

1 MILFORD SCHOOL BOARD  
2 MINUTES OF THE APRIL 16, 2018, MEETING  
3 MILFORD HIGH SCHOOL, LECTURE HALL #182  
4

5 **1. Call to Order**  
6

7 Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford  
8 High School at 7:05 p.m. Board members present were Board Vice-Chair Kevin Drew,  
9 Mr. Bob Willette, Mr. Len Mannino and Ms. Jennifer Siegrist. Also in attendance were  
10 Superintendent Robert Marquis, Ms. Jen Burk, Business Administrator and Mr. Bill  
11 Cooper, Director of Buildings & Grounds.  
12

13 **2. Board Member Comments**  
14

15 Mr. Drew commented that the CIP Committee had a \$5 million placeholder for a potential  
16 bond project necessary in 2021. He said it was his recommendation to leave the  
17 placeholder where it was but if it were something that the Board wanted to re-think they  
18 should do it over the next few meetings.  
19

20 Ms. Siegrist noted that on May 1, the NH School Boards Association and Reaching Higher  
21 NH were having a workshop on Student Voice, which pertained to how students and  
22 parents could get more involved in the school. She said the workshop would be held at  
23 the NHSBA headquarters at 25 Triangle Park in Concord.  
24

25 Ms. Siegrist also announced that on May 16, the school start time organizational meeting  
26 would be held in high school library at 3:00 p.m. and everyone was welcome to  
27 attend. She added that an evening meeting could be organized for anyone who wanted  
28 to get involved but couldn't make it to the afternoon meetings.  
29

30 Mr. Mannino asked if there was a breakdown of who they were looking for in terms of  
31 members of the public or staff. Ms. Siegrist replied that she had met with Superintendent  
32 Marquis and they identified all of the key stakeholders in the district. She said she had  
33 been contacted by approximately eight residents who wanted to be involved. She also  
34 said that students would be welcome and it would be a good idea to have a student  
35 representative at the meeting.  
36

37 **3. Public Comments**  
38

39 There were none.  
40

41 **4. Reports and Presentations**  
42

43 a. Superintendent's Report  
44

45 **Middle School**  
46

47 Noah McCandless, Ryan Cavanaugh, Brianna Leo, Paeton Moul, David Army, Colin  
48 Gregg and Caroline Taiano, all 8th graders at the middle school are NH State Semi-  
49 Finalists for the Letters about Literature Writing Contest. There were 502 submissions

50 with only 31 letters selected and the next step will determine a state level winner who will  
51 move on to the National Competition.

52  
53 Carla Costas made it to the top six in the statewide Geography Bee.  
54

55 The middle school will receive the NRRRA School Club's Beste Earth Day/Recycling Event  
56 Award at a Conference Awards Luncheon on Tuesday, May 22, at the Manchester  
57 Downtown Hotel. Congratulations go out to Diane Parker Varney and the students for  
58 their continued work in this area.  
59

### 60 **High School**

61 We have been notified that the NHIAA has approved the coop Alvrine/Milford Ice Hockey  
62 Team for the next two years. In addition, the committee approved placing the team in  
63 Division 2 rather than Division 1 considering the combined enrollments of both high  
64 schools which could be an advantage for us. The final step of the approval process will  
65 be the vote of the NHIAA Council on May 17.  
66

67 Mr. Levin's' Destination Imagination Team is moving on to the Nationals.  
68

69 This coming Thursday is the Spring Band Concert.  
70

### 71 **Heron Pond**

72 The grade 4 students enjoyed their visits to the NH State House on April 5<sup>th</sup> and 6<sup>th</sup>.  
73

74 The music show "Go Fish" was performed by the 2<sup>nd</sup> grade students on April 17<sup>th</sup> and 18<sup>th</sup>.  
75

76 Illusionist Brian Ledbetter performed for parents and students on April 13. I would like to  
77 thank the Milford Elementary School PTO for sponsoring the event.  
78

79 Last Thursday, the high school hosted another STEAM night. Approximately 160 students  
80 from Heron Pond attended the event along with their parents. It was a great experience  
81 for students to begin to learn about the different offerings in the ATC. Science, technology,  
82 engineering and mathematics can all come together to create some exciting and  
83 engaging learning opportunities. I would like to thank all of the teachers and high school  
84 students who volunteered to make the evening such a success as well as the vendors  
85 from local colleges and businesses who participated.  
86

