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2
3 MILFORD SCHOOL BOARD
4 MINUTES OF THE JUNE 4, 2018, MEETING
5 MILFORD HIGH SCHOOL, LECTURE HALL #182
6
7

8 **6:00 PM – Non-Public Session: RSA 91-A:3 II (a) Personnel - SAU Conference Room.**
9

10 **1. Call to Order**
11

12 Board Chair Ron Carvell 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. Kevin Drew, Mr. Bob Willette, Mr. Len
14 Mannino and Ms. Jennifer Siegrist. Mr. Carvell welcomed Ms. Jane Fortson who was the new
15 Business Administrator. Superintendent Robert Marquis, Ms. Jen Burk and Mr. Bill Cooper,
16 Director of Buildings and Grounds were also in attendance.
17

18 **2. Board Member Comments**
19

20 There was none.
21

22 **3. Public Comments**
23

24 There was none.
25

26 **4. Reports and Presentations**
27

28 **A. Superintendent's Report**
29

30 I wanted to inform the Board and public that I have been informed that applications will be
31 accepted again beginning June 11th for the public school infrastructure funds. We will be putting
32 three applications forward on or by June 11th.
33

34 In terms of the high school, tonight is the Annual Awards Night Ceremony which began at 7:00
35 p.m. The senior class events for this week are Wednesday, June 6th; the seniors will go white
36 water rafting. Thursday, June 7th, they will have graduation practice and Friday, June 8th there
37 will be another graduation practice and graduation will be held on Saturday, June 9th at 10:00
38 a.m. on the football field.
39

40 At the middle school, the 8th grade class' trip will be at Canobie Lake Park. On June 14th, they
41 will have an Awards Ceremony and the 8th grade bar-be-que and graduation practice will also
42 be happening during the day. At 6:00 p.m. the 8th grade Graduation Completion Ceremony will
43 be held at the middle school gymnasium and after that they will hold an 8th grade Farewell Social
44 from 7:30 p.m. to 8:30 p.m.
45

46 **B. Quarterly Reports**
47

- 48 • Granite Town Media Advisory Committee
49

50 Mr. Carvell stated that the committee had met a few weeks ago and some of the on-going
51 projects were discussed, including Lecture Hall #182 with regard to some of the television
52 problems that they had. He said the committee was still working on the franchise agreement
53 with Comcast and they would be holding a couple of public forums.

54

55 • Wellness Committee

56

57 Mr. Willette said that the Wellness Committee was a very active committee. He said the following
58 Tuesday would be their last meeting of year.

59

60 • Technology Committee

61

62 Mr. Carvell stated that the last meeting was cancelled so there was nothing to report at this time.

63

64 • ATC Regional Center Advisory Committee

65

66 Ms. Siegrist said that the committee last met on May 8th. She said Region 16 and Mr. Jalbert
67 gave a great presentation with regard to marketing the ATC Program. Ms. Siegrist noted that
68 Mr. Jalbert was trying to let people know that the ATC Program had a lot of potential for all kinds
69 of jobs right out of school. She said they were working closely with other districts to intertwine
70 programs more easily so more students were able to take advantage of it. She also said that
71 she attended the ATC Showcase where the high school students were able to talk about their
72 internships, noting that attendance had more than doubled from the prior year.

73

74 • Capital Improvements Plan

75

76 Mr. Drew said that the CIP had not yet met but would meet in late summer.

77

78 • Bond Projects

79

80 Mr. Drew said that they provided periodic updates as things happened but there was presently
81 nothing too significant.

82

83 C. Progress Report on 2017 – 2018 District Goals

84

85 Superintendent Marquis stated that there was a memo in the Boards packet which spoke to the
86 progress that they had made throughout the year. He said there were five goals listed and for
87 each goal, he had reiterated the progress that he reported in February and he highlighted the
88 progress that he was going to report at this meeting. **(Exhibit is attached to meeting agenda)**

89

90 Curriculum and Instruction:

91

92 During the 2017-18 school year, the District will continue to provide professional
93 development opportunities that will inform and enhance instruction, curriculum and
94 assessment. The impact of these professional development opportunities will be
95 measured by student growth on multiple assessments for students in kindergarten
96 through the 8th grade. While learning opportunities will be varied and will be

