

MILFORD SCHOOL BOARD
MINUTES OF THE JUNE 18, 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. Board members present were Mr. Kevin Drew, Mr. Bob Willette, Mr. Len
10 Mannino and Ms. Jennifer Siegrist. Also in attendance were Superintendent Robert Marquis,
11 Ms. Jane Fortson, Business Administrator, and Mr. Bill Cooper, Director of Buildings and
12 Grounds.

13
14 **2. Board Member Comments**
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16 There was none.
17

18 **3. Public Comments**
19

20 There was none.
21

22 **4. Reports and Presentations**
23

24 **A. Superintendent's Report**
25

26 Field Days at Heron Pond were held last week and Field Day at the Jacques School was held
27 last Thursday. The kindergarteners had their end of the year celebrations last Wednesday. On
28 June 11 and June 12, the kindergartener's and first graders finished their year long gardening
29 unit and firefighter Jason Smedick visited the Jacques School on May 31 and June 1st and spoke
30 to the children about bike and boat safety.

31
32 On May 28, an entomologist from JP Pest Services visited with the kindergarten students and
33 brought along cockroaches and spiders.

34
35 On June 7, the first graders were treated to a visit from Michelle's Menagerie and she brought a
36 turtle, birds, a prairie dog, a Guinea pig and a snake.

37
38 Last Thursday, the 8th graders had their awards ceremony, a bar-be-que, a completion ceremony
39 and a social event all in the same day. I congratulate all of the 8th graders, the parents as well
40 as the staff for making it such a successful event.

41
42 I would also like to congratulate the high school seniors on the completion of their journey
43 through the Milford School District. The graduation, which occurred on Saturday, June 9, was a
44 safe and successful experience.

45
46 Today was the first day of eight professional development days for the teachers and various staff
47 members. There is a varied menu of events and workshop opportunities that are going to be
48 offered over the next seven days. Some of the workshops have to do with mental health topics,

49 using data to inform instruction and CPR training. Special education staff are required to
50 participate in the Department of Education training opportunities.

51
52 Mr. Carvell stated that the last professional development day was scheduled for the morning of
53 June 27, and he would like to release all staff at noon.

54
55 Mr. Drew made a motion that all staff be released for the summer break on Wednesday, June
56 27, 2018, by 12:00 noon. Mr. Maninno seconded the motion.

57
58 **VOTE: 5 – 0 – MOTION CARRIED**

59
60 **B. Open Positions Report**

61
62 Superintendent Marquis said that the building principals had their teams working very hard to fill
63 the open positions. He said they had filled numerous positions over the last month. He further
64 said that there were not many open positions that were teaching positions.

65
66 Superintendent Marquis said he felt very confident that the open teaching positions would be
67 filled. He further stated, however, the one exception was the BCBA position as they were still
68 finding it problematic to find candidates to fill the position.

69
70 Mr. Carvell commented that he felt it was a long list. Superintendent Marquis replied there were
71 not anymore open positions than normal but that the Board had never requested to see the list
72 before.

73
74 Mr. Carvell asked if there were any applicants for the BCBA position and asked if the salary was
75 an issue. Superintendent Marquis replied that the salary was an issue. He said Mr. Hatfield had
76 reached out to some area colleges that provided BCBA training but currently there were no
77 replies.

78
79 Mr. Carvell asked if they still had contracted services for the position. Superintendent Marquis
80 replied they did but there were more opportunities for the BCBA position to work with programs
81 that went beyond a contracted hour service and that was why they wanted to make the position
82 full-time.

83
84 Mr. Carvell commented that when they budgeted for the position, one of the challenges was
85 finding comps. Ms. Burk replied that was correct.

86
87 Ms. Siegrist requested that, in the future the list provided to Board should include the date that
88 the job was posted. Superintendent Marquis that could be done.

89
90 Mr. Drew asked if the Career Development Specialist position would be posted. Superintendent
91 Marquis replied that it would not be posted until the position was vacated.

