

MILFORD SCHOOL BOARD
MINUTES OF THE JULY 16, 2018, MEETING
MILFORD HIGH SCHOOL, LECTURE HALL #182

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6 **1. Call to Order**
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8 Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford High
9 School at 7:00 p.m. Mr. Carvell introduced Dr. Jessica Huizenga as the new Superintendent of
10 Schools and also introduced Ms. Jane Forston, the new Business Administrator. Board members
11 present were Mr. Bob Willette, Mr. Len Mannino and Ms. Jennifer Siegrist. Also in attendance
12 were Mr. Bill Cooper, Director of Buildings and Grounds.
13

14 Mr. Kevin Drew, Vice Chair was not present.
15

16 **2. Board Member Comments**
17

18 There was none.
19

20 **3. Public Comments**
21

22 There was none.
23

24 **4. Reports and Presentations**
25

26 A. Superintendent's Report
27

28 Superintendent Huizenga thanked the Milford community including the School Board, parents,
29 principals and the central office team staff for giving her such an incredibly warm welcome.
30

31 Superintendent Huizenga stated that, with regard to the Public School Infrastructure Fund Grant
32 to improve school security, they had recently received notice that the Bill attached to the money
33 had not yet been signed and the award letters were on hold until that was completed.
34

35 Superintendent Huizenga also said they received the signed enrollment agreement from the
36 Community College System of New Hampshire which was connected with the Governor's
37 concurrent and dual enrollment STEM Scholarship Program. She pointed out that meant
38 beginning in the fall, juniors and seniors would be eligible to take STEM courses. She said they
39 would be permitted to register for up to two STEM related dual or concurrent enrollment courses
40 at no charge.
41

42 Superintendent Huizenga commented that they hired 37 new employees and she had met with
43 many of them over the past two weeks. She further commented that they had hired some
44 incredible new teachers.
45

46 Superintendent Huizenga stated that her Entry Plan was made public and is available on the
47 website; noting that they were well underway addressing the 17 items on the plan. She said they
48 had parent meet and greets scheduled for August 16th and August 21st. She also said she had
49 meetings with the Town Administrator, the Fire Chief and the Police Chief. Superintendent

50 Huizenga said she also had an upcoming meeting scheduled with the President and Chief Legal
51 Officer of Hitchiner Manufacturing to look at expanding their partnerships further.

52
53 Superintendent Huizenga noted that they were on Twitter and Instagram and encouraged folks
54 to join them on social media to see all of the wonderful things happening at the Milford School
55 District! She also noted that they were going to look at updating the website to broad the reach
56 and access by students and parents.

57
58 Mr. Carvell asked if there were anyone present who had questions or comments for
59 Superintendent Huizenga with regard to her Entry Plan or her new position as Superintendent.
60 There was none.

61

62 **5. New Business**

63

64 a. Approval of Change Order – Eckhardt & Johnson

65

66 Mr. Bill Cooper, Director of Buildings & Grounds, addressed the Board and stated that there
67 were two requests for change orders. He said the first one was from Eckhardt & Johnson in the
68 amount of \$10,852. Mr. Carvell clarified that there are pipes tangled around the boiler that are
69 no longer in. This change order is for necessary for the removal of several unused and non-
70 working pipes that would make maintenance going forward less problematic and that approval
71 of this change order would be for the work required to clean it up. Mr. Cooper replied that was
72 correct.

73

74 Mr. Carvell asked if there were any members of the Board who had questions or comments.
75 There was none.

76

77 Mr. Willette made a motion to approve the change order for Eckhardt & Johnson in the amount
78 of \$10,852. Mr. Mannino seconded the motion.

79

80 **VOTE: 4 – 0 – MOTION CARRIED**

81

82 Mr. Cooper stated that the second request for a change order was for an additional \$23,596 for
83 LaPorte Construction which represents the finish work required to finish installation for the new
84 windows. He said the new windows are 2 ½ inches thick and the old windows were 3 ½ inches
85 thick. He explained that initially they were planning to reuse the current sills, but due to the
86 difference in thickness between the old and new windows there is a gap of one inch which
87 requires new sills and trim. Mr. Cooper said the original change order was for \$45,000 and after
88 speaking with LaPorte, they brought the cost down.

89

90 Mr. Carvell asked if the original plan was to re-use the sills that they already had but
91 subsequently found out that would not work. Mr. Cooper did state that the contractor should
92 have checked the thickness of the existing windows before finalizing their bid, but that didn't
93 happen. He confirmed Chairman Carvell's understanding was correct.

