

MILFORD SCHOOL BOARD
MINUTES OF THE SEPTEMBER 4, 2018, MEETING
MILFORD HIGH SCHOOL, LECTURE HALL #182

1. Call to Order

Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford High School at 7:00 p.m. Board members present were, Mr. Kevin Drew, Vice Chair, Mr. Bob Willette, Mr. Len Mannino and Ms. Jennifer Siegrist. Also in attendance were Dr. Jessica Huizenga, Superintendent of Schools, Ms. Jane Fortson, Business Administrator.

2. Board Member Comments

Ms. Siegrist stated that she was happy to see so many people attend the Labor Day Parade despite the heat and wanted to thank everyone who worked the event which included School Resource Office (SRO) Richard Addonizio. Ms. Siegrist said she thought it was a wonderful community event that showed huge community pride which made Milford such a great place to live.

Ms. Siegrist said that the district organized a committee to consider any possible changes to the school start time. She said the next meeting for the committee was scheduled for September 12th at 3:00 p.m. in the high school library and anyone who was interested was welcome to attend. Ms. Siegrist said the meeting would review and finalize questions for a survey which would be released to gather responses and opinions from anyone involved with the Milford School District as well as the wider community. She said they would also finalize the exact date the survey would be released as well as the exact length of time it would be available, however noted that she expected it would be available for approximately one month. Ms. Siegrist said there was also an open forum scheduled for October 3rd from 6:30–7:30 p.m. which was open to the public.

Ms. Siegrist stated that they had discussed a new district website at the last Board meeting and a committee had since been formed. She said the committee drafted questionnaires for the district staff, students and the wider community to provide input. She further said that links to the questionnaire would be sent out via e-mail and social media this week. She said the link would also be available on the district's website. Ms. Siegrist commented that the next meeting for the committee would be held on September 20th at 3:30 p.m. in the high school library and everyone was invited to attend.

Mr. Mannino asked if there was a membership roster of the people who were on the Website Committee. Ms. Siegrist replied they would provide that but presently the Director of Curriculum, Human Resources, Jane Fortson, Jerry Stajduhar and she were members.

3. Public Comments

There was none.

4. Reports and Presentations

a. Superintendent's Report

Superintendent Huizenga stated it had been a wonderful week welcoming the teachers and

52 students back to school. She said that they had two great student performers and an intricate
53 video presentation at the opening and it was available on Granite State Media. Superintendent
54 Huizenga commented that they had a keynote speaker who brought a lot of joy and laughter to
55 the teachers and staff and ended with a barbeque.

56
57 Superintendent Huizenga noted that the staff did an outstanding job opening the schools, despite
58 the heat. She said she visited every school on Wednesday and Thursday and a few on Friday.

59
60 Superintendent Huizenga said there were 133 kindergarten students on the roster with eight
61 classrooms and an average class size of between 15 and 17 students.

62
63 Superintendent Huizenga commented that things were working well except for bussing which
64 was a little bit slow but they were working through it.

65
66 Superintendent Huizenga provided an update on her entry plan and noted that some may have
67 called it an aggressive entry plan. She said it was almost complete and had on-going visits to
68 every school scheduled every Tuesday and Thursday on a rotating basis. She said she had met
69 with union leadership, central office staff members, had parent meet and greets, met with
70 Hitchiner Manufacturing, NHSBA and also met with local representatives. Superintendent
71 Huizenga commented that they would be launching a weekly communication within the next
72 couple of weeks and launching advisory teams within the next month. She said they had put a
73 lot of information out via Twitter and would be presenting a plan for the strategic process at the
74 next Board meeting. Superintendent Huizenga said she provided the Board with the first draft
75 of a community wide survey that would be going out, commenting that it would consist of 30
76 questions and a place for feedback on the last strategic plan which came out in 2010.

77
78 Superintendent Huizenga said a survey would also be sent to students and staff, noting when
79 all of the information was complete she would present it to the Board. **(Entry plan is attached**
80 **to meeting agenda)**

81
82 Mr. Mannino, referring to question #11 on the draft survey, asked what was meant by
83 “metacognitive skills.” Superintendent Huizenga replied it essentially meant that students
84 learned how to learn. She said it was a critical skill enabling students to become self-directed
85 learners. She further said that she was going to add a definition for metacognitive skills on the
86 survey.

87
88 Mr. Mannino commented that the enrollment numbers would be certified for kindergarten and
89 asked when the money would be received from the state. Ms. Fortson replied the numbers would
90 be certified on October 1st and were typically sent to the Department of Education by October
91 15th but it then took a little time. She said they would have the money within the 2019 fiscal year;
92 noting it was an additional \$1,100 per student.

