

1  
2 MILFORD SCHOOL BOARD  
3 MINUTES OF THE AUGUST 20, 2018, MEETING  
4 MILFORD HIGH SCHOOL, LECTURE HALL #182  
5  
6

7 **1. Call to Order**  
8

9 Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford High  
10 School at 7:00 p.m. Board members present were, Mr. Bob Willette, Mr. Len Mannino and Ms.  
11 Jennifer Siegrist. Also in attendance were Dr. Jessica Huizenga, Superintendent of Schools,  
12 Ms. Jane Fortson, Business Administrator and Mr. Bill Cooper, Director of Buildings and  
13 Grounds.  
14

15 Mr. Kevin Drew, Vice Chair was not present.  
16

17 **2. Board Member Comments**  
18

19 There was none.  
20

21 **3. Public Comments**  
22

23 There was none.  
24

25 **4. Reports and Presentations**  
26

27 a. Superintendent's Report  
28

29 Superintendent Huizenga commented that they were gearing up for the start of school and  
30 teachers were coming back on Monday, August 27<sup>th</sup>. She said there was a program being  
31 prepared that included an inspirational keynote speaker and three students were going to MC  
32 the event. Superintendent Huizenga noted that she would be giving a presentation and there  
33 would also be student performances. She welcomed the Board to join them.  
34

35 Superintendent Huizenga pointed out that the Senior Leadership Retreat was held the previous  
36 week and in addition to receiving training, they completed their DISC Assessments.  
37

38 Superintendent Huizenga noted that she and the School Board had a building tour with the  
39 Facilities and Maintenance Department and it was awesome to see all of the great work that had  
40 been happening over the summer. She thanked Bill Cooper and his team for their outstanding  
41 job.  
42

43 Mr. Carvell also added that he felt the buildings looked great!  
44

45 **5. New Business**  
46

47 a. School Board Representative for RSEC  
48

49 Mr. Carvell stated that Mr. Mannino was the representative for the committee. Mr. Mannino

50 replied that it was a Board appointment approximately six years ago for a term of one year, and  
51 after that, there was a change in status and his recollection was that the Board had reappointed  
52 another member to RSEC.

53

54 Mr. Willette commented that the previous representative had passed away.

55

56 Mr. Carvell said that he felt there should some representation on behalf of Board. He asked if  
57 anyone would be willing to accept the appointment for the next year and report back to the Board  
58 when the quarterly reports were reviewed. Mr. Mannino indicated that he would be willing to be  
59 the representative.

60

61 b. New Website Timeline **(Exhibit is attached to meeting agenda)**

62

63 Superintendent Huizenga stated that the Board had a copy of the proposed website  
64 development timeline. She said a RFP would be brought to the Board in September, and was  
65 hoping to open the bids for the project around September 24, 2018. She further stated that they  
66 were presently doing a landscape analysis of their current website and areas of need.  
67 Superintendent Huizenga noted that they were hoping to begin work with a vendor on site design  
68 by October. She said one of the things they wanted the new website to be able to do was to  
69 increase two-way communication between the school district and the community.  
70 Superintendent Huizenga said they were hoping to begin training in November as well as to  
71 incorporate teachers' feedback. Superintendent Huizenga indicated that they were hoping for  
72 an early to mid January launch of the new, live website.

73

74 Mr. Carvell pointed out that a committee regarding the new website would be set up and asked  
75 if there was any interest from Board members to be a part of that committee. Ms. Siegrist replied  
76 she was interested in being on the committee as she had been involved in many website designs  
77 for large schools and organizations.

78

79 Ms. Siegrist asked if suggestions for the new website were welcome and if so, when and how  
80 should people contact the district. Superintendent Huizenga replied the suggestions would be  
81 received via surveys that would be sent out to the community.

82

83 c. Approval of Milford Middle School Girls Locker Room Renovation – LaPorte  
84 Construction **(Exhibit is attached to meeting agenda)**

85

86 Superintendent Huizenga said currently at the middle school, they had two physical education  
87 teachers; both of them male and the office of both teachers were located in both the girls and  
88 the boy's locker rooms. She said that situation might have liabilities for the district.

89

90 Mr. Bill Cooper, addressed the Board and stated that not only did the office door open up into  
91 the area but there was also a 3' x 3' window that looked directly into the locker room. He said  
92 the difference between the two locker rooms was that the girl's locker room had privacy panels.

93 He further said that the privacy panels would be removed if they relocated the door but they  
94 were still going to have to infill the wall with metal studs and sheetrock on both sides. He noted  
95 that would be done where the window was and also where the existing door was. Mr. Cooper  
96 said the price for the proposed renovations was \$14,197.

97  
98 Mr. Cooper indicated that he had spoken to Mr. Drew regarding the project and said he did not  
99 have a problem with it and felt they should move forward with the project.