94

95 Mr. Cooper stated that the two change orders would leave approximately \$168,000 leftover for
96 the remainder of the projects that are currently approved and scheduled. He further stated that
97 they could not afford to have any more changes orders because they needed to save some
98 money just in case they ran into an issue with any of the remaining projects.
99

100 Mr. Mannino asked about the life expectancy of the new windows. Mr. Cooper replied the life
101 expectancy was approximately 30 to 40 years and that they were made of fiberglass.
102

103 Mr. Carvell asked if there were any members of the Board who had questions or comments.
104 There was none.
105

106 Mr. Mannino made a motion to approve the change order for LaPorte Construction in the amount
107 of \$23,596. Mr. Willette seconded the motion.
108

109 **VOTE: 4 – 0 – MOTION CARRIED**
110

111 b. Update on Capital Projects – Mr. Bill Cooper
112

113 Mr. Cooper stated that the heating pipe replacement at the high school was in phase two of a
114 three-phase project and it was going smoothly and it was on schedule. He further stated that the
115 boiler room upgrades at the high school were on schedule and should be completed on
116 schedule.
117

118 Mr. Cooper said that high school and middle school six roof top units had been delivered and
119 set in place and they are now ready to be wired and commissioned.
120

121 Mr. Cooper stated that he had spoken with SAM Mechanical and they were one week behind
122 schedule on the remaining rooftop units.
123

124 Mr. Cooper noted that E & E was in the process of running the wires for both the middle school
125 and the high school with regard to the building automation. He also said that Aubin Woodworking
126 had begun building the cabinets for the classrooms at the middle school. They are running a
127 week behind due to weather and the holiday. He said he's been pushing on that and he expected
128 the cabinets to be installed in the beginning of August.
129

130 Mr. Cooper commented that the contract was in place for the lockers and the goal was that the
131 lockers would be in place at the middle school by August 13th. He said according to School
132 Furnishings, Pencil from Greenville, NC, was running at 100% capacity working 6 ½ days per
133 week and were still behind schedule. Mr. Cooper stated that they did not expect to ship the
134 lockers until the last week in July, which means that the installation wouldn't begin until the 16th
135 of August. He further stated that he was working with School Furnishings to see if the schedule
136 could be moved up but he would keep the Board updated.
137

138 Mr. Cooper said the painting contractor would start painting the north side of the building at the
139 middle school and pointed out that they were told they had until August to get the inside of the
140 building painted and they confirmed it would be done. He also said the windows had started to
141 be installed at the middle school.

142
143 Mr. Cooper stated that the doors for the gymnasium entrance would arrive the following week
144 and will be ready to install.

145
146 Mr. Cooper spoke about the work being done for the approved security grants. The lockset
147 project had been completed at the high school and the installation of cameras at Heron Pond
148 and Bales had also been completed. He said they were in the process of running the wires for
149 cameras at Jacques and the Middle School, but wiring for the cameras at the High School has
150 not started yet.

151
152 Mr. Cooper said that the carpet installation at Bales had begun and so far three to four rooms
153 have been completed.

154
155 Mr. Cooper updated work on three of the district's gymnasiums. the High School gym floor was
156 recoated., Heron Pond which has not been touched since the building was built has had the
157 floors sanded and new graphics have been applied and it looks amazing. The Middle School
158 gym has also not been touched in 20 years and the floor has been sanded back to its original
159 color and the game lines and graphics are in the process of being completed. The Middle School
160 gym will have the same graphics as the High School, but instead of reading "Spartans" it will
161 read "Titans".

162
163 Ms. Siegrist asked for clarification on where the painting was being done. Mr. Cooper replied
164 that it was the entire Middle School; all the classrooms, hallways, gym and cafeteria are being
165 repainted. Ms. Siegrist also asked if the reason why three projects were falling behind schedule
166 was because they had pretty consistently gone with the lowest bidder. Mr. Cooper replied that
167 was not the reason.

168
169 Superintendent Huizenga thanked Mr. Cooper and his department for all of the hard work they
170 were doing over the summer months.

171
172 Mr. Carvell asked Mr. Cooper if the lockers was his biggest concern. Mr. Cooper responded
173 affirmatively.

174
175 Mr. Carvell asked if there were any other projects that might push past the initial set schedule
176 and if there was any project that with clean up time might not have rooms ready for the teachers
177 in any of the schools. Mr. Cooper replied he had no concerns with any of the buildings not being
178 ready. He pointed out that there were only two projects that would push past August which were
179 the building controls and some of the piping, but all of those were anticipated.