92
93 Mr. Carvell asked if there were any members of the Board who had any further questions or
94 comments. There was none.

95 **5. New Business**

96
97 a. Proposed 2018-2019 District Goals

98
99 Superintendent Marquis stated that he wanted to provide the new Superintendent with a little bit
100 of structure in terms of where he saw the District heading and how the new Superintendent could
101 assist the Board in establishing a vision going forward.

- 102
103 1. Curriculum and Instruction: Personalizing each student’s education through
104 appropriate and engaging instruction and co-curricular opportunities, guided by
105 meaningful feedback and assessment. The District will continue its
106 commitment in establishing and integrating STEAM instructional practices and
107 activities throughout the schools through increased access to resources and
108 professional development opportunities. The baseline used to assess this goal
109 will be the inventory of STEAM activities that was created this past year by the
110 STEAM Committee.
111
112 2. Curriculum and Instruction: During the 2017- 2018 school year, the District
113 worked toward the development of a common understanding of competencies.
114 The District’s movement forward in implementing Next Generation Science
115 Standards, reporting on student progress, e.g. report cards and the
116 utilization/integration of STEAM activities as performance based assessment
117 tasks will incorporate language that will demonstrate the integration of
118 competencies in the classrooms.
119
120 3. Curriculum and Instruction: The District will assist the Board in evaluating the
121 Full-Day Kindergarten Program, using both qualitative and quantitative data.
122
123 4. Use of Resources: Using fiscal diligence and balance in decision-making. The
124 District will continue to assist the School Board in reaching successful collective
125 bargaining agreements with the Milford Teachers Association and the Milford
126 Educational Personnel Association.
127

128 Mr. Carvell commented that he felt there should be a committee established with regard to
129 evaluating the new full-day kindergarten program. He further commented he felt the committee
130 should include some parents. Mr. Mannino stated that he agreed there should be a committee.
131 Superintendent Marquis replied that he would modify goal #3 to be more specific in terms of
132 committee membership.

133
134 b. Current Enrollment Projections – Grade 2

135
136 Superintendent Marquis stated that Ms. Chantal Alcox, Principal at Heron Pond Elementary and
137 he had been discussing the enrollment figures for grade 2.

138
139 Superintendent Marquis said the 2018 – 2019 Projected Enrollment was 155 students and they
140 projected that the staffing needs would be seven classrooms which would produce a projected
141 class size ratio of 22.2:1.

142 Superintendent Marquis stated that the Board class size guidelines for grade 2 were 22:1 so
143 they were within a reasonable number for that projection.

144
145 Superintendent Marquis said that the anticipated enrollment for 2018 – 2019, was currently 162.
146 He said they had only budgeted for seven teachers and that was a concern. He said the 2nd
147 grade class sizes would be over 23:1, which was over the Board guidelines of 22:1. He further
148 said that if the Board waited until August to hire someone it would be very late and may be
149 difficult to fill the position. He said it was his recommendation that the Board seriously consider
150 adding a teacher to the 2nd grade class. Mr. Carvell commented that he agreed the Board should
151 not wait.

152
153 Mr. Mannino asked what the Department of Education’s recommendation was regarding
154 classroom size. Mr. Carvell replied that they generally ran a little bit less and said he thought
155 they should add another teacher. Mr. Drew stated that he agreed.

156
157 Ms. Siegrist also stated that she agreed they should add a teacher and noted that part of the
158 reason why she felt that way was because of the fact that some of the 2nd grade students did
159 not attend a full-day kindergarten program and were working through some deficiencies. Mr.
160 Mannino asked Ms. Siegrist what deficiencies she was referring to. Ms. Siegrist replied that the
161 kindergarten teachers and staff had come in and went through the different things that they had
162 to teach the students in first grade and how much they were not able to cover due to some of
163 the issues the students had who had not gone through the kindergarten class. She said the
164 teachers were still playing catch-up through 3rd grade, as they explained it. Mr. Mannino replied
165 that he disagreed with that. Ms. Siegrist commented that she thought most them were social.