97 provided to allow for differentiation between schools and among the staff within the
98 schools, common strands around project/performance-based assessment,
99 technology and curriculum mapping, as well as a balance between the distinct
100 needs of the schools and a unified direction for the District, will be maintained. He
101 said the most recent progress update was that they had continued to provide
102 varied professional development activities, particular in mathematics, science and
103 reading. He noted they would continue these opportunities between June 18th –
104 June 27th, among them being focused training for special education staff with
105 regard to accommodations and modifications for students, the development of
106 measurable annual goals and the use of behavior strategies in classroom.
107

108 The District will also be providing staff with an introduction to ALICE or enhanced
109 lockdown procedures, a review of required bullying reporting and investigation,
110 CPR and CPI training, DIBELS and Fountas and Pinnell (reading) calibration, as
111 well as science competency and unit development opportunities. There will also
112 be opportunities for the professional staff to review student data, e.g. analysis of
113 NWEA gap analysis, to better inform instruction, learn about the impact of
114 childhood trauma on children and how to assist students in developing resiliency.
115 Superintendent Marquis stated that he felt they had done an enormous amount of
116 work and would continue to do that through the end of the year.
117

118 During the 2017-18 school year, the District will continue to create professional
119 learning opportunities for staff to explore how their instructional practices reflect
120 these competencies so as to create common language and understanding of
121 competencies.
122

123 February 5, 2018 - Progress: Since September the District-wide Competency
124 Committee has met several times to develop a plan to move the District forward in
125 its understanding of competencies and how they can be linked to present
126 instructional / assessment practices. Based upon their input as representatives
127 from their respective buildings, topics involving competencies have been the focus
128 of either a portion of or all of the work that was accomplished on the both teacher
129 workshop days - October 6th and January 6th. This work was “customized” to
130 meet the needs of the teachers at their respective school levels while also folding
131 in other timely topics. As examples, at the elementary schools competencies were
132 discussed within the context of Next Generation Science Standards through the
133 exploration and development of Mystery Science lessons (an activity that also
134 incorporates the use of technology); at the High School discussions around
135 competencies involved teachers meeting with their colleagues “across disciplines”.
136 All of this work has allowed competencies to become less of an abstract construct
137 and has enabled teachers the opportunity to see how competencies can be
138 integrated into the work that they are already doing, to see the relationship
139 between competencies and standards.
140

141 June 4, 2018 - Final Report - For the purpose of understanding during the time of
142 transition to competencies, the work on competencies has been intentionally
143 connected to lessons and activities that teachers are presently using. This work

144 will continue during some of the June professional development days. As the
145 teachers have become more familiar with competencies, the next step in this
146 process will be the development of new lessons and activities - assessed through
147 the use of performance based tasks and common rubrics.
148

149 The District will assist the Board in evaluating the Full-Day Kindergarten (pilot)
150 Program instituted during the 2017-18 school year by developing and utilizing both
151 qualitative and quantitative assessments.
152

153 February 30, 2018 – Progress - Because of a lack of interest, the requisite number
154 of students needed to start this program was not reached and it was not fiscally
155 feasible to establish this pilot program. Moving forward the benefits of a full-day
156 kindergarten program continue to be supported by the school administrators. The
157 Board’s decision to place this as a separate Warrant Article will allow the
158 community to vote as to whether to establish a full-day program.
159

160 June 4, 2018 - Final Report - The Milford community supported the Warrant Article
161 funding full-day kindergarten for 2018-19. As a result, the District will be proposing
162 to assist the Board in evaluating the Full Day Kindergarten program during the
163 2018-19 academic year.
164

165 Personalizing each student’s education through appropriate and engaging
166 instruction and co-curricular opportunities, guided by meaningful feedback and
167 assessment. In line with the notion that performance based tasks/project based
168 learning is the heart of competencies, over the past two years various staff
169 members within the District have begun exploring STEAM (Science, Technology,
170 Engineering, Arts and Mathematics) and how it could be integrated into their
171 instructional practices and curriculum. During the 2017-18 school year, a STEAM
172 committee will be established to begin to organize and assess the District’s
173 STEAM practices throughout the grade levels. In doing so, this committee will
174 develop a document that reflects the District’s vision and commitment to STEAM.
175