180
181 Mr. Carvell also thanked Mr. Cooper for his department's hard work as well as his attention.

182
183 c. Appeal of Superintendent's Decision Regarding Pride Flags – George Hoyt
184

185 Mr. Carvell stated that there was a request to put Pride Flags on the flagpoles and the former
186 Superintendent made a decision not to allow them to be placed on the school flagpoles. He said
187 Mr. Hoyt had contacted him asking the Board to review the decision.
188

189 Mr. Carvell said that he reviewed the Flag Policy and it stated that the American and the State
190 of New Hampshire flags would be flown at their schools. He also said that the only thing in front
191 of him regarding the process was this particular issue.
192

193 Mr. Carvell asked if there were any members of the Board who had comments or questions.
194

195 Ms. Siegrist asked Mr. Carvell to reiterate the Superintendent's position. Mr. Carvell replied the
196 response from former Superintendent, Bob Marquis generally said that he simply denied Mr.
197 Hoyt's request.
198

199 Mr. Carvell asked if there were any members of the public who had comments or questions.
200

201 Ms. Joelle Martin, a resident, addressed the Board and asked if the policy restricted flags to the
202 United States flag and the NH state flag only. Mr. Carvell replied the policy only stated that,
203 "Policy 6040 – Flags – The United States and New Hampshire flags shall be displayed outside
204 the school each day school is in session. When displayed in the building, they shall be displayed
205 at least in the principal room of assembly." He said that was the only policy they had regarding
206 flags.

207 Ms. Martin asked if the Board was considering the appeal. Mr. Carvell replied the Board was
208 hearing what had been appealed. He further replied that the Superintendent of Schools made
209 a decision not to allow the flags to be flown on the flagpole. He said that Mr. Hoyt had escalated
210 it to the Board to review the decision of the Superintendent and either support the decision or
211 overturn it.
212

213 Ms. Martin stated that the Board of Selectmen had recently passed a proclamation for the town
214 making June LGBTQ Pride Month. She said on Saturday, June 30th, flags were displayed on the
215 gazebo at the Oval and residents gathered in support for all people in the community, especially
216 recognizing and welcoming the people in our LGBTQ community. She further said as a State
217 Representative from Milford, she wanted to share with the Board that there was a Bill in the past
218 session, HB-1319, Expanding the Non-Discrimination Laws of the State to Include Transgender
219 Individuals which was the most popular bill she received emails about. She said the vast majority
220 of Milford residents she heard from supported the bill and she was very proud to have stood in
221 support of that Bill. Because of all of these related issues, making Milford a welcoming place and
222 standing in unity with everyone, she felt that this issue should be reconsidered. She said it was
223 critical that our students feel welcome, that they are in a safe and supportive environment and
224 can thrive and become their best selves. So she would request that the board carefully consider
225 this request again.
226

227 Mr. Carvell asked if there were any further comments or questions from members of the public.
228 There was none.
229

230 Ms. Siegrist asked if the request was only to fly the flags during the month of June. Mr. Carvell
231 replied the request was for only June but what was in front of the Board was to place the flag on
232 the flagpole.

233
234 Mr. Willette commented that, "when the new pod was built at Heron Pond, people made tiles
235 and he knew of three tiles that were refused; one was a cross with the word love across it. He
236 further commented that tile was refused and said if he could not have his cross on a tile, he did
237 not think he deserved a gay flag. He said he did not have anything against gay people but he
238 did not feel they needed to waive a flag."

239
240 Mr. Carvell commented that he supported all students and was fully in support of putting some
241 sort of recognition in the schools or an alternative but the flagpoles are limited to the American
242 flag and the New Hampshire flag, these represent a lot to him as a long time Veteran. He also
243 commented that he hoped a request would be received which would recognize all people
244 because the school district was community which was inclusive of all. He would not consider
245 putting on the flagpole, but hopefully some alternative can be done through the policy.

246
247 Mr. Mannino stated that he agreed with Mr. Carvell. He further stated that the school district is
248 responsible for supporting students from many nations across the world with all them having
249 different cultures, beliefs and ethnicities. Mr. Mannino said that he did not think that singling out
250 a particular segment of the student population and putting a flag up to celebrate them, while not
251 a negative thing, he was not sure how it would be received by the rest of the student population.
252 He also said that his hope was that the students working together could create a banner of
253 diversity representing their beliefs so no one segment feels left out.