166
167 Mr. Mannino asked if the classroom had any in-class aides. Superintendent Marquis replied
168 there were children with special education needs in those classrooms and as a result, there may
169 be one on one para-professional or staff providing assistance.

170
171 Mr. Mannino asked if they would need to add another “physical” room. Superintendent Marquis
172 replied that they had the necessary space.

173
174 Mr. Mannino asked what the potential future impact was for the third grade with this particular
175 class, assuming the numbers remained in tact moving forward. Superintendent Marquis replied
176 that moving forward he would have to see how grade five stepped over to the middle school and
177 see what the staffing pattern was. He said they would normally look at that in the fall.

178
179 Mr. Mannino made a motion to add a teacher to the 2nd grade class at Heron Pond Elementary
180 School. Mr. Drew seconded the motion.

181
182 **VOTE: 5 – 0 – MOTION CARRIED**

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187 c. Food Service

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1. 2018 – 2019 Meal Pricing

Ms. Burk stated that she had a conversation with the Department of Education regarding the status of their program. She said the Board did not need to make any changes to the meal pricing nor did they have a need to make a contribution to offset paid lunch equity.

2. Fund Transfer to Cover Student Meal Debt

Ms. Burk stated that they did have some student meal debt. She said the Board had put a policy into effect in the 2016 -2017 school year which stated that students would be eligible to receive a full meal even if their accounts were in the negative. She said there were some students who were in arrears and they did try to collect on as much debt as they possibly could. She noted they had some parents who would send funds in late June but presently there was just under \$4,000 in student debt.

Ms. Burk said that her recommendation to the Board was to contribute a not-to-exceed amount of \$4,000 to offset the student debt that existed at the end of the school year.

Mr. Carvell noted that their food service program was currently \$15,000 in the positive.

Ms. Maryanne Gallagher, Food Services Director, addressed the Board and stated that they were \$49,000 in the positive as of the end of May.

Mr. Carvell asked if it were the same students that were in arrears year over year. Ms. Gallagher replied that she felt the burden should not be put on a child but there was definitely people who took advantage. She said unfortunately, there was not much that could be done about it. She said she had some ideas to deal with negative balances, for example, some students at the middle school were not paying for their lunch but then coming up with \$20.00 to buy snacks. She further said she would like to cut that off if they owed money on their account. Ms. Gallagher said she was not sure how that would work but it was a thought.

Mr. Carvell asked if the folks who were in arrears were sent information about free and reduced lunches during the collection process. Ms. Gallagher replied that they did.

Ms. Siegrist asked Ms. Burk to explain why the Board was being asked to transfer \$4,000 when the food services program was \$49,000 in the positive. Ms. Burk replied the food services program's revenue sources included federal sources and the reimbursement they received was for free and reduced meals, as well as the income they received from families that were paying. She said when they were off setting the debt, they did not want to do it with money that was sourced for the free and reduced students but they could not segregate it out within the program. Ms. Burk said they would make the transfer from the general fund instead to wipe the student clean. She further said that would mean it did not cross over any grey lines when it came to using money that was potentially from the free and reduced reimbursements as opposed to just parents who did not provide their child with money for the debt.

Ms. Siegrist asked what happened to the balance that was still there. Ms. Burk replied it wiped out. She said the Board would pay off the debt and the debt was primarily just the meals that the students were served.