176 February 5, 2018 – Progress - A STEAM committee has been established and has
177 met regularly since fall of 2017. The committee is comprised of representatives
178 from all buildings and includes representatives from the arts, technology, science,
179 and from the ATC. The committee has been working on creating an “inventory” of
180 STEAM activities that are currently in place in the schools while simultaneously
181 moving forward to create different STEAM activities for the students of Milford.
182

183 June 4, 2018 - Final Report - The STEAM committee has continued to meet. After
184 its last meeting in June, it will have developed a list of STEAM activities and
185 resources presently used. Moving forward most recently the District received a
186 twenty-eight thousand dollar (\$28,000.00) grant that will be used to purchase
187 equipment for the innovation labs and to provide professional development
188 opportunities to staff as they continue to integrate STEAM activities into their
189 classroom instruction. One of the focuses on these activities will be the integration
190 of the Next Generation Science Standards through the use of performance-based

191 tasks where successful completion of competencies would be assessed through
192 the use of common rubrics.

193
194 Use of Resources: Using fiscal diligence and balance in decision-making. The
195 District will continue to assist the School Board in reaching a successor collective
196 bargaining agreement with the Milford Teachers Association.

197
198 February 5, 2018 – Progress - A successor collective bargaining agreement with
199 the Milford Teachers Association was not reached. An impasse was declared by
200 both parties and negotiations will resume at some point later this year.

201
202 June 4, 2018 - Final Report - Because a successor agreement was not reached
203 with the MTA negotiations are set to resume on June 26, 2018.

204
205 Use of Resources: Using fiscal diligence and balance in decision-making. The
206 District will assist the Board in developing a timeline and project plan schedule for
207 the implementation of the projects contained in the three-million-dollar bond as well
208 as those monies in the contingency fund as approved via a warrant article passed
209 by the voters in March of 2017.

210
211 February 5, 2018 – Progress - The summer of 2017 saw the District complete the
212 first part of a three-part pipe replacement project. The second phase is scheduled
213 to be completed during the summer of 2018, with the last part of the project being
214 scheduled for the summer of 2019. Because of the “lead time,” necessary to order
215 equipment the installation of the rooftop units that were scheduled to be installed
216 at the Middle School and High School during the summer of 2017 was unable to
217 be completed. This work is scheduled to be completed during the summer of 2018.
218 Additionally, the other work at the Middle School, i.e. window replacement,
219 upgrades to some of the bathrooms, refurbishing the Main Office area and
220 replacing some of the millwork in the classrooms are all anticipated to be
221 addressed during the summer of 2018.

222
223 Final Report - June 4, 2018 - Many projects will be underway during the summer
224 of 2018. The “second phase” of the pipe replacement at Milford High School is
225 scheduled to be completed. At the Milford Middle School the rooftop units will be
226 replaced, lockers will be replaced, as will the windows and exterior doors. The
227 main office area will be refurbished, the millwork in some of the classrooms will be
228 replaced, some of the bathrooms will be upgraded and painting occur in various
229 sections of the building. With the completion of these projects, many of the projects
230 that were identified to be funded through the three (3) million dollar bond will have
231 been completed. It would be anticipated that the remainder of the projects will be
232 completed prior to the winter of 2019.

233
234
235 Mr. Carvell asked if there were any members of the Board who had questions or comments.
236 There was none.

237

238 **5. New Business**

239

240 a. 2018-2019 Proposed School Board Goals

241

242 Mr. Carvell stated that the first goal was the Collective Bargaining negotiations, noting that there
243 were two contracts that were up; the Milford Teacher's Association and the Milford Educational
244 Personnel Association.

245

246 Mr. Carvell said the second goal was to conduct a search and review committee to hire a new
247 superintendent as Superintendent Marquis was retiring effective June 30, 2018.

248

249 Mr. Carvell commented that the third goal would be the initiation of a Later Start Time Study
250 which would establish a sub-committee that would explore the options.