100  
101 Ms. Fortson commented that she saw no issues with the project from a financial side. Mr.  
102 Cooper stated that they had about \$170,000 left.

103  
104 Mr. Carvell asked Mr. Cooper to provide a list of outstanding projects for the next Board meeting.  
105 Mr. Cooper replied as of next year, there was only one outstanding project and that was to finish  
106 the piping at the high school but he would provide a list of items that were not done because  
107 they wanted to stay within a certain dollar amount.

108  
109 Mr. Mannino asked if the town required the school district to apply for building permits. Mr.  
110 Cooper replied it depended on what they were doing but they would most likely apply for a permit  
111 for this project. He further replied that he did not anticipate any hidden conditions but if they  
112 opened up the wall and there was a water pipe there then they would have to relocate it. Mr.  
113 Mannino asked if they did find a pipe in the wall if that would be an asbestos issue. Mr. Cooper  
114 replied it would not because it was built in 1992.

115  
116 Ms. Siegrist made a motion to approve the change order to LaPorte Construction for the girl's  
117 locker room at the Milford Middle School in the amount of \$14,197. Mr. Mannino seconded the  
118 motion.

119  
120 **VOTE: 4 – 0**  
121 **MOTION CARRIED**

122  
123 d. Approval of Milford Middle School Locker Room Bathrooms Renovation – NE  
124 Partition & Installation, LLC. (Exhibit attached to meeting agenda)

125  
126 Mr. Cooper stated that it was brought to his attention that some of the toilet stall doors could not  
127 be locked and overall they were very old. He said he was looking at four restroom stalls in the  
128 girl's locker room, six or seven double shower stalls, adding a stall in the boy's locker room and  
129 putting privacy partitions in between the urinals. He further said they would be made out of solid  
130 plastic and were vandal resistant.

131  
132 Ms. Fortson commented that she saw no issues with the project from a financial side.

133  
134 Mr. Carvell asked if there were any Board members who had questions or comments. There  
135 was none.

136 Mr. Willette made a motion to approve the request for bathroom locker room renovations at the  
137 Milford Middle School to be done by NE Partition & Installation, LLC in the amount of \$9,488.83.  
138 Ms. Siegrist seconded the motion.

139

140 **VOTE: 4 – 0**

141 **MOTION CARRIED**

142

143 Mr. Cooper stated that there was one more change order which was not on the agenda but he  
144 had provided it to the Board at the beginning of the meeting. He further stated that it was an  
145 oversight on his, the architect and Tony's parts. Mr. Cooper said it was with regard to the  
146 millwork in rooms 400 and 402. He said they completely missed those rooms. He further said  
147 he spoke with Aubin Woodworking and a change order was sent in the amount of \$10,868.00.  
148 Mr. Cooper said that would complete the entire south side of the building.

149

150 Mr. Carvell clarified that they were rooms that were not put in the original bid. Mr. Cooper replied  
151 that when they reviewed the prints two of the rooms were cut off, 400 and 402. Mr. Cooper said  
152 that it was a mistake and he should have picked it up when he reviewed the plans but he missed  
153 it.

154

155 Ms. Fortson commented that she still felt it would be okay from a financial aspect. She said if  
156 the change order were approved then it would bring the balance down to about \$135,000.

157

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

160

161 Mr. Mannino made a motion to approve the change order for Aubin Woodworking for rooms 400  
162 and 402 at the middle school in the amount of \$10,868.00. Ms. Siegrist seconded the motion.

163

164 **VOTE: 4 – 0**

165 **MOTION CARRIED**

166

167 e. Discussion of the Food Service Director Position

168

169 Superintendent Huizenga stated that in June of 2017, Mr. Marquis had developed a job  
170 description for the Food Service Director and at the time, the current Director had stepped  
171 forward and agreed to do it for one year at her current salary which was approximately \$45,000  
172 with the understanding that after that year, depending on how things went, that the Food Service  
173 Director contract would be revisited.

174

175 Superintendent Huizenga commented that Ms. Gallagher requested that she bring it forward to  
176 the Board again for discussion because her salary was well under the comps to the majority of  
177 districts in the area.

178

179 Mr. Carvell asked if they would be looking at making an individual contract with her.  
180 Superintendent Huizenga replied that would be the purview of the Board. She said that Ms.

181 Gallagher certainly needed an adjustment to her salary, whether it be an adjustment or an  
182 individualized contract.

183  
184 Mr. Willette asked if a comp was done regarding the duties of the Food Services Director  
185 because Milford's Food Director was completely different from most schools. Superintendent  
186 Huizenga replied they did and had a spreadsheet that compared Milford's School District  
187 compared to other districts. Ms. Fortson pointed out that Ms. Gallagher had assumed the duties  
188 of a Director.