236
237 Ms. Siegrist asked what happened to the positive balance. Ms. Burk replied that it rolled forward.
238 Ms. Burk commented that in the past the Board had to make contributions of upwards of \$70,000.
239
240 Ms. Siegrist asked if moving forward the positive balance could put the District's food program
241 in a much better position. Ms. Burk replied the positive balance could purchase new equipment
242 because there was a lot of aged equipment in the kitchens. She further replied that they had
243 relied on grants to purchase equipment in the past but could be more proactive with a positive
244 balance. Ms. Burk stated that there were other things that Ms. Gallagher could look into
245 regarding other ways to bring in new and exciting opportunities for the program.
246
247 Mr. Carvell commented that the other benefit to the positive balance was that it would keep the
248 prices stable.
249
250 Mr. Mannino said that for year's they had increased the price of lunches for students and every
251 year that followed, less and less would enroll so they were being hit on both ends. He further
252 said that it seemed they had turned the corner. He asked if at some point they should look at
253 reducing the cost of lunch. Ms. Gallagher said she agreed with Mr. Mannino 100% but asked to
254 give her another school year. Mr. Carvell suggested they take another look at it in six months.
255
256 Mr. Willette asked what would happen if the Board did not authorize the transfer of the \$4,000.
257 Ms. Burk replied that technically, the student debt would carry into the next year and accumulate
258 more and more which would just put a bigger burden on parents if they were trying to collect the
259 debt.
260
261 Mr. Willette commented that there was a list posted at the high school which indicated students
262 that were in arrears. Ms. Burk replied the list was not specifically for food service but included
263 debt for missing books, etc. Ms. Gallagher said that Dr. Craven removed the posted list and it
264 should not have been posted.
265
266 Ms. Gallagher said that notices were sent out if someone was in the negative and it was
267 automatically generated. She further said the collections attempt was done very tastefully and
268 they always tried to be helpful.
269
270 Mr. Mannino made to motion to expend an amount not-to-exceed \$4,000 towards the student
271 debt account. Mr. Willette seconded the motion.
272
273 **VOTE: 5 – 0 – MOTION CARRIED**
274
275
276
277
278 **6. Old Business**
279
280 a. Fund Balance Items to be Discussed
281
282 1. Middle School Roof Units

283
284 Superintendent Marquis stated that he and Mr. Cooper had some discussions regarding the
285 middle school roof top units and there was an alternative plan that did not include rooftop units.
286
287 Mr. Cooper said they would be flushing the heating systems at the Jacques and middle schools.
288 He said when they flushed the heating system at the high school they ended up getting a more
289 even heat throughout the building and did not have any issues. He said he thought when the
290 systems were flushed; they would be cleaned out and would get a better water flow. He further
291 said the other alternative would be to upsize the two units that were in the lobby area. Mr. Drew
292 indicated that he agreed with Mr. Cooper.

293
294 2. Stairway Construction at Jacques Memorial Elementary School

295
296 Superintendent Marquis stated that they were going to do this project through the Infrastructure
297 Grant. He further stated that Mr. Cooper was able to secure an estimated cost for it which was
298 \$4,985. He said the District reimbursement @ 80% would be \$3,988 and the final cost to the
299 District would be \$997.

300
301 Mr. Carvell asked if the Infrastructure Grant had already been applied for at the state level. Mr.
302 Cooper replied that it had but he did not know if it had been approved. He said they added the
303 lockdown shades, the stairs and the film which they discussed at the last meeting. He further
304 said the total for the grant was approximately \$68,000.

305
306 Mr. Carvell said they could approve it with fund balance money and then allocate it to the District
307 cost or to that level. He further said if it was not approved and they closed, they could just delete
308 the P.O. and fund it out to the next years cost.

309
310 Mr. Willette made a motion to approve the spending of \$4,985 for the staircase construction at
311 the Jacques Memorial Elementary School contingent upon the grant being approved from the
312 state. Mr. Mannino seconded the motion.

313
314 **VOTE: 5 – 0 – MOTION CARRIED**

315
316 Superintendent Marquis stated that Mr. Cooper had passed out a memo which discussed some
317 change orders for the various projects that were going on.

