carvell asked if there were any other questions or comments regarding the financial forecast.
220 There was none.

221
222 b. School Board Calendar for New Term

223
224 Mr. Carvell stated the Board had a Milford School Board Meeting Schedule for the 2018-2019
225 school years in draft form. He also said that he added the following two meetings:

- 226
227 ● April 16, 2018 – Set School Board goals, hearing on unanticipated revenue,
228 substitute teacher cover report.
229
230 ● October 1, 2018 – Quarterly reports, progress review of the School Board goals.
231 Enrollment projections if possible and co-curricular overview.

232
233 Ms. Siegrist suggested that the school's website needed to be re-done and perhaps inviting the
234 public to a meeting to get input. Mr. Carvell replied that could be one of the goals for the new
235 term.

236
237 c. School Board Goals for New Term – Preliminary Discussion

238
239 Mr. Carvell said he wanted the Board members to start thinking about the goals and expectations
240 for the new term, for instance with kindergarten as well as the website. He said the custodial

241 and teacher contracts were both up this year and those were goals that needed to be one the
242 agenda as well.

243
244 Mr. Drew echoed the comments that Ms. Siegrist and Mr. Carvell made regarding the website.
245 Ms. Siegrist stated that last year the goal was to do what they could with Project DRIVE to see
246 about bringing in new revenues. She said she thought what they did through the previous year
247 was to set all of the pieces up that were needed to try to get that in process and seeing what the
248 administrators needed.

249
250 Mr. Carvell asked if we currently have any out-of-district placements at Project. Superintendent
251 Marquis replied they had not.

252
253 Superintendent Marquis reminded the Board that they had some building projects coming up.

254
255 Mr. Carvell said that he would put together a “goal draft” for the Board.

256 257 **8. Old Business**

258 259 a. Contingency Fund Prioritization - **(Exhibit is attached to meeting agenda)**

260
261 Superintendent Marquis stated that the Board had an updated list in their packet. He said the
262 second line, which was infrastructure funding to upgrade monitors and card access at Heron
263 Pond, Jacques and the Milford Middle School were recent applications. Superintendent Marquis
264 also said that it was his understanding that he should hear something by tomorrow afternoon.

265
266 Mr. Carvell asked if they were part of the grants. Superintendent Marquis replied they were part
267 of the infrastructure grants. He said the typical percentage was that they paid 80% and the
268 District paid 20%.

269
270 Mr. Carvell stated that they had to pay 100% up front and they would get the return back the
271 following year. Superintendent Marquis replied that the work had to be completed by June of
272 2019. He said he was not sure when they would get the monies back.

273
274 Ms. Burk said that it came down to when they could demonstrate project completion and how
275 they had paid for it.

276
277 Mr. Carvell said that some of the projects were security upgrades and he felt those were the
278 projects that they needed to be moved on fairly quickly. Superintendent Marquis said they could
279 move on the first one right away and if they got approval then they would move on the second
280 one.

281
282 Mr. Carvell asked if there were other ones that were approved by the Governor. Superintendent
283 Marquis replied the high school door locks, the security cameras district wide and the lock down
284 shades were approved by the Governor.

285
286 Mr. Carvell asked if this was one that should coming from the contingency fund. Ms. Burk replied
287 since they were not anticipated projects when the year began that it would be a good use of the

288 contingency funds.

289
290 Mr. Carvell asked Mr. Drew if anything could pop up with regard to the June 30th Capital Bond.
291 Mr. Drew replied they had some challenges with some of the bidding that they were trying to
292 work through but he did not have any numbers. He said potentially there could a little bit more
293 work to do but it currently appeared to be a little bit over budget.

294
295 Mr. Carvell asked what the total was for the door locks and cameras that were already approved.
296 Superintendent Marquis replied that the amount they would have to pay was \$15,000 or 20%.

297
298 Mr. Carvell noted that they would have to pay it upfront so the total amount would have to come
299 out of the contingency fund. Ms. Burk replied that was correct with the anticipation that they
300 would 80% returned to them.