251

252 Ms. Siegrist stated that the sub-committee would be working on a survey. She said the
253 committee had a meeting where they had all of the people in the District attend, including a
254 representative from the Boys & Girls Club and key personnel within the five buildings as well as
255 the bus company. She further said that they communicated all of the challenges that they could
256 see regarding changing the start times. Ms. Siegrist commented that the most important part of
257 it would be getting feedback from the community which would be done through the survey; she
258 pointed out that they would also have an open forum evening.

259

260 Mr. Carvell said that the School Board had decided to establish a sub-committee and Security
261 Committee which would work with local law enforcement to begin working on their emergency
262 programs, evacuation plans and take the lead on the school security situation.

263

264 Mr. Carvell stated that another goal was to close the bond project out.

265

266 Mr. Carvell asked if there were any Board members who had questions or comments. There
267 was none.

268

269 b. Review of the Elementary Guidance Counselor Position

270

271 Superintendent Marquis stated that there was a School Counselor position which had opened
272 at Heron Pond. He said the position was vital to the school and was part of the school's
273 accreditation process. Superintendent Marquis said the position was necessary particularly in
274 light of the number of students with significant mental health and behavioral issues.

275

276 Mr. Drew asked how many guidance counselor's there were in the building. Superintendent
277 Marquis replied there was one at Heron Pond.

278

279 Mr. Carvell asked if there were any Board members who had questions or comments. There
280 was none.

281

282 Mr. Mannino made a motion to move forward with the School Counselor position at Heron Pond
283 Elementary School. Mr. Drew seconded the motion.

284

285 **VOTE: 5 – 0 – MOTION CARRIED**

286

287 c. School Security

288

289 Mr. Carvell stated that school security had been a topic of discussion almost every week. He
290 said the Milford School Board, the administration and community was very concerned about
291 school security and safety. He further stated that they had set up a committee to review their
292 emergency procedures. He noted that the school administration had meetings with local law
293 enforcement and local emergency personnel and were developing a program plan. Mr. Carvell
294 said they started planning to increase their districtwide resources a couple of years ago but they
295 were at a point presently where they needed to focus and make sure that everything was up to
296 speed. He said the goal of the committee was to establish policies and review the current
297 procedures with local law enforcement. He also said that there were some professional
298 development days for staff training that were coming up. Mr. Carvell stated that the safety of
299 their students was on their minds all of the time.

300

301 Mr. Carvell asked if there were any Board members who had questions or comments. There
302 was none.

303

304 **6. Old Business**

305

306 a. Fund Balance

307

308 As of May 31, 2018, we are anticipating a fund balance of \$144,000. Below the Board will find
309 a listing of items with anticipated/estimated costs that could be funded through the 2017-2018
310 Fund Balance.

311

312 Infrastructure Funding Awaiting Approval – To be submitted June 11, 2018

313

314 Lockdown Shades: Total Cost: \$30,000.

315 (Possible) Awarded Amount: \$25,000.

316 (Possible) District Cost: \$ 5,000

317

318 Window Film with Tint: (*which needs structural caulking) \$14,844

319 *Structural Caulking: \$12,580

320

321 Tinted **Non-Security** Film: \$12,595

322

323 Stairway (2nd egress) Construction at Jacques:

324 Total Cost: TBD

325 (Possible) Awarded Amount: (Possible) District Cost @ 20%:

326

327 Disposal of Chemicals at the High School: \$15,000

328

329 Purchase of Chromebooks/District Wide: \$60,050

330

331 Roof Repair Jacques: \$16,000

332		
333	Sander:	\$ 7,000
334		
335	Flushing Heating Systems at Jacques and MMS:	\$ 6,000
336		
337	High School Chimney Removal:	\$25,000
338		
339	Middle School Rooftop Unit (Near back of gym):	\$15,000
340		
341	LED Lighting at Bales:	\$25,500
342		
343	LED Lighting at Jacques:	\$47,000
344		
345	High School Fencing Repairs/Replacement:	\$10,000
346		
347	Heron Pond Carpet Replacement (library):	\$10,000
348		
349	High School Carpet Replacement (library):	\$10,000
350		
351	TRAK 1630SX Lathe:	\$36,530
352		

353 Mr. Drew asked what the structural caulking was. Mr. Cooper replied when they put the security
354 film on the windows, they needed a wet glaze attachment system to attach the glass and film to
355 the frame via a structural sealant so that it became one. He said he felt it should be pointed out
356 after looking at most of the windows at the high school that they would have to be on the inner
357 air locked doors because if it was put on the glazed or double windows, it would crack the exterior
358 window. He further said window film could not be put on anything which had a wire frame in it.