### 87 **Jacques School**

88 At the Jacques School, the kindergarten students took a walking field trip to the post office  
89 where they received a tour of the facility from the postmaster, were able to sit in a mail  
90 truck and tried on a letter carrier bag. The students were able to stamp and mail letters  
91 that they wrote to a family member.  
92

93 Chicks are hatching throughout all the first grade classrooms as part of the first grade  
94 curriculum life cycle unit. The chicks will return to the farm at the end of the week.  
95

### 96 **Districtwide**

97 I received communication from the Department of Education (DOE) that they have  
98 completed its' review of the financial information related to the district's expenditure of  
99 federal funds for the fiscal 2016-2017 school year. They did not find any concerns relative  
100 to the management or expenditure of federal funds.

101  
102 Last Tuesday and Wednesday the Department of Education visited our ATC Program,  
103 looked at the programs we offered students, our management of the Perkins Grant  
104 (federal monies), examined our compliance with OCR regulation and looked at our  
105 physical plant with respect to safety and OCR compliance. We expect to receive a report  
106 within 30 days but I do not anticipate any concerns with respect to our management of  
107 federal monies or our compliance with OCR regulations. I do anticipate that we will be  
108 asked to develop a robust reporting system around students' successful completion of  
109 competencies. While we measure and manage compliance, I feel we will be asked to  
110 report to the DOE regarding these competencies and compliance.

## 111 112 113 **5. New Business**

### 114 115 a. Approval of Electronic Time Card System

116  
117 Mr. Jeff Candito, Director of Finance, addressed the Board and stated they had looked at  
118 three primary vendors with regard to the electronic time cards, Kronos, VeriTime and  
119 TimeClock Plus. He said each vendor gave a presentation and Kronos was the favorite  
120 in addition to being the lowest cost.

121  
122 Mr. Candito stated that it was his recommendation to go with Kronos. He further stated  
123 that Kronos was located in Chelmsford, MA and would be able to do face-to-face training.

124  
125 Mr. Mannino asked why there was an annual estimated cost after the initial purchase and  
126 licensing. Ms. Burk replied it was for the ongoing license cost for the program.

127  
128 Mr. Mannino asked what the purpose was for implementing the system. Mr. Burk replied  
129 it was to eliminate the need for paper timecards. She said ultimately it would eliminate  
130 errors and the time spent entering, processing and correcting those errors.

131  
132 Mr. Willette made a motion to approve Kronos as the timekeeping system. Mr. Drew  
133 seconded the motion.

134  
135 **VOTE: 5 – 0 – MOTION CARRIED**

### 136 137 b. Approval of Milford Middle School Exterior Windows Bid

138 Mr. Bill Cooper, Director of Buildings & Grounds, addressed the Board and stated that  
139 Marvell Glass came in at \$468,985, Lowes came in at \$256,330 and Pella came in at  
140 \$251,926.97. None of the proposals included doors. He said he was waiting for Pella to  
141 get back to him regarding the Performance and Payment Bonds. He further said that they  
142 had slated \$367,500 for the windows and doors and they put in a not-to-exceed figure of  
143 \$260,000 because of the bonds but it did not include the doors. Mr. Cooper stated that  
144 he felt they could get a better price for the doors if they replaced the hollow metal doors

145 with slab doors. Mr. Cooper said that he recommended using Pella Commercial Window  
146 Division with an amount not-to-exceed \$260,000.

147  
148 Mr. Drew commented that the reason for the drastic difference in cost was that the Pella  
149 windows was a commercial grade fiberglass versus an aluminum which the other two  
150 companies had bid. He said the fiberglass windows were recommended by the architect.

151  
152 Mr. Drew said there would still be \$107,000 in the line item to cover the cost of the doors  
153 which we feel is more than enough. Mr. Drew stated that the one outstanding issue was  
154 that Pella had not gotten back to them yet as to whether or not they could provide a  
155 Performance and Payment bond.