301
302 Mr. Carvell asked if some research could be done to see how the revenue would come back.
303 Superintendent Marquis replied he would do that.

304
305 Superintendent Marquis said the next new item on the list was the purchase of the
306 Chromebooks; pointing out it was district wide. He said the Chromebook purchases were
307 removed from the budget and he was putting them on the list because he felt it needed to be at
308 the forefront of everybody's thoughts because it was really critical to move the technology piece
309 forward. He said they needed to find the money for the Chromebooks whether it came from the
310 contingency fund or the fund balance.

311
312 Superintendent Marquis said the next item that did not appear on the list at the last Board
313 meeting was for the disposal of chemicals at the high school for \$15,000. He further said he was
314 not sure how frequently the disposal had to happen but Clean Harbors was the company they
315 had received quotes for in the past. He said they were chemicals that were used in the chemistry
316 labs.

317
318 Mr. Carvell asked if it was \$15,000 per year to dispose of the chemicals or if it was built up over
319 three or four years. Superintendent Marquis replied he believed it was built up after multiple
320 years. Ms. Burk said the last time the chemicals were disposed of was eight or nine years ago.

321
322 Mr. Carvell stated that he had two concerns; one was that they were storing chemicals that
323 should be removed on an annual basis when the school shut down and two, that he felt the
324 \$15,000 should be part of the school operational budget.

325
326 Mr. Carvell said that he felt the chemicals should be cleaned out every year when the labs shut
327 down and they were not being stored in the school.

328
329 Superintendent Marquis replied that the Board could choose to dispose of the mass of them now
330 for \$15,000 and then in each year's annual budget put an amount in so that it did not build up.

331
332 Mr. Carvell said that he would like to know a little bit more about it. He said he did not think they
333 should store the chemicals.

334

335 Superintendent Marquis stated that the Department of Labor had come in last year and
336 performed an inspection and it was not a concern. He further stated that the chemicals were
337 stored safely in drums and properly labeled.

338
339 Superintendent Marquis said that Mr. Carvell had asked for a quote for a TRAK 1630SX Lathe
340 for the ATC Center and it was \$36,530 but further said it was not a critical item according to Mr.
341 Jalbert. Mr. Carvell commented that he wanted to know which items were critical.
342 Superintendent Marquis replied the Lathe was the most critical item but not so critical that it had
343 to be on the list.

344
345 Superintendent Marquis commented that everything else on the list had been on the list since
346 the last Board meeting.

347
348 Mr. Carvell said the sander had been eliminated from the budget. Superintendent Marquis
349 replied that was correct.

350
351 Mr. Drew said the middle school rooftop unit, as he understood it, had an issue with the heating
352 of the lobby in the back and he felt that \$15,000 was probably a very light number.
353 Superintendent Marquis replied he would look at it again.

354
355 Mr. Carvell asked what the roof repair was at Jacques. Mr. Mannino replied it was something
356 similar to Heron Pond but not to the extent. He said it sounded like a repair now versus a major
357 repair later.

358
359 Ms. Siegrist asked how dangerous the chimney at the high school was. Superintendent Marquis
360 replied that while he did not think it was going to fall down imminently it was something that they
361 needed to watch. He said it was on the list as a proactive measure.

362
363 Ms. Siegrist stated that things like the painting and carpet replacement could fall off to the
364 bottom.

365
366 Mr. Carvell commented that he did not feel that painting and carpeting should come out of
367 contingency funds.

368
369 Mr. Mannino asked if the Board could be brought up to speed on what the District's plan was for
370 Safe Schools. He said he wanted to know if the staff was trained adequately. Superintendent
371 Marquis replied that they were waiting for the Homeland Security Report and he expected the
372 findings would be favorable, particularly in light of the infrastructure funding request that they
373 made. Superintendent Marquis said he had a conversation with the Milford Chief of Police and
374 they agreed to have Officer Rich, the School Resource Officer, receive some A.L.I.C.E. (Alert
375 Lockdown Inform Counter Evacuate) Training. He further said that one of the things that needed
376 to be done in a developmentally appropriate way was to incorporate some of the procedures
377 that are known to be part of ALICE into the system; perhaps for high school students or upper
378 middle school students. He noted that it may not be developmentally appropriate for the little
379 ones. Superintendent Marquis stated that after the SRO received the training he would be
380 meeting with him, the police department and the administrators to discuss the training. He further
381 stated that they would have a community safety forum in the beginning of April and invite parents.