359
360 Mr. Mannino asked if there was a large number of doors with windows or windows that would be
361 impacted because of the wiring in the glass. Mr. Cooper replied that the interior doors/windows
362 did not have the wire in them so they decided it would be a better idea to put it on the interior
363 doors.

364
365 Ms. Siegrist asked how much more structural integrity did the security film had over the wire
366 mesh. Mr. Cooper replied that it would take whoever was trying break the glass with the security
367 film three to five minutes to get through it and that was enough time for the police department to
368 show up. He said it would take a little time to get through the wire mesh as well.

369
370 Mr. Carvell stated that he knew there were other school districts who were starting to install the
371 security film, as it was a part of a phased plan approach on some of the things that were going
372 on. He said he was not sure if they needed the security film with the structural caulking because
373 they had the mesh on the outside doors. He asked if the Board had any thoughts regarding
374 tabling it because it was probably an area that the new Security Committee should decide on.

375
376 Mr. Mannino stated that he saw Mr. Carvell's point.

377

378 Ms. Siegrist stated that she felt if they could do it presently and get it onto the grant proposal
379 then they would get a much bigger bang for their buck, as it would end up costing the District a
380 little over \$6,000.

381
382 Mr. Carvell replied that they were planning to put it into the grant run. Superintendent Marquis
383 replied that was correct.

384
385 Ms. Siegrist said if the District was funding the entire amount then she would seriously consider
386 the non-security film but it seemed like they should be it all on the grant and see what they got.
387 Mr. Carvell replied they would still run the risk of that particular item not being approved. He
388 said it depended on whether or not it was approved as a security item.

389
390 Mr. Carvell stated that some of the items they had committed to was the lockdown shades and
391 the total upfront cost was \$30,000. He asked if that would complete the list of lockdown shades
392 that needed to be done. Mr. Cooper replied that he did not think it would finish them.

393
394 Mr. Drew made a motion to approve the purchase of the lockdown shades in the amount of
395 \$30,000. Mr. Mannino seconded the motion.

396
397 **VOTE: 5 – 0 – MOTION CARRIED**

398
399 Mr. Carvell said the next item on the list was the disposal of chemicals at the high school in the
400 amount of \$15,000. He further said that the Board had asked the administration to put an annual
401 service and cost in the budget moving forward.

402
403 Ms. Siegrist made a motion to approve the disposal of chemicals at the high school in the amount
404 of \$15,000. Mr. Willette seconded the motion.

405
406 **VOTE: 5 – 0 – MOTION CARRIED**

407
408 Mr. Carvell said the next item was the purchase of Chromebooks and he felt the purchase was
409 an important one.

410
411 Mr. Willette stated that he felt the purchase was something that should have been put before the
412 voters. He said he thought he would vote for it and would ask that it be put on the next years'
413 budget.

414
415 Ms. Siegrist made a motion to approve the purchase of the Chromebooks districtwide, in the
416 amount of \$60,050. Mr. Drew seconded the motion.

417
418 **VOTE: 4 – 1 (Nay – Willette)**

419
420 **MOTION CARRIED**

421 Mr. Carvell said that would put them at \$105,000 with roughly \$39,000 remaining. He asked Ms.
422 Burk if there were monies which were needed as they moved to the end of the year for transition
423 or anything else they had not accounted for. Ms. Burk replied that she felt they were in a really
424 good place for that and gave the Board the green light to move forward.

426 Mr. Carvell stated that led them back to the opportunity to purchase the window film. He asked
427 if the Board felt they should go with the security film or the non-security film; pointing out that the
428 difference was it was approximately \$26,000 to put the security film in and \$12,000 with just the
429 tint. He said both of them would be submitted to the state for grant money on June 11th, which
430 would provide an opportunity to provide only 20% of both of those figures.

431
432 Mr. Carvell asked if there were any other questions or comments.

