

1 MILFORD SCHOOL BOARD
2 MINUTES OF THE MAY 7, 2018, MEETING
3 MILFORD HIGH SCHOOL, LECTURE HALL #182
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5 **7:00 PM** - Hearing to Receive and Expend Unanticipated Revenue Pursuant to RSA
6 198:20b. There will not be a need for a Hearing to Receive and Expend Unanticipated
7 Revenue. The District has not received any grants or other revenue items that exceed
8 \$5,000.
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10 **1. Call to Order**

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12 Vice Chair Kevin Drew called the meeting to order in Lecture Hall #182 at the Milford High
13 School at 7:00 p.m. Board members present were Mr. Bob Willette, Mr. Len Mannino and
14 Ms. Jennifer Siegrist. Also in attendance were Superintendent Robert Marquis and Ms.
15 Jen Burk, Business Administrator.
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17 Not in Attendance: Board Chair Ron Carvell
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19 **2. Board Member Comments**

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21 Ms. Siegrist stated that SB-193 had been reintroduced this year and spent months being
22 studied by the Finance Committee at the State House. She said after many months, they
23 determined that the cost to taxpayers of \$99 million and the decrease to the public school
24 funding were too much for a bipartisan majority to pass. She further said the original
25 language of SB-193 was added to HB1636 and it did not include any of the safeguards in
26 spending. Ms. Siegrist said the House would be voting on it on Thursday.
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28 Ms. Siegrist said that the school start time change meeting would be held next
29 Wednesday at 3:00 p.m. at the high school library and anyone interested in attending was
30 welcome.
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32 **3. Public Comments**

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34 There was none.
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36 **4. Reports and Presentations**

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38 a. Superintendent's Report
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40 At the last couple of Board meeting's the Board passed the dual enrollment policy that
41 allowed students who were taking courses at the Community College as well as Milford
42 High School to be reimbursed for the cost of tuition as long as they received a grade of C
43 or better. The DOE has informed me that student reimbursements for the fall semester
44 will be sent out by May 15th. Reimbursement for the spring semester will be sent out by
45 July 1st. As of next fall, STEM related courses would cost nothing for 11th and 12th grade
46 students.

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At the middle school, I would like to congratulate Brianna Leo who won the middle school portion of the New Hampshire Letters about Literature Writing Contest. Her letter will now go onto the National Level as the middle school representative for the entire State of New Hampshire.

At the high school the Showcasing Business and Student Connections event, which is a recognition and award ceremony for high school students, will be held at the Milford High School in the cafeteria on May 17th from 5:30 p.m. to 7:30 p.m. and the public is welcome. It is an opportunity to celebrate and thank businesses that have sponsored the student interns this past year and to hear from interns themselves about their experiences.

The Kaley Speech Contest will be held at the high school on May 22nd. On May 15th, the high school will be hosting an all district band concert in the high school cafeteria from 2:30 p.m. to 7:30 p.m. On May 22nd, there will be a Pops Concert at 7:00 p.m. in the high school cafeteria and the public is welcome to all of these events.

I am pleased to report that the Jacques School held their 1st annual Animal Expo in April. The students had to do research on an animal with a partner and they had to create posters and a diorama which was shared with all of the 1st grade classes.

Also in 1st grade, they are having their Unified Arts Spring Festival which began tonight.

The kindergartener's celebrated Earth Day with a Lorax Day. They learned how to be good to the earth with curriculum that was based on Lorax activities.

The Project DRIVE students will be involved in a community service project tomorrow at the Nashua Humane Society. The students have been collecting items to donate and they will be working at the facility for the entire day.

The Heron Pond community welcomed two visiting artists from Oaxaca, Mexico on May 3rd. Both artists were wood carving specialists who gave 45-minute presentations throughout the day to the 5th graders who had been studying Mexico.

b. Financial Forecast

Ms. Burk said they were anticipating that they would end the fiscal year with approximately \$344,000 in the fund balance. She further said that the expenditures should be underspent by approximately \$414,000; which represented about 1% of the budget, however revenues would come in a little bit lower. She noted they had some decreases in anticipated revenue because of a decrease in students from Mason which was offset a little bit by the catastrophic aid that came in higher than they anticipated.

5. New Business

a. Destination Imagination Request for Funds

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Ms. Olivia Conforti, addressed the Board and stated that her Destination Imagination Team was with her. Ms. Conforti said their DI Team was the only team that was representing Milford at the Global Competition, an amazing opportunity for them. She said they would be travelling to Tennessee from May 22nd to May 27th and participation in the competition would cost over \$1,000 per student along with the manager. Ms. Conforti commented that she had hoped the Board would approve a donation to help them.

Mr. Willette made a motion to approve the funding for \$915 to the Destination Imagination Team. Mr. Mannino seconded the motion.