382 He then said that based on the input from the community he would provide some of that
383 information and training to the staff.

384
385 Mr. Mannino asked who was sponsoring the training. Superintendent Marquis replied that it was
386 a private company.

387

388 **9. Housekeeping Items**

389

390 a. Approval of Minutes - February 19, 2018

391

392 Ms. Siegrist made some minor grammatical corrections to the minutes.

393

394 Mr. Drew made a motion to approve the minutes from the February 19, 2018, meeting as
395 amended. Ms. Siegrist seconded the motion.

396

397 **VOTE: 5 – 0 – MOTION CARRIED**

398

399 b. Approval of Non-Public Minutes – February 8, 2018

400

401 Mr. Carvell made some minor grammatical corrections to the minutes.

402

403 Mr. Drew made a motion to approve the minutes on the non-public session from February 8,
404 2018, as amended. Mr. Carvell seconded the motion.

405

406 **VOTE: 5 – 0 – MOTION CARRIED**

407

408 c. Approval of Manifests: 20, 21, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120,
409 1121, 1122, 1123, 1124, 1125 & 1126

410

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

412

413 **VOTE: 5 – 0 – MOTION CARRIED**

414

415 d. Approval of Treasurer's Report from December 2017 and January, 2018

416

417 Mr. Willette made a motion to approve the Treasurer's Report from December 2017 and January
418 2018. Ms. Siegrist seconded the motion.

419

420 **VOTE: 5 – 0 – MOTION CARRIED**

421

422 e. List of Email Correspondence (Informational Only)

423

424 e. List of Classified Appointments (Informational Only)

425

426 Mr. Carvell asked if the TEAM Program: K Teachers, listed at Jacques kindergarten, were two
427 new positions that were a result of passing kindergarten warrant article or if they were current
428 employees. Ms. Burk replied that the two teachers were currently part-time kindergarten

429 teachers but she did not know the specifics.

430
431 Mr. Carvell asked if they were currently part-time teachers, were they moving to full-time.
432 Superintendent Marquis replied that had not been determined yet because it was part of the full-
433 day kindergarten program. Superintendent Marquis said it was new information and he was not
434 sure what it referred to but he would get clarification. Ms. Burk said that the rate of pay associated
435 with the positions was traditionally one that they paid for special education program associates.
436

437 Mr. Carvell stated that the Board needed clarification before they could approve the
438 appointments.

439

440 **10. Public Comment**

441

442 Ms. Suzanne Schedin, addressed the Board and stated that the Heron Pond Robotics team had
443 their first competition and they came in 14th out of 30th. She said they did fantastic!

444

445 **11. Non-public Session** under RSA 91-A:2 I (a) Strategy or negotiations with respect to
446 collective bargaining, and/or RSA 91-A:3 II (a) Personnel

447

448 Mr. Mannino made a motion to go into non-public session. Mr. Willette seconded the motion.

449

450 **VOTE: 5 – 0 – MOTION CARRIED**

451

452 Mr. Drew made a motion to come out of non-public session. Mr. Mannino seconded the
453 motion.

454

455 **VOTE: 5 – 0 – MOTION CARRIED**

456

457 **11. Adjournment**

458

459 Ms Siegrist made a motion to adjourn the meeting. Mr. Willette seconded the motion.

460

461 **VOTE: 5 – 0 – MOTION CARRIED**

462

463 The meeting was declared adjourned at 9:30 p.m.

464

465

466

467

468 _____
School Board Chair

Date of Approval

469

470

471

472

473 Recording Secretary: Trish Gedziun

474