- 318
319 1. Lockers – Additional cost for the vertical angles and the end panels \$ 2,710.00
320 for the 645 lockers as well as the additional 9 lockers:
321
322 2. Interior Railings & Window Frames/Corridor Wall Tiles: \$14,742.00
323
324 3. Building Automation Controls/Replacing 42 Control Valves: \$17,850.00
325 4. *21 Controllars & 21 Units on the Roof: \$ 0.00
326

327 *Mr. Cooper pointed out that there was \$20,000 built into the contract for a contingency and they
328 would use that money instead of the District having to put in a change order.

329

330 Total in Change Order Amounts: \$35,302.00

331

332 Mr. Drew commented that he agreed with Mr. Cooper. He said they had received some feedback
333 from the mechanical engineer on the two items regarding the controls and he thought it was a
334 reasonable price and was something that they should do.

335

336 Mr. Drew said he felt it was a good thing to maximize the amount of lockers while they had the
337 chance to do it.

338

339 Mr. Cooper stated that project wise they were at \$2,688,940 which gave them a total of \$311,060
340 remaining. He said they were only asking for \$35,302.

341

342 Mr. Carvell asked if the \$311,060 would complete the project list for the bond. Mr. Cooper replied
343 it would complete as much as they could but not everything, pending the pipe project.

344

345 Mr. Drew made a motion to approve the three requested change orders in the amount of
346 \$35,302. Mr. Carvell seconded the motion.

347

348 **VOTE: 5 – 0 – MOTION CARRIED**

349

350 Mr. Cooper stated the company that was taking out the old windows had to cut back the sheet
351 rock by 3” to get at the screws and the hangars that held the windows in. He said the 3” of sheet
352 rock needed to be replaced and that would cost \$81,200.

353

354 Mr. Cooper said the second item listed was for the removal of the interior doors at the main
355 entrance and moving them closer to the stairs. He said that was all part of the inspection which
356 was done by Homeland Security. He further said the cost would be \$22,532.

357

358 Mr. Cooper stated that the next item on the list was to install new stairway treads, risers and
359 flooring which was all rubber, with the school colors of royal or dark blue. He said the cost to do
360 that for the main staircase only would be \$8,717.

361

362 Mr. Cooper said he broke down the cost for the exterior doors. He further said when the project
363 started, one of the things they wanted to do was the exterior windows and doors. Mr. Cooper
364 noted that the cost for the doors came in at \$130,000 and he felt that was way too much money.
365 He said the main entrance would cost \$17,148 and that would be for five doors and the
366 gymnasium entrance (which were the four doors that faced the access road) and would cost
367 \$16,178. He further said that entrances B, C & D were located at the south end of the building
368 and they were presently framed with aluminum. He said his proposal was to change them to
369 hollow metal because the prices for aluminum had gone up and it would cost too much to replace
370 them. Mr. Cooper said they had problems with two sets of the doors currently. He said one of
371 the locations would be the playground entrance. Mr. Cooper said that the three, which would
372 include six doors and three frames would cost \$29,240.

373

374 Mr. Cooper said the last item was for the new window that the office would like so when the
375 visitors walk in, they could speak with the office staff without actually entering the main building
376 which would cost \$13,001.

377
378 Mr. Cooper said all of the changes totaled \$188,016. He said he spoke with Mr. Drew regarding
379 the items and his thought was to take the main entrance doors out, the new fixed windows and
380 the stair treads which would give them \$38,866 back and a total of almost \$97,000 in case they
381 had any more change orders in the current year or next year. He further said they were running
382 tight and \$100,000 was not a lot of money and he was hesitant to recommend that they spend
383 it all because they were just starting the piping project.

384
385 Mr. Cooper said it was his recommendation the first project that would cost \$81,200 would be a
386 not-to-exceed number but that they had to have the work done. He also said that he felt the
387 gymnasium doors needed to be done and if they did the other three entrances it was money well
388 spent.