VOTE: 4 – 0 – MOTION CARRIED

b. FBLA (Future Business Leaders of America) Request for Funds

Ms. Elizabeth Nobel, Secretary for the FBLA Club, Ms. Anika Stralo, Co-President of the FBLA Chapter and Ms. Kaelyn Flynn, Treasurer, were present to represent the club.

Ms. Nobel said that being a part of FBLA had helped her very much; noting that she had competed in public speaking, which taught her to speak with large groups of people.

Ms. Stralo commented that they competed at the State Leadership Conference and Elizabeth won first place for impromptu speaking. She said she won first place in public speaking and Kaelyn and her partner did social media campaign and they also won first place. She further said they had the opportunity to compete at the National Level in Baltimore, MD.

Mr. Corey Laird, Advisor to the FBLA, addressed the Board and stated that he would be grateful if the Board could help them.

Mr. Drew stated that the FBLA needed to raise \$9,208 and they requested \$500 but that could be adjusted as the Board saw fit based on Board Policy.

Ms. Siegrist made a motion to approve the funding for \$920 to the Future Business Leaders of America Team. Mr. Willette seconded the motion.

VOTE: 4 – 0 – MOTION CARRIED

c. Annual Review of Capital Improvement Plan for Submission to Town

Mr. Drew commented that he was on the CIP Committee as the School Board representative and over the past several years' they had a placeholder for a \$5 million bond for the year 2021. He said they knew something would likely be coming by that time and it may be \$5 million or more/less. He further said that it coincided with the retirement of the Heron Pond debt and that was why that year was chosen.

139 Mr. Drew stated that his opinion was to leave the placeholder exactly where it was but
140 was open to Board member comments.

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142 Ms. Siegrist asked if the amount held them to anything. Mr. Drew replied that he brought
143 it up to see if there was any strong objection to that amount or to where the Board would
144 like to place it. He said he thought it would be prudent to give the town a heads up that
145 there is likely going to be a bond. He further said that there was still a list with
146 approximately \$15 million worth of needs.

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148 Mr. Drew asked if there were any member's of the public who had questions or
149 comments. There was none.

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151 d. New Hampshire Driver's Education Vehicle

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153 Mr. Jeff Candito, Director of Finance, addressed the Board and stated that the Driver's
154 Education Program wished to purchase another vehicle. He said they started the year
155 with a fund balance of just under \$12,000 on July 1st and as of the end of April, they had
156 \$24,429 in the fund balance. He further said he estimated that there would be
157 approximately another \$12,000 in expenditures in the months of May and June which
158 would leave \$12,429 at the end of June.

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160 Mr. Candito stated that the summer course started at the end of June but the money was
161 deposited into their bank account in early July and that was where the \$18,000 would
162 come from. He further stated that he estimated the expenditures for July would be
163 approximately \$6,500. He estimated there would be just under \$24,000 available in cash
164 to purchase a new vehicle and the projected amount for the vehicle was \$15,000, leaving
165 a balance of \$9,000 for any fund balance needed issues.

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167 Mr. Candito noted that the Driver's Education Program was self-funded and the general
168 operating budget did not contribute to it at all.

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170 Ms. Burk stated that the program currently had two vehicles but one of them was a 2009
171 and had seen better years. She said the second car was a 2012 and there was a high
172 participation rate in the program.

173

174 Mr. Drew asked if it would be replacing the 2009 vehicle. Ms. Burk replied that the 2009
175 vehicle would probably last a little bit longer but were trying to put a little less wear and
176 tear on it.

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178 Mr. Drew asked if there was any type of schedule on replacing the vehicles. Mr. Candito
179 replied there was not but they purchased a new vehicle about every four or five years.

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181 Mr. Drew asked if the vehicle they wanted to purchase was a new or used car. Mr. Candito
182 replied they were looking at vehicles that were one or two years old with low mileage on
183 them.

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185 Mr. Mannino asked if the school district oversaw the driver's education fund. Ms. Burk
186 replied they did.

187
188 Mr. Mannino asked other than repairs, what would be the typical expenditure that came
189 out of the fund. Ms. Burk replied it was the cost associated with the folks who were actually
190 teaching and driving with the students. Mr. Mannino asked if wages also came out of the
191 fund. Ms. Burk replied that was correct.

192
193 Mr. Mannino asked if the fund was part of the area that the independent auditor reviewed.
194 Ms. Burk replied that was correct.

195
196 Superintendent Marquis stated that from his perspective, it was the first time he
197 experienced the situation. He said he felt it was very important for the Board to be aware
198 of it.

199
200 Ms. Siegrist asked how much the Driver's Education Program cost per student. Mr.
201 Candito replied it presently cost \$625 but would go up to \$650 beginning in the summer.

202
203 Mr. Willette made a motion to approve the purchase of a new vehicle for the Driver's
204 Education Program not-to-exceed the Superintendent's authority to spend which was
205 \$20,000 for a new vehicle for the Driver's Education Program. Mr. Mannino seconded the
206 motion.