433
434 Mr. Cooper commented that he felt the roof repairs and the flushing of the heating systems were
435 probably more important than buying a sander. Mr. Carvell asked the Board if they agreed that
436 they should put the roof repair at Jacques and flushing the heating systems as a priority and
437 then turn the security program, planning and purchases over to the Security Council when they
438 established it.

439
440 Mr. Mannino stated that he was in agreement.

441
442 Ms. Siegrist asked if the money from the grant extended beyond June 30th. Superintendent
443 Marquis replied that it did but it would be on a first come first serve basis in some ways so they
444 really should get to that deadline as soon as possible. He said if it was submitted and it was
445 approved, they could wait until the fall to do it. He said they had until June 30, 2019 to do it.

446
447 Mr. Carvell stated that if they were going to do it and they would have an opportunity then the
448 application they put into the state would be for the security film; the whole nine yards. He said
449 if it came in then they would have one year to figure out when they would do it.

450
451 Ms. Siegrist said they had \$38,950 remaining after the chemical disposal and the Chromebooks.
452 She further said that the security film would have to outlay \$27,424 but they would get almost
453 \$22,000 back if it was approved.

454
455 Mr. Carvell commented that he felt it was safe to say that they could do the roof repair and flush
456 the heating systems, which was roughly \$22,000 and then put in the application for the security
457 and see where it went. He said they did not have to spend every last dime of the money and it
458 could go with the other \$28,000 they were getting back from returns from the state on the
459 revenue side and let it go back to the taxpayers.

460
461 Mr. Willette made a motion to approve the roof repair at Jacques Memorial Elementary School
462 in the amount of \$16,000. Ms. Siegrist seconded the motion.

463
464 **VOTE: 5 – 0 – MOTION CARRIED**

465
466 Mr. Willette made a motion to approve flushing the heating systems at the Jacques Memorial
467 Elementary School and the Milford Middle School. Ms. Siegrist seconded the motion.

468 **VOTE: 5 – 0 – MOTION CARRIED**

469
470 Mr. Carvell said that left them with \$17,000 and asked if there was anything else that the Board
471 wanted to discuss.

472

473 Mr. Cooper stated that he would like to do something in the gym lobby at the middle school, like
474 putting something other than a rooftop unit in, perhaps doing something inside. Mr. Drew replied
475 he was not sure about the number.

476
477 Mr. Cooper said he wanted to add more heat to that area. Mr. Carvell asked Mr. Cooper to put
478 something together which would be reviewed at the June 18th meeting. Mr. Cooper commented
479 that the one thing they passed on was the stairway. Mr. Carvell replied that they did not have a
480 cost on that yet. Mr. Cooper said he would have the cost on the following Friday or Monday.
481 Mr. Carvell asked Mr. Cooper to put together something together on that as well.

482

483 **7. Housekeeping Items**

484

485 a. Approval of Professional Nominations

486

487 Mr. Mannino made a motion to approve the Professional Nominations. Mr. Drew seconded the
488 motion.

489

490 **Discussion:**

491

492 Ms. Burk noted that the budgeted salary noted for the kindergarten teacher was actually the
493 budget for the position including benefits and wage driven benefits. She said it should be
494 \$51,000 and not \$75,000.

495

496 Mr. Drew asked if the art teacher that was going into the high school was currently at the middle
497 school. Superintendent Marquis replied that was correct and the middle school had advertised
498 for an art teacher.

499

500 **VOTE: 5 – 0 – MOTION CARRIED**

501

502 b. Approval of the Manifests

503

504 Mr. Carvell noted that there were no numbers listed on manifest and moved that the item be
505 voted on at the next meeting.

506

507 c. List of Email Correspondence - Informational Only

508

509 d. List of Employees Leaving Service – Informational Only

510

511 **8. Public Comments**

512

513 There was none.

514 **9. Adjournment**

515

516 Mr. Mannino made a motion to adjourn the meeting. Mr. Willette seconded the motion.

517

518 **VOTE: 5 – 0 – MOTION CARRIED**

519

520 The meeting was declared adjourned at 7:56 p.m.

521

522

523

524

525

526 _____
School Board Chair

_____ Date of Approval

527

528

529

530

531

532 Recording Secretary: Trish Gedziun