189  
190 Mr. Mannino asked if the conversation should be discussed in a non-public session, as it was a  
191 personnel matter. Mr. Carvell explained that he felt the Board was discussing the position itself  
192 and not the person in the position. He said he felt the position needed to be re-evaluated from  
193 a salary point regardless of who was in that position.

194  
195 Mr. Mannino pointed out that in future years, if the revenue remained neutral or on the plus side,  
196 there may be an opportunity to return some of the savings to the taxpayers.

197  
198 Mr. Carvell suggested that the position should be reviewed and discussed at the next Board  
199 meeting. Superintendent Huizenga replied she would provide a recommendation at the next  
200 meeting.

201  
202 Ms. Siegrist commented that if it was possible to get it into the current years' budget, she wanted  
203 to move on it as quickly to ensure they did not lose a valuable employee who had done a  
204 magnificent job in turning the food service program around.

205

206 **VOTE: 4 – 0**  
207 **MOTION CARRIED**

208

209 **6. Old Business**

210

211 a. **Proposed 2018-2019 District Goals (Exhibit attached to meeting agenda)**

212

213 **Goal #1 - Communication and Community Engagement** - Provide proactive communication  
214 which meet the needs and expectations of internal and external stakeholders. Engage internal  
215 and external stakeholders in multiple ways to increase participation within the Milford School  
216 Community.

217

218 **Goal 2: Strategic Planning** - Engage the Milford Community in a Strategic Planning Process  
219 that results in prioritized multi-year goals, objectives, and criteria for success.

220

221 **Goal 3: Teaching and Learning** - Conduct a review of ELA and other curriculum cycle areas  
222 that will involve a deeper look at interdisciplinary literacy. Continue integration and focus on

223 social-emotional learning district-wide. Continued development and implementation of Next  
224 Generation Science Units, which was already underway. Continued work around competencies  
225 and Project Based Learning. Further develop and implement the new full-day Kindergarten  
226 program. Implement full inclusion best practices into the preschool program.

227  
228 **Goal 4: Continuation of Bond Project** - Complete the project plan for the implementation of  
229 the three-million-dollar bond.

230  
231 **Goal 5: Staffing and Budgetary Analysis** - Examine use of Resources and Decision Making  
232 Systems and Processes. Identify efficiencies in the current budget and make recommendations  
233 for innovation and cost-savings. One objective would be to reach a successor collective  
234 bargaining agreement with the Milford Teachers Association as well as with the Milford  
235 Educational Personnel Association.

236  
237 Superintendent Huizenga reported that they had just received notification that the Maintenance  
238 and Custodial Department wanted to open negotiations with them.

239  
240 Superintendent Huizenga stated that the goals had been reviewed by the district leadership team  
241 the previous Thursday and any changes, additions or recommendations were added to the final  
242 draft for the Board's review.

243  
244 Mr. Mannino referred to Goal 3(f): Teaching and Learning - Implement full inclusion and best  
245 practices into the preschool program and asked Superintendent Huizenga to provide an example  
246 of what full inclusion and best practices were in that particular program. Superintendent  
247 Huizenga replied there were many students in the preschool program who were receiving  
248 services for early intervention or may have deficits in social skills or have occupational therapy  
249 needs. She said they wanted to provide specially designed instruction so those deficits could  
250 be filled and help students work in more self-directed ways. Superintendent Huizenga  
251 commented that the hope was that the students would need less supports as they went through  
252 the school system.

253  
254 Mr. Mannino referred to Goal 5: Staffing and Budgetary Analysis, objective 4: Review of HR  
255 Systems and Evaluation Processes for Improved Performance. He asked if there was an expert  
256 reviewing it. Superintendent Huizenga replied Ms. Susan Marks, who was a former  
257 superintendent and HR expert was working with the HR Department to assist them in reviewing  
258 the systems in an effort to make sure they were not missing the mark on anything in particular;  
259 she noted that at the present time there appeared to be quite a few holes that needed to be  
260 filled.

261  
262 Mr. Mannino asked if it was an external service that they were paying for. Superintendent  
263 Huizenga replied that it was. Mr. Carvell noted that the cost for that was being drawn out of the

264 professional development funding that was in the budget.

265  
266 Mr. Mannino asked if the districtwide staffing analysis would be done by a consultant or if it would  
267 be done in-house. Superintendent Huizenga replied that analysis would be done in-house.

268  
269 Mr. Mannino made a motion to approve the 2018 - 2019 district goals, as presented. Ms. Siegrist  
270 seconded the motion.