93

94 Mr. Carvell stated that Superintendent Huizenga's entry plan indicated that she had met one on
95 one with Ms. Siegrist as well as Mr. Willette and asked if she would be meeting with Mr. Mannino
96 and Mr. Drew. Superintendent Huizenga replied that she had not yet had the opportunity to meet
97 with them individually but she would.

98

99 **5. New Business**

100

101 a. Adoption of the Budget Process Guidelines - **(Exhibit is attached to meeting agenda)**

102

103 Ms. Fortson stated that she reviewed the typical presentation dates for the budget guideline and
104 suggested that August 1st through August 31st Superintendent Huizenga, Mr. Tenters and herself
105 would discuss the budget development. She said over the next month, the administration,
106 comprise of the principals, the directors and the SAU administration, would review and update
107 the budgets. She further said in the month of October they would spend most of their time as a
108 collective to bring together all of the budgets and see what the needs were. Ms. Fortson reviewed
109 the dates regarding the budget process as summarized below:

110

- 111 • October 31st and November 2nd – Presentation Materials Finalized
- 112 • November 5th – Materials Ready for both the Board & Budget Committee's to Pick
113 Up and Review
- 114 • November 17th – Saturday Presentation Day
- 115 • December 3rd – Warrant Articles to be Provided to School Board for Approval
- 116 • January 8th – Petitioned Articles, Budget and all Collective Bargaining Agreements
117 Submitted/Received – this is the Final Date for Receipt per the RSA
- 118 • January 15th – Public Budget Hearing
- 119 • February 7th – Deliberative Session (Tentative)
- 120 • March 12th – Voting Day

121

122 Ms. Fortson said the next part was Budget Process Guidelines for 2019/2020 and suggested the
123 following edits:

124

125 Change the word "administrators" to "with administration."

126

127 Change the words "to discuss their respective budget areas" to "the budget."

128

129 Change the words "each administrator to give" to "administration to present an overview of major
130 areas of the change in the budget, a justification for new/expanded programs and positions,
131 followed by a review of submitted questions."

132

133 Ms. Fortson stated the view she always had regarding a school districts budget was that it was
134 a collaborative work that came from the work of all administrators in the district. She said she
135 would rather not put each individual administrator into a question mode, but would rather present

136 the budget as an administration. She further said that the principals would be available if there
137 were specific questions. Ms. Fortson said she would like the SAU administration to be the
138 forefront in presenting so they cut down on principals being “grilled” in the “hot seat.” She further
139 said she thought they would be able to answer a lot more of the questions if it were done through
140 this process.

141
142 Mr. Carvell stated that January 15th was actually the budget and bond hearing so the words
143 “bond hearing” needed to be added.

144
145 Mr. Carvell said his concern was that if any of the members from both the Budget Committee
146 and the School Board had questions that were a little bit deeper than the budget. He said they
147 generally had program related questions. Mr. Carvell stated that he did not want to spend an
148 entire Saturday with the entire committee and not be able to get answers to their questions. He
149 further stated he was a little concerned that they would go down a rabbit hole by asking a
150 question and getting a response that might be “well, let’s get back to you.” Ms. Fortson replied
151 that all of the principals would be present so if there were a question that might go a little bit
152 deeper then they would ask the principals. She also said that she understood that there would
153 be a lengthy list of questions which would come in and it was her hope that they would answer
154 those questions as they did their presentation.

155
156 Mr. Carvell noted that these meetings were usually four to five hours long and asked if they
157 intended to have all of the principals at the meeting for that length of time. Ms. Fortson replied
158 she did not feel it would take four hours.

159
160 Superintendent Huizenga stated that she felt there were two positive things that would happen.
161 She said one was that it would cut down on the implication that all of the schools worked as
162 independent entities. She said the principals would also be in the audience so as they went
163 through each component of the district’s budget they would pause for questions. She further
164 said that instead of seven presenters there would only be two key presenters as well as those
165 individuals who needed to clarify or fill in any gaps. Superintendent Huizenga commented that
166 she felt it would take less time than usual.

167
168 Mr. Drew commented that he was not sure how he felt about it, as it had always been pretty
169 important to hear the schools individual challenges and felt it was important to hear where they
170 saw their priorities. He said he needed to think about it a little more.

171
172 Ms. Siegrist commented that she felt it sounded positive and thought it would build more of a
173 cohesive structure.

174
175 Mr. Willette said that he liked the old system because you could get more from speaking to
176 someone face to face.

177
178 Ms. Fortson said that she presented it at the Administrative Retreat and received very positive
179 feedback from the administration. She further said that it was a good way to determine if there

180 were common themes or issues that all the schools had.