156  
157 Mr. Mannino asked what product Lowe's would use. Mr. Cooper replied it would be the  
158 same windows as Pella. Mr. Mannino asked what the business relationship was with Pella  
159 Commercial and its client, Lowes. Mr. Cooper replied Pella was not a client of Lowe's but  
160 they were an authorized Pella dealer. Mr. Mannino asked if there were any possibility that  
161 Lowe's Corporation would back the Performance Bonds for Pella Commercial. Mr.  
162 Cooper replied there was not. He further replied that during his discussions with Lowe's,  
163 they informed him that they would not do a Payment Bond because they were big enough.  
164 He said their subcontractor, KTM would do the Performance Bond for the project but not  
165 the Payment Bond.

166  
167 Mr. Carvell asked what would happen if Pella came back and said they would not do the  
168 Payment Bond. Mr. Cooper replied it would be up to the Board as to whether or not they  
169 wanted to waive it.

170  
171 Mr. Drew said Pella Windows was a very big company but he was not sure who their  
172 subcontractor was.

173  
174 Mr. Cooper stated that if the Board approved the request then the work could start in  
175 July. He said he did not want to have to shut down both schools again next year.

176  
177 Mr. Drew stated that his recommendation was to authorize Mr. Cooper to enter into a  
178 contract with Pella Commercial in an amount not-to-exceed \$260,000, which would cover  
179 the cost of the bond should they come in with one. He said if they did not, he felt they  
180 should go with them anyway.

181  
182 Mr. Drew made a motion to recommend that Mr. Cooper enter into a contract with Pella  
183 Commercial in an amount not-to-exceed \$260,000, and if they were unable to provide a  
184 Payment Bond then they should use them anyway. Mr. Willette seconded the motion.

185  
186 **VOTE: 5 – 0 – MOTION CARRIED**

187  
188 c. Approval of Milford Middle School Restrooms, Locker Rooms & Exterior Doors Bid

189  
190 Mr. Cooper said that the one price he received was very high and he wanted to put it back  
191 out to bid. He said it might be pushed out to the following year.

192

193 Mr. Cooper said the carpet that was installed at Bales had to come up because it was  
194 curling. He said that Dave Wheeler, the company who installed it, brought in the  
195 manufacturer and said they would replace it all at no charge. He further said that the  
196 replacement would happen over the summer.  
197

198 d. Review of Substitute Teacher Pay – **(Exhibit Attached to Meeting Agenda)**  
199

200 Mr. Carvell stated that the previous year they raised the substitute teacher pay to see if  
201 they could fill in some of the gaps.  
202

203 Superintendent Marquis said that currently they were paying substitute teachers and  
204 para-professionals \$75.00 per day which was in line with what other districts were paying  
205 their substitutes. He said the Board created a little bit of an incentive payment for longer  
206 term substitutes who would receive a pay raise from \$75.00 to \$85.00 per day for days  
207 worked in the remainder of the school year. Superintendent Marquis went through the two  
208 pages he provided and noted that they continued to have a lot of absences that were not  
209 filled.  
210

211 Mr. Carvell asked Superintendent Marquis if there were 4,462 absences in the 2017/2018  
212 school year so far. Superintendent Marquis replied that was correct. Mr. Carvell  
213 commented that he felt that was a lot.  
214

215 Mr. Mannino said that there seemed to be minimal improvement but he felt the underlying  
216 issue causing the absences had to be studied and addressed. He further said that there  
217 were 333 more absences in 2017/2018 than in 2016/2017 and of that, they needed  
218 substitutes for 177 more occasions than in the previous year. Mr. Mannino stated that  
219 when they could focus on why there were so many absences and learn how to address it  
220 then the exercises surrounding raising the pay of substitute teachers would not be a  
221 forced action.  
222

223 Superintendent Marquis stated that they had a lot more folks this year that were out  
224 because of significant illnesses and long-term issues that exceed what we have  
225 experienced in the past.  
226

227 Mr. Mannino asked if these were injuries that were occurring at the workplace and if so,  
228 how it was addressed. Superintendent Marquis replied that what he was speaking about  
229 were not work related injuries but substantial illnesses by individuals and their families  
230 who qualified for FMLA.  
231

232 Mr. Willette asked if the requirements for hiring a substitute teacher were the same in all  
233 grades. Superintendent Marquis replied that there was an attempt to make a good match.  
234 He said, however, that as the subject areas became more refined and sophisticated it  
235 became more difficult to find people who were capable of substituting for teachers for  
236 those classes.  
237

238 Mr. Carvell asked how many staff members were at Project Drive. Mr. Michael Hatfield,  
239 Director of Special Services, replied there was about 20 staff members and that included

240 administration as well as secretaries. Mr. Carvell said they only had a couple of hundred  
241 less staff absences than the entire middle school.