254
255 Ms. Siegrist commented that she agreed with Mr. Mannino that the students and possibly staff
256 should come forward with a request. She said she felt the rainbow flag represented complete
257 equality and inclusivity for everyone and she had no problem seeing it fly on any of the flagpoles.
258 She further said she felt it was a shame that Mr. Hoyt was not present to provide more
259 information and feedback. She said she felt it was something that should be brought up from
260 within the school district, maybe from the student council at the High School along with any other
261 groups from the other schools.

262
263 Mr. Willette asked our State Representative if she was familiar with the slippery slope issues if
264 another group were to make a request for a flag, say the Boy Scouts or the Greek Orthodox
265 Church. He said the district's policy specifically stated which flags could be flown on the
266 flagpoles, noting that the policy did not state that other flags would be flown as they came up.
267 He asked if we were going to now consider every flag request.

268
269 Ms. Martin responded that as elected officials we have to make important and tough decisions
270 sometimes. She further said that she felt that the Boy Scouts didn't have the daily struggles and
271 challenges they encounter like those in the LGBT community. She said it was our job to weigh
272 to context of the policies as well as the struggles of the times.

273
274 Mr. Mannino said that the timing was not ideal because it would need to be retroactive and the
275 buildings are currently under construction, no one is around this time of year and it could be
276 knocked down.

277
278 Mr. Carvell made a motion to uphold the Superintendent's administrative decision. Mr. Willette
279 seconded the motion.

280
281 Discussion

282
283 Mr. Carvell stated that he hoped Mr. Hoyt or anyone else would approach the Board and that
284 they could find a solution to this matter. He further said that the flagpole represented something
285 different for him because of his many years serving the country.

286
287 **VOTE: 3 – 1 (Nay – Siegrist)**
288 **MOTION CARRIED**

289
290 d. Discussion on Kindergarten Programs – Ms. Nancy Maguire
291 **(Exhibit attached to meeting agenda)**

292
293 Superintendent Huizenga stated that the Town of Milford had made an incredible investment in
294 assuring full-day kindergarten for all its children. The previous enrollment total was 126 students
295 but one student has been withdrawn so the total for full day kindergarten now stands at 125
296 students

297
298 Ms. Nancy Maguire, Principal, Jacques Memorial Elementary School, addressed the Board and
299 stated that everything was in place for the full-day kindergarten program.

300
301 Ms. Maguire commented that it was important to give the children time to apply the skills they
302 were learning as well as learning at a slower pace and having time to apply their skills in practice
303 and play.

304
305 Ms. Maguire went through the concerns she was presented with from parents, the daily schedule
306 and an overview of the variety of weekly classes, the space designated for special classes and
307 lunchroom scheduling. She let the board know that all the required supplies have been ordered.
308 She said she was very excited for the upcoming school year!

309
310 e. Instructional Assistant Positions at Heron Pond
311 **(Exhibit attached to meeting agenda)**

312
313 Superintendent Huizenga stated that there were two Instructional Assistant Positions open at
314 Heron Pond and Ms. Chantal Wilcox, Principal; Heron Pond Elementary School was present to
315 answer any questions that the Board may have.

316
317 Mr. Carvell asked if the positions were Title I. Superintendent Huizenga replied they were not.
318 Mr. Carvell asked how many Instructional Assistant positions there were. Superintendent
319 Huizenga replied there were several in the district and approximately eight at Heron Pond.

320
321 Mr. Carvell asked if they were assigned to one classroom or if they floated. Ms. Alcox replied
322 that she would like the positions to be flexible enough to work at any grade level.

323
324 Ms. Siegrist noted that the positions appear to only require a high school diploma and asked if
325 the positions were offered any professional development courses. Ms. Alcox replied that they
326 were provided with specific intervention support as well as classroom teachers working directly
327 with them. She added that they do provide for some professional development courses on the
328 workshop days they are allowed to attend as well as some early release afternoons providing
329 some literacy and fluency instruction depending on what the students in their classes require.

330
331 Ms. Siegrist asked how they would handle difficult student behavior. Ms. Alcox replied that
332 thanks to the eight Professional Development days the previous June they tried to make a mix
333 of social/emotional training in addition to academic training. Ms. Alcox also replied that one of
334 Mr. Hatfield's behavioral consultants held a session over two-hours long regarding managing
335 difficult behaviors.

336
337 Ms. Siegrist asked if they receive any professional training prior to being placed alone in a
338 classroom for the first time. Ms. Alcox replied that they didn't. She said that was something they
339 could do better in the future, it is mostly on-the-job training. She did add that some of the
340 Instructional Assistant candidates were certified teachers, but because the pay was so low they
341 typically only stay for a year until they find a full-time position. She explained that while a high
342 school diploma was the minimum requirement, she does look for the very best qualified
343 candidates who have more than the minimum educational requirements.