181
182 Mr. Carvell commented that he too needed to think about it. He suggested that it be placed on
183 the next meeting agenda and that would allow the Board an opportunity to consider it.

184
185 b. School Safety and Security **(Exhibit is attached to meeting agenda)**
186

187 Superintendent Huizenga read aloud from a memo addressed to the School Board, dated
188 September 4, 2018, regarding "Recommendations for the 2018-2019 School Year" as
189 summarized below:

190
191 Form a Safety and Security Sub-Committee for the Milford School District.

- 192
193 • GOAL 1: Implementation of a fully active Options-Based Approach Program Strategies
194

195 Superintendent Huizenga stated that currently the district's safety plan was still a lockdown and
196 shelter in place approach that was quite outdated.

197
198 **Strategies**

199
200 a. Development of a Public Statement and Press Release to the public that outlines
201 our current practice which consists of Shelter-in-Place and Lockdown model to an
202 Options Based Model.

203
204 b. Plan two parent information nights and Q and A with district leadership and law
205 enforcement, one for the elementary level and one for the secondary level.

206
207 c. Plan and conduct live drills with staff only at Milford High School that would include
208 Lockdown, Barricade and Options.

209
210 d. Conduct an Options Based lockdown drill with students. (Approximately 60 minutes
211 per building)

212
213 e. Facilities: Numbering of doors and openings.

214
215 f. Update the District Safety Plan to an Options Based approach.
216

217 Superintendent Huizenga stated that the sub-committee would be driving the processes
218 surrounding it but they needed to form the committee and get a schedule set-up for the parent
219 information nights as well as the live drills. Superintendent Huizenga stated that the Board also
220 had more in-depth information that the police department had approved for their review.

221
222 Mr. Carvell stated that the Board had voted to establish a Safety and Security Sub-Committee
223 the previous year that was put aside when school ended for the summer break. He said he
224 thought the committee should be represented by all of the agencies which consisted of two Board
225 members (Mr. Carvell and Mr. Mannino) two members of the police department, two EMT's, a
226 member from the Milford Area Communication Center, two members of the fire department and
227 one member of the community. He asked Superintendent Huizenga to reach out to those
228 agencies and ask who would like to be part of the committee and place it on the next agenda.

229
230 Mr. Carvell noted that he had spoken with some of Milford's political officials regarding funding
231 some of the programs that were coming out and was hoping some voices were heard in
232 Washington, D.C. to provide more funding for safety and security.

233
234 Mr. Carvell stated that he did not want to wait for another tragedy in which they would react but
235 wanted to be proactive.

236
237 Mr. Carvell mentioned to the Board that the information received by the police department should
238 not be released and was protected under RSA:95.

239
240 Mr. Carvell asked if there were any members of the Board who had questions or comments.
241 There was none.

242
243 c. Discussion on After School Bussing

244
245 Superintendent Huizenga stated that she wanted to share a challenge that they had regarding
246 bussing. She said on the first day of school, the buses at Heron Pond did not pull out until
247 approximately a half hour passed when they should have. She further said that they had twenty
248 additional students that they could not fit on the bus that were supposed to be bussed to
249 Hampshire Hills for after school programming. Superintendent Huizenga said she thought they
250 did not take into account the increase of full-day kindergarten students who were also being
251 bussed to Hampshire Hills. She noted that they currently had 68 students who were being
252 transported on their buses to Hampshire Hills as well as additional students who were being
253 transported to the Boys and Girls Club. She further noted that a full bus in the morning and
254 afternoon cost the district about \$52,000 and for one run in the afternoon it cost about \$26,000
255 and that was half the salary of a teacher. Superintendent Huizenga said that was a lot of money
256 they were providing for after school transportation for free for parents to a for-profit facility. She
257 said the flip side of that was if they no longer transported students to after school programs when
258 they had for years, it would also cause some unrest among parents because the expectation
259 was already there. Superintendent Huizenga said if another after school programs was created
260 or expanded then there may be an expectation that they start adding bus stops and bus routes
261 for those facilities as well. She further said that the law stated that they were required to provide

262 transportation for all students in Kindergarten through eighth grade who lived more than two
263 miles away from the school. She said the law did not state that they were required to provide
264 transportation to after school daycares or after-school programs especially those representing a
265 cost to the district. Superintendent Huizenga commented that currently they were at the point
266 where they may need to add an extra bus.

267
268 Mr. Mannino stated that from his perspective, he felt the issue of for profit public transportation
269 should to be discussed, as he did not feel it was a role for the school district.