242  
243 Mr. Carvell asked how many substitute teachers reached the 51 days. Ms. Burk replied it  
244 was about ten to twelve people by the beginning of December and had probably had two  
245 or three reach it every pay period that qualified for it.

246  
247 Mr. Carvell stated if the Board was going to get more information regarding the amount  
248 of staff absences they would have to do it in a non-public session because it was a  
249 personnel matter.

250  
251 Mr. Carvell asked if there were any members of the public who had questions or  
252 comments.

253  
254 Ms. Suzanne Schedin, teacher, Heron Pond Elementary School, addressed the Board  
255 and asked if the 4,462 were all actual absences due to sickness or maybe also due to  
256 personal or professional development. Ms. Burk replied it could be tied to sick leave,  
257 personal days or unpaid days.

258  
259 Ms. Schedin stated that it could also be a workshop, professional day or a lot of other  
260 reasons like bereavement days and curriculum days. Mr. Carvell replied the Board would  
261 dive a little bit deeper regarding the absences.

262  
263 Mr. Mannino asked if that number would include a staff member who left early. Ms. Burk  
264 replied it would only be included if they were trying to get a half-day substitute but  
265 generally speaking, it would not include that.

266  
267 e. Review of Elementary Curriculum Coordinator/Instructional Specialist Position  
**(Exhibit Attached to Meeting Agenda)**

268  
269  
270 Superintendent Marquis said the job description for the position was provided to the  
271 Board. He further said there was an opening for a Curriculum Coordinator at the middle  
272 school and it was filled by the elementary school Curriculum Coordinator which then  
273 created this open position. Superintendent Marquis stated that the Board had requested  
274 to look at all non-instructional positions that became open and that was why it was on the  
275 agenda. He said the position was responsible for coordinating the curriculum at both the  
276 Jacques School as well as Heron Pond. He also said it was a critical position and it was  
277 his recommendation that the Board seriously consider filling the position.

278  
279 Ms. Siegrist asked if this position also oversaw the pre-K curriculum. Superintendent  
280 Marquis replied that essentially the pre-K was a special education program. He said the  
281 teachers in the pre-K program did need to know the kindergarten curriculum, it wasn't as  
282 hands on, but essentially it did.

283  
284 Ms. Siegrist asked if this position oversaw any of the professional development for pre-K  
285 as well. Superintendent Marquis replied they would be involved in anything that had to do  
286 with helping teachers develop instructional strategies.

287

288 Mr. Willette said he felt the requirements for the position were pretty stringent.  
289 Superintendent Marquis replied that he felt they needed to be stringent as this position  
290 was going to teach the teachers.  
291

292 Ms. Siegrist made a motion to approve moving forward with regard to the Elementary  
293 Curriculum Coordinator/Instructional Specialist Position. Mr. Willette seconded the  
294 motion.  
295

296 **VOTE: 5 – 0 – MOTION CARRIED**

297 f. Review of Assistant Director of Special Services and Programs Position  
(Exhibit Attached to Meeting Agenda)

299  
300 Mr. Mannino made a motion to approve moving forward with regard to the Assistant  
301 Director of Special Services and Programs Position. Mr. Willette seconded the motion.  
302

303 **VOTE: 5 – 0 – MOTION CARRIED**

304  
305 g. Review of School Nurse Position - (Exhibit Attached to Meeting Agenda)  
306

307 Superintendent Marquis stated that the position was at Heron Pond. He said the school  
308 was very large, it was not a new position and it was a very critical position.  
309

310 Mr. Carvell said there was currently a Bill in Concord to reduce the certification  
311 requirements for this type of position. Superintendent Marquis replied the governing body  
312 had made it more difficult for nurses to become school nurses because it required a  
313 Bachelor's Degree. He said there was a lot of concern voiced from school districts that  
314 were trying to find qualified people to fill the positions because of the new regulations. He  
315 further said that there was a movement afoot to rescind or reduce that particular part of  
316 the requirement, although it had not yet passed.  
317