344
345 Ms. Siegrist asked what the salary was for the positions. Ms. Alcox replied that the hourly rate
346 is a set \$15.00 per hour and they are not full-time positions.

347
348 Mr. Carvell asked Superintendent Huizenga what her thoughts were. Superintendent Huizenga
349 replied that as part of the entry plan and goals for the year they would be doing a full analysis of
350 the district in terms of staffing and budget. She further replied that right now she felt they should
351 move forward with the staffing they currently had and Heron Pond was counting on the positions
352 being filled.

353
354 Mr. Willette made a motion to approve the two Instructional Assistant Positions at Heron Pond
355 Elementary School. Ms. Siegrist seconded the motion.

356
357 **VOTE: 4 – 0 – MOTION CARRIED**

358
359 **6. Old Business**

360
361 a. Discussion on 2018-2019 District Goals

362
363 Superintendent Huizenga commented that Mr. Marquis had left four proposed district goals for
364 the coming school year. She said she had some questions and would recommend an
365 opportunity to revise them over the summer. She further stated that she felt the district needed

366 to focus on improving communication and community engagement.

367
368 Superintendent Huizenga stated that the district was in need of a strategic plan and there was a
369 great deal of work that needed to be done surrounding that. She further stated the district would
370 be undergoing the next phase of the curriculum review cycle in English/Language Arts and there
371 would be a proposal for a new curriculum, materials and resources in the ELA pre-k through
372 grade 12 which would be a significant investment.

373
374 Superintendent Huizenga said they would be implementing the Next Generation Science Units
375 that the district had been working on over the past year. She further said that the kindergarten
376 implementation was a key priority of focus for the upcoming year and it was not necessarily
377 represented in the current district goals.

378
379 Superintendent Huizenga commented that the one thing that was represented in the current
380 goals that she would continue was a clear budget analysis and it would be done as part of the
381 strategic planning process as well as a community engagement process. Superintendent
382 Huizenga noted that she would recommend an opportunity to present new goals to the Board in
383 August for the upcoming school year.

384
385 Mr. Carvell commented that he agreed with Ms. Superintendent Huizenga.

386
387 Mr. Mannino asked if they could pull the emergency brake on the current goals and allow
388 Superintendent Huizenga to come back with her own vision. Mr. Carvell replied that was fine.

389
390 Ms. Siegrist commented that she agreed with Mr. Mannino as did Mr. Willette.

391

392 **7. Housekeeping Items**

393

394 a. Approval of Professional Nominations

395

396 Ms. Siegrist made a motion to approve the Professional Nominations. Mr. Mannino seconded
397 the motion.

398

399 **VOTE: 4 – 0 – MOTION CARRIED**

400

401 b. Approval of Minutes, June 18, 2018

402

403 Ms. Siegrist made a motion to approve the meeting minutes from the June 18, 2018. Mr.
404 Mannino seconded the motion.

405

406 **VOTE: 4 – 0 – MOTION CARRIED**

407

408 c. Approval of the Manifests: 1, 30, 31, 32, 33, 34, 1000, 1001, 1002, 1003, 1176, 1177,
409 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191
410 & 1192

411
412 Mr. Willette made a motion to approve the manifests. Mr. Carvell seconded the motion.
413

414 **VOTE: 4 – 0 – MOTION CARRIED**

415
416 d. List of Email Correspondence - Informational Only

417
418 e. List of Classified Appointments – Informational Only

419
420 f. List of Employees Leaving Service – Informational Only

421
422
423

424 **8. Public Comments**

425
426 There was none.

427
428 **9. Non-public Session** under RSA 91-A:2 I (a) Strategy or negotiations with respect to
429 collective bargaining, and/or RSA 91-A:3 II (a) Personnel.

430
431 Mr. Mannino made a motion to go into a non-public session. Mr. Willette seconded the motion.

432
433 **VOTE: 4 – 0 – MOTION CARRIED**

434
435 **???** made a motion to come out of non-public session. **???** seconded the motion.

436
437 **VOTE: 4 – 0 – MOTION CARRIED**

438
439 **10. Adjournment**

440
441 **???** made a motion to adjourn the meeting. **???** seconded the motion.

442
443 **VOTE: 4 – 0 – MOTION CARRIED**

444
445 The meeting was declared adjourned at **???** p.m.

446
447
448
449
450
451
452
453
454

School Board Chair

Date of Approval

455

456 Recording Secretary: Trish Gedziun