389
390 Mr. Drew stated that he was in favor of recommending the items which Mr. Cooper mentioned
391 above.

392
393 Mr. Carvell asked Mr. Drew if they should wait until the pipe project got a little bit deeper. Mr.
394 Drew replied that the window work had to happen and the other items could wait.

395
396 Mr. Cooper said that he felt the doors in the gymnasium should be replaced, "without question."
397 He further said that the four existing doors were in tough shape but they could wait on everything
398 else.

399
400 Mr. Carvell asked if Mr. Cooper was requesting to do the \$81,200 as a cap for the sheet rock.
401 Mr. Cooper replied that was correct. Mr. Carvell asked if he was requesting to do the doors at
402 \$16,178. Mr. Cooper replied that was also correct.

403
404 Ms. Siegrist asked if any of the items could be submitted as a grant. Mr. Cooper replied they
405 would not do it because they looked at it as repair and maintenance.

406
407 Mr. Willette made a motion to approve the construction of the sheet rock not-to-exceed an
408 amount of \$81,200 and replace the gymnasium entrance doors for \$16,178. Mr. Drew seconded
409 the motion.

410
411 **VOTE: 5 – 0 – MOTION CARRIED**

412
413 Mr. Carvell stated that Superintendent Marquis was retiring and thanked him for his time with
414 Milford School District and presented him with a plaque of appreciation and wished him the best
415 of luck. Superintendent Marquis replied that he appreciated it and said it was an honor to work
416 with the staff, the administrators, the teachers and the Board over the last three years.

417
418 **7. Housekeeping Items**

419
420 a. Approval of Professional Nominations

421
422 Mr. Drew made a motion to approve the Professional Nominations. Ms. Siegrist seconded the
423 motion.

424
425 **VOTE: 5 – 0 – MOTION CARRIED**
426
427 b. Approval of Minutes, May 21, 2018
428
429 Page 4 & 5, Lines 172 & 188 – “ASAP” was changed to “AESOP” – Siegrist
430
431 Page 7, Line 304 – “IDA” was changed to “IDEA” - Siegrist
432
433 Mr. Drew made a motion to approve the meeting minutes from the May 21, 2018, as amended
434 meeting. Ms. Siegrist seconded the motion.
435
436 **VOTE: 5 – 0 – MOTION CARRIED**
437
438 c. Approval of Minutes, June 4, 2018
439
440 Mr. Drew made a motion to approve the meeting minutes from the June 4, 2018, meeting. Ms.
441 Siegrist seconded the motion.
442
443 **VOTE: 5 – 0 – MOTION CARRIED**
444
445 d. Approval of the Manifests - 29, 1169, 1170, 1171, 1172, 1173, 1174 &1175
446
447 Mr. Willette made a motion to approve the manifests. Mr. Carvell seconded the motion.
448
449 **VOTE: 5 – 0 – MOTION CARRIED**
450
451 c. List of Email Correspondence - Informational Only
452
453 d. List of Classified Appointments – Informational Only
454
455 **8. Public Comments**
456
457 There was none.
458
459 **9. Non-public Session** under RSA 91-A:2 I (a) Strategy or negotiations with respect to
460 collective bargaining, and/or RSA 91-A:3 II (a) Personnel.
461
462 Ms. Siegrist made a motion to go into a non-public session. Mr. Willette seconded the motion.
463
464 **VOTE: 5 – 0 – MOTION CARRIED**
465 **???** made a motion to come out of non-public session. **???** seconded the motion.
466
467 **VOTE: 5 – 0 – MOTION CARRIED**
468
469 **10. Adjournment**

469 ??? made a motion to adjourn the meeting. ??? seconded the motion.

470

471 **VOTE: 5 – 0 – MOTION CARRIED**

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473 The meeting was declared adjourned at ??? p.m.

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479 _____
School Board Chair

_____ Date of Approval

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484 Recording Secretary: Trish Gedziun