318 Superintendent Marquis stated that if, in the meantime, they found someone and the  
319 Bachelor's Degree qualifications dropped away then they would still be qualified but if  
320 they found someone that did not have a Bachelor's Degree and the qualifications did not  
321 drop away then they could not hire that person.  
322

323 Ms. Siegrist stated that it was just voted on and it was found to be inexpedient to legislate  
324 "amending the certification requirements for school nurses." She said they needed a  
325 minimum of an RN and not an LPN because an LPN is not qualified to run a school nurses  
326 office independently.  
327

328 Mr. Mannino made a motion to approve the school nurse position at Heron Pond. Ms.  
329 Siegrist seconded the motion.  
330

331 **VOTE: 5 – 0 – MOTION CARRIED**

332  
333 **6. Old Business**  
334

335 a. Contingency Fund Prioritization – (Exhibit Attached to Meeting Agenda)  
336

337 Superintendent Marquis said that the Board had a memo, essentially the same memo  
338 that he presented at the last meeting. He said the difference was the prioritization of the  
339 items.  
340

341 Mr. Carvell said the Board discussed the grants that were won at the last meeting and the  
342 district would have to pay \$195,000 up front, but ultimately approximately \$145,000 would  
343 be returned by the state. He said when the money came back from the state it would be  
344 returned to the taxpayers.  
345

346 Ms. Siegrist asked if they had heard anything with regard to the additional lockdown  
347 shades. Mr. Cooper replied they ran out of money and that was why there would not be  
348 doing the lockdown shades.  
349

350 Mr. Willette made a motion to approve the first four items on the list. Mr. Mannino  
351 seconded the motion.  
352

353 **Discussion:**  
354

355 Mr. Carvell suggested that the motion include the verbiage that “when the money comes  
356 in, it should get returned to the taxpayers.” Mr. Willette agreed to the amendment.  
357

358 Ms. Siegrist commented, for clarification, that it was to spend the \$200,000 which was the  
359 full amount of the contingency fund, in order to take advantage of the money that the state  
360 had made available for schools and in the end, it would only cost the district \$40,000;  
361 returning \$160,000 to the taxpayers. Mr. Carvell replied that was roughly correct.  
362

363 Mr. Mannino noted that it would address needed security items.  
364

365 Mr. Willette made a motion to approve the first four items on the list with the stipulation  
366 that when the money was returned it would go back to the taxpayers. Mr. Mannino  
367 seconded the motion.  
368

369 **VOTE: 5 – 0 – MOTION CARRIED**  
370

371 Mr. Carvell stated that the second piece was the Fund Balance which had approximately  
372 \$95,000 remaining. Ms. Burk replied that was correct. Mr. Carvell said he was aware that  
373 they still had the placeholder in the amount of \$200,000 for special education students  
374 and asked if that expenditure was going to happen. Superintendent Marquis replied that  
375 they were better than anticipated regarding those line items and would be able to balance  
376 them without being in arrears for the year ending June 30, 2018.  
377

378 Mr. Carvell said that money could not sit on the books noting that it had to be identified  
379 and be moved somewhere. Ms. Burk replied that if they did not need all or some it then it  
380 would go back towards the fund balance.  
381

382 Mr. Carvell stated that they also had a student tuitioned-in that had revenue associated  
383 with it. Ms. Burk replied that the revenue they would have for a student who was “tuitioned



384 in” would be spent on any of the costs related to those services that we’re providing to  
385 the student.  
386

387 Mr. Carvell stated that he liked the prioritization, but in terms of moving forward, he felt  
388 they needed to drill down more.  
389

390 Ms. Siegrist asked if they had unanticipated special education expenditures, and they did  
391 not have the funds, if that was something that would fall under the contingency fund. Ms.  
392 Burk replied it was essentially about timing regarding when they would have funds  
393 available. She said if they had unanticipated expenditures related to special education  
394 students then they could use contingency fund money for it but the downside was when  
395 they would be reimbursed for what they paid. Ms. Burk stated that she would not  
396 recommend that they spend with the anticipation of getting it in on the revenue side  
397 because they also had a cap on how much they could spend based on what was approved  
398 by the voter’s the previous March.  
399