271  
272 **Discussion:**

273  
274 Ms. Siegrist commented that she felt it was a very hefty set of goals, particularly looking back at  
275 the past several years of goals the Board had seen. She asked Superintendent Huizenga if it  
276 was something everyone felt comfortable with. Superintendent Huizenga replied she was  
277 comfortable with the goals and felt they were all things that needed to be done and the leadership  
278 team was comfortable with them as well. She said by June of the next year they would have a  
279 Strategic Plan to unveil to the community. She further said that strategic plan would include a  
280 new vision and would be something that everyone would own and be inspired by over the next  
281 three to five years.

282  
283 Mr. Carvell asked that the progress and monitoring of that plan be built into the reporting  
284 structure on their schedule.

285  
286 **VOTE: 4 – 0**  
287 **MOTION CARRIED**

288  
289 b. Bond Project Updates – Mr. Bill Cooper

290  
291 Mr. Cooper stated that he gave the Board a tour of the buildings and they would be ready for the  
292 start of school.

293  
294 Mr. Cooper commented that the windows were just about done. He said Triple Crown Glass  
295 was the vendor and thought they did an excellent job.

296  
297 Mr. Cooper said the window shades were installed the previous week. He further said the  
298 painting would be completed within the next few days. Mr. Cooper said that Pro-Group  
299 Contractor did the painting and did a remarkable job.

300  
301 Mr. Cooper said they were a little bit behind on the millwork, the rooftop units were put in and  
302 were started up that afternoon without issue. He further said that the building automation was  
303 almost 100% complete at the middle school and when they were done there, they would be  
304 heading to the high school. Mr. Cooper said he was confident that they would be completed  
305 sometime in October.

306  
307 Mr. Cooper stated that the heating pipe replacement at the high school was almost complete  
308 and Eckhardt & Johnson did a great job. He said currently they were working on the domestic  
309 hot water boiler at the middle school and would then come back to the high school to finish the  
310 pipe replacement.

311  
312 Mr. Cooper said the gym doors were replaced that day and would be painted by the end of the  
313 week.

314  
315 Mr. Cooper said the lockers were giving him a bit of a headache because the trim for some of  
316 them had not been ordered, but it should arrive in a few weeks. He commented that they flushed  
317 the system at the Jacques School and were going to flush the system at the middle school. He  
318 said the entire district's Buildings and Grounds Department had done a great job and thanked  
319 them for all of their hard work!

320

321 **7. Housekeeping Items**

322  
323 a. Approval of Professional Nominations

324  
325 Mr. Mannino asked how they were doing with the budgeted salary category. Ms. Fortson replied  
326 they were still in the black.

327  
328 Ms. Siegrist made a motion to approve the Professional Nominations. Mr. Mannino seconded  
329 the motion.

330  
331 **VOTE: 4 – 0**  
332 **MOTION CARRIED**

333  
334 b. Approval of Minutes, July 16, 2018

335  
336 Ms. Siegrist made a motion to approve the meeting minutes from July 16, 2018. Mr. Mannino  
337 seconded the motion.

338  
339 **VOTE: 4 – 0**  
340 **MOTION CARRIED**

341  
342 c. Approval of Treasurer's Report – April, May and June, 2018

343  
344 Mr. Willette made a motion to approve the Treasurer's Report for April, May and June 2018. Mr.  
345 Mannino seconded the motion.

346  
347 **VOTE: 4 – 0**  
348 **MOTION CARRIED**

349 d. Approval of Manifests: 1193, 1194, 1195, 2, 1004, 1005, 1006, 1007 & 1008  
350



351 Mr. Willette made a motion to approve the manifests. Mr. Carvell seconded the motion.

352

353 **VOTE: 4 – 0**

354 **MOTION CARRIED**

355

356 e. List of Email Correspondence - Informational Only

357

358 f. List of Classified Appointments – Informational Only

359

360 g. List of Employees Leaving Service – Informational Only

361

362 Mr. Carvell noted that item g. would be deferred to the next Board meeting.

363

364 h. List of Co-Curricular Appointments

365

366 Mr. Carvell pointed out that all of the co-curricular appointments were developed and the  
367 stipends were approved by their formula and policy.

368

369 **8. Public Comments**

370

371 There was none.

372

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

375

376 Mr. Mannino made a motion to go into a non-public session. Ms. Siegrist seconded the motion.

377

378 **VOTE: 4 – 0**

379 **MOTION CARRIED**

380

381 ??? made a motion to come out of non-public session. ??? seconded the motion.

382

383 **VOTE: 4 – 0**

384 **MOTION CARRIED**

385

386 **10. Adjournment**

387

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

389

390 **VOTE: 4 – 0**

391 **MOTION CARRIED**

392

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

394

395

396

397

398	_____	_____
399	School Board Chair	Date of Approval
400		
401		
402		
403		
404	Recording Secretary: Trish Gedziun	