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208 **Discussion:**

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210 Mr. Mannino commented that he liked the Superintendent's connection in it so he would
211 be able to review all of the numbers.

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213 **VOTE: 4 – 0 – MOTION CARRIED**

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215 e. Approval of Copiers and Printers Contract

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217 Mr. Candito addressed the Board and stated that the copier contract was going to expire
218 at the end of the year. He said they worked with a consulting group called Specialized
219 Purchasing Consultants and they put the bid out for the copiers for the next five years.
220 He said they received three bids and Konica Minolta came in as the lowest bidder, he
221 noted that was the company they currently used for copiers. Mr. Candito stated that their
222 first lease payment for the new agreement would be in the budget year of 2019/2020. He
223 commented that they had one more payment to make on their current agreement and
224 that would be made in July of 2018.

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226 Mr. Mannino asked what the total cost would be over five years. Mr. Candito replied the
227 annual lease payment would be \$61,903.

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229 Ms. Siegrist made a motion that the Superintendent of Schools is authorized to execute
230 and deliver a tax-exempt lease purchase agreement with M.S.T. Government Leasing,

231 LLC in the name and on behalf of the Milford School District (the "Issuer"), for the purpose
232 of refunding and refinancing existing lease purchases of photocopier equipment and
233 lease purchasing additional new and reconditioned photocopier equipment, any service
234 agreements specifically financed in connection with certain equipment, consulting fees,
235 and related costs of issuance, with an aggregate purchase price not exceeding Two
236 Hundred Seventy-Three Thousand Two Hundred Fifty-Nine Dollars and Ninety-Four
237 Cents (\$273,259.94), at a rate of interest of not more than 3.690% per year through
238 August 1, 2023, and otherwise in such form as the Superintendent may approve; and that
239 the appropriate officials of the Issuer be and hereby are authorized to execute and deliver
240 on behalf of the Issuer such other documents and certificates as may be required in
241 connection with such tax-exempt lease purchase agreement; and that no part of the
242 proceeds of said tax-exempt lease purchase agreement shall be used, directly or
243 indirectly, to acquire any securities or obligations, the acquisition of which would cause
244 the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage
245 bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue
246 Code of 1986, as amended (the "Code"); and that the tax-exempt lease purchase
247 agreement issued pursuant hereto be designated as a qualified tax-exempt obligation
248 within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be
249 and hereby is authorized to covenant on behalf of the Issuer to file any information report
250 and pay any rebate due to the United States in connection with the issuance of said tax-
251 exempt lease purchase agreement, and to take all other lawful actions necessary to
252 insure that the interest portion of the rental payments under and pursuant to the tax-
253 exempt lease purchase agreement will be excluded from the gross income of the owners
254 thereof for purposes of federal income taxation and to refrain from taking any action which
255 would cause such interest portion of the rental payments to become includable in the
256 gross income of the owners thereof. The School Board of the Issuer also authorizes the
257 Superintendent of Schools of the School District to sign the attached Contract with
258 Specialized Purchasing Consultants, Corp. relating to acquisition of photocopying
259 equipment for the Issuer and authorizes such persons to make any elections under the
260 Contract not exceeding the aggregate purchase price of this authorizing Vote which
261 represents the lowest bidder, Konica Minolta (KMBS) with an annual lease rate of
262 \$100,498.39. Mr. Maninno seconded the motion.

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264 **VOTE: 4 – 0 – MOTION CARRIED**

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266 **6. Old Business**

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268 There was none.

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270 **7. Housekeeping Items**

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272 a. Approval of Minutes – April 16, 2018

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274 Ms. Siegrist made a motion to approve the minutes from the April 16, 2018, meeting. Mr.
275 Maninno seconded the motion.

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277 **VOTE: 4 – 0 – MOTION CARRIED**

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279 b. Approval of Manifests: 25, 26, 27, 1143, 1144, 1146, 1147, 1148, 1149, 1150,
280 1151, 1152, 1153, 1155, 1156, 1157, 1158, 1159 & 1160.

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282 Mr. Willette made a motion to approve the manifest. Mr. Drew seconded the motion.

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284 **VOTE: 4 – 0 – MOTION CARRIED**

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286 c. Approval of February 2018, Treasurer's Report

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288 Mr. Mannino made a motion to approve the March 2018, Treasurer's Report. Ms. Siegrist
289 seconded the motion.

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291 **VOTE: 4 – 0 – MOTION CARRIED**

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293 d. List of Email Correspondence - Informational Only

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295 **8. Public Comments**

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297 There was none.

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299 **9. NonPublic Session**

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301 There was no need for a nonpublic session this evening.

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304 **10. Adjournment**

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306 Mr. Willette made a motion to adjourn the meeting. Mr. Maninno seconded the motion.

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308 **VOTE: 4 – 0 – MOTION CARRIED**

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310 The meeting was declared adjourned at 7:59 p.m.

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316 School Board Chair

Date of Approval

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318 Recording Secretary: Trish Gedziun