400 Mr. Carvell said that as security was a very big focus of the administration, the Board, the  
401 community and the emergency services group, he wanted to address the high school  
402 emergency notification system. He said the cost was \$2,500; it was in the budget and  
403 wanted the Board to approve it.  
404

405 Mr. Mannino made a motion to approve the High School Emergency Notification System  
406 in the amount of \$2,500. Mr. Drew seconded the motion.  
407

408 **Discussion:**  
409

410 Mr. Willette asked if the Emergency Notification System had something to do with the  
411 yellow lights on the emergency indicator units. Mr. Carvell responded that there were  
412 several pieces to that including buttons and control units allowing the system to be  
413 controlled from a central location. Mr. Willette added that he didn’t believe anyone knew  
414 what those alerts meant right now. Mr. Marquis confirmed this and Mr. Carvell said that  
415 once the system was in, creating a detailed alert system along with training would then  
416 all be planned out. Mr. Willette asked what the \$2,500 specifically paid for. Ms. Burk  
417 responded that this represented the purchase of a master controller switch for alert  
418 notifications.  
419

420 **VOTE: 5 – 0 – MOTION CARRIED**  
421

422 b. **School Board Goals for New Term**  
423

424 Mr. Carvell noted that the goals were not completed as of yet. He said they received the  
425 Homeland Security Evaluation Report for the schools and were in the process of  
426 reviewing it. He said there was also the school start times study and he was postponing  
427 the goals and hoping to be able to discuss them at the next Board meeting.  
428

429 c. **Policy Proposals – (Exhibits are Attached to Meeting Agenda)**  
430

431 1. Policy #3532 - Advanced Course Work/Advanced Placement Courses (Dual  
432 and Concurrent Enrollment) (Second Reading)  
433

434 Mr. Mannino made a motion to approve Policy #3532 - Advanced CourseWork/Advanced  
435 Placement Courses, Dual and Concurrent Enrollment, given its Second Reading. Mr.  
436 Willette seconded the motion.  
437

438 **VOTE: 5 – 0 – MOTION CARRIED**  
439

440 2. Policy #2298 - Video and Audio Recording in School Classrooms  
441

442 Mr. Mannino made a motion to approve Policy #2298 - Video and Audio Recording in  
443 School Classrooms, given its Second Reading. Mr. Drew seconded the motion.  
444

445 **VOTE: 5 – 0 – MOTION CARRIED**  
446

447 d. 2018-2019 School District Calendar - **(Exhibit is Attached to Meeting Agenda)**  
448

449 Mr. Carvell stated that the initial draft with June 14<sup>th</sup> marked as the last day did not meet  
450 the approval of the Teachers' Union, so we would be going back to the first draft  
451 stipulating the last day as Monday, June 17<sup>th</sup>.  
452

453 Mr. Mannino asked if this proposed version would be approved by all stakeholders. Mr.  
454 Carvell said that was his impression.  
455

456 Mr. Willette noted that he believed there would be a 50% absentee rate on that last day,  
457 since it was a Monday. Mr. Carvell said that he would probably agree. He said that there  
458 was a clause in the Teacher's Contract to agree on the last day. Ms. Burk added that the  
459 contract specifically stated that there had to be agreement on the 187<sup>th</sup> day. The last day  
460 of school for students was actually the 185<sup>th</sup> day.  
461

462 Mr. Carvell wondered about switching the October 5<sup>th</sup> workshop date to August 31<sup>st</sup>. Mr.  
463 Marquis stated that the Union would need to have a discussion around that proposal.  
464

465 Ms. Siegrist stated that if August 31<sup>st</sup> was a workshop day, then the teachers would be  
466 precluded from having a four-day weekend like the students. Mr. Carvell noted that the  
467 Union did not agree to the previous option from the Board so another option had to be  
468 found.  
469

470 Ms. Schedin stated that what the Union was perfectly happy with Draft One. Having the  
471 October 5<sup>th</sup> teacher workshop day was fine with the Union and has always been a teacher  
472 workshop day since she has been at the district for the past 22 years. She added that it  
473 also falls on the beginning of the Pumpkin Festival weekend. Ms. Schedin continued that  
474 the August date was a recently new change that had first been proposed in 2014. That  
475 was why the Union proposed that instead of ending on a Monday, maybe this year we do  
476 away with having August 31<sup>st</sup> off. She said that there have been plenty of years that the  
477 school year has ended on a Monday and plenty of students show up.  
478

479 Ms. Paula Durand, stated that the other suggestion might be to waive one day for the  
480 teachers and staff which was done for this year in order to make the buildings available  
481 for the construction.  
482

483 Ms. Siegrist said that she felt easing the kids in with two days the first week, four days the  
484 second week and a full week the following week worked out well.  
485

486 Mr. Carvell asked if the Board agreed that the last day of school would be June 17, and  
487 October 5, would be a teacher workshop day. Mr. Carvell said the first day of school would  
488 be August 29. He noted that the schedule would reflect draft #1 exactly.  
489

490 Mr. Mannino made a motion to accept draft #1 for the 2018-2019 School District Calendar.  
491 Mr. Drew seconded the motion.  
492

493 **VOTE: 3 – 2 (Nay – Carvell & Willette)**  
494 **MOTION CARRIED**  
495

496 e. 2017-2018 School District Calendar-Early Release Day, May 16, 2018  
497

498 Mr. Carvell stated that because of the amount of snow days, the administration requested  
499 that this years' early release date for May 16, 2018, be changed to a full day of school.  
500

501 Mr. Carvell asked Superintendent Marquis if that was discussed with the appropriate  
502 Union. Superintendent Marquis replied they had not. Mr. Carvell asked if they needed to  
503 do that. Ms. Burk replied that there was no requirement in the contract for such changes.  
504

505 Mr. Drew made a motion to change the day of May 16, 2018, from a half-day to a full-day  
506 of school. Ms. Siegrist seconded the motion.  
507

508 **VOTE: 5 – 0 – MOTION CARRIED**  
509

510 **7. Housekeeping Items**  
511

512 a. Approval of Minutes – April 2, 2018  
513

514 Ms. Siegrist made a motion to approve the minutes from the April 2, 2018, meeting, as  
515 amended. Mr. Willette seconded the motion.  
516

517 **VOTE: 5 – 0 – MOTION CARRIED**  
518

519 b. Approval of Manifests: 23, 24, 1137, 1138, 1139, 1140, 1141 & 1142  
520

521 Mr. Carvell made a motion to approve the manifest. Mr. Willette seconded the motion.  
522

523 **VOTE: 5 – 0 – MOTION CARRIED**  
524

525 c. Approval of February 2018, Treasurer's Report – (Exhibit Attached to Agenda)  
526

527 Mr. Willette made a motion to approve the February 2018, Treasurer's Report. Mr.  
528 Mannino seconded the motion.

529

530 **VOTE: 5 – 0 – MOTION CARRIED**

531

532

533 d. List of Employees Leaving Service - Informational Only - **(Exhibit Attached to**  
534 **Agenda)**

535

536 e. List of Email Correspondence - Informational Only - **(Exhibit Attached to Agenda)**

537

538

539 **8. Public Comments**

540

541 There was none.

542

543

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

546

547 Mr. Mannino made a motion to go into a non-public session. Mr. Drew seconded the  
548 motion.

549

550 **VOTE: 5 – 0 – MOTION CARRIED**

551

552

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

555

556 **VOTE: 5 – 0 – MOTION CARRIED**

557

558

559 Mr Willette made a motion to accept the resignation of Jennifer Horne with regret. Mr.  
560 Mannino seconded the motion.

561

562 **VOTE: 5-0 - MOTION CARRIED**

563

564

565 Mr. Willette made a motion to accept the resignation of Donna Kemp. Ms Siegrist  
566 seconded the motion.

567

568 **VOTE: 5-0 - MOTION CARRIED**

569

570

571 **10. Adjournment**

572

573 Ms Siegrist made a motion to adjourn the meeting. Mr. Mannino seconded the motion.

574

575 **VOTE: 5 – 0 – MOTION CARRIED**

576

577 The meeting was declared adjourned at 9:15 p.m.  
578  
579

580 \_\_\_\_\_  
581 School Board Chair  
582  
583  
584

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

585 Recording Secretary: Trish Gedziun  
586  
587