270
271 Ms. Siegrist asked how she resolved the situation with busses. Superintendent Huizenga replied
272 that she along with the principal and assistant principal at Heron Pond spent an enormous
273 amount of time redistributing the children on all the busses but it was a shame that such
274 resources and time were used on a for profit problem. She further replied that they were able to
275 get the redistribution information to the parents' right as the buses were rolling out.

276
277 Ms. Siegrist said that when the Boys & Girls Club came to Milford they sold their program as a
278 community partnership that worked closely with the school and was also a non-profit entity. She
279 said she felt that was a very different from the situation with Hampshire Hills and would like to
280 discuss it further.

281
282 Mr. Drew commented that Milford was not unique in that they had buses going to multiple
283 afterschool programs and asked if Superintendent Huizenga had a sense of what was happening
284 in other communities.

285
286 Superintendent Huizenga said if any more students signed up for the afterschool program at
287 Hampshire Hills they would have to add another bus and the kindergarten program would almost
288 surely warrant that in the future, and she did not feel it was the best use of district resources.

289
290 Mr. Mannino stated that perhaps the for profit entity would be interested in entering into a
291 contract with the school district or the bus company which would offset the taxpayer subsidy of
292 their business operation.

293
294 Mr. Carvell pointed out that they needed to receive further data and review it at the next Board
295 meeting. He said the priority was getting the students from the schools to their homes on time.

296

297 **6. Old Business**

298
299 **a. Scope of Work on Milford Middle School's Girl's Locker Room (Exhibit is attached to**
300 **meeting agenda)**

301
302 Superintendent Huizenga stated that the Board had a memo outlining the work that was done in

303 the girl's locker room at the middle school. She said at the last meeting they had discussed the
304 fact that the Athletic Director's office opened directly into the girl's locker room and with two male
305 physical education teachers that was problematic. She added the door had been closed off to
306 the girl's locker room and opened into the gymnasium. Superintendent Huizenga said the
307 window frame and doorframe were removed which also looked into the locker room and new
308 restroom and shower stall partitions would be installed. She said it would include new shower
309 curtains which would provide much needed privacy for the girls. She further said the next phase
310 would include adding solid surface countertops with sinks. She noted that Mr. Cooper would
311 provide an update upon his return from vacation.

312
313 b. Discussion of Food Service Director Position **(Exhibit attached to meeting agenda)**

314
315 Ms. Fortson stated that the job description for the Food Service Director position was included
316 in the Board's packet. She said she looked at the same position in nine other districts and also
317 included that in the Board's packet, pointing out that the descriptions were almost identical.

318
319 Mr. Carvell pointed out that the food service program had been failing for years with losses that
320 ranged from \$10,000 to \$60,000 per year and that money was taken out of the budget to cover
321 all the losses. He said under the new re-structure of the position, they were now \$50,000 in the
322 positive. He further said what was presently in front of the Board was to align the position
323 correctly within the budget.

324
325 Superintendent Huizenga stated that her recommendation to the Board, based on what they had
326 learned, was that they maintain the current job description as approved by the Board in June of
327 2017. She said the other question that came up was if the position was a contracted position, a
328 classified position or a position that had a letter of agreement. She further said she
329 recommended that they provide a yearly letter of agreement with the candidate for a 210-day
330 work year and negotiate the salary in a non-public session.

331
332 Mr. Drew made a motion to approve the Food Services Director's position to be a yearly letter
333 of agreement for 210 workdays per year. Ms. Siegrist seconded the motion.

334
335 **Discussion:**

336
337 Mr. Mannino commented that he did not have an issue with the job description with regard to
338 the accountabilities of the position but he was not certain on understanding what the letter of
339 agreement was in terms of the salary. He asked if there was a letter of agreement with any other
340 unaffiliated staff member. Superintendent Huizenga replied that when the Board approved (and
341 hired) the position of the BCBA, it was outside of the teacher contract so it was not under a
342 contracted position.

344 **VOTE: 5-0**
345 **MOTION CARRIED**

346
347 **Housekeeping Items**

348
349 a. Approval of Minutes from August 20, 2018 (Exhibit attached to meeting agenda)

350
351 Mr. Mannino made a motion to approve the meeting minutes from the August 20, 2018, meeting.
352 Mr. Willette seconded the motion.

353
354 **VOTE: 4-0-1 (Abstained – Drew)**
355 **MOTION CARRIED**

356
357 b. List of Classified Appointments – Informational Only
358 **(Exhibit attached to meeting agenda)**

359
360 c. List of Employees Leaving Service – Informational Only
361 **(Exhibit attached to meeting agenda)**

362
363 d. List of Co-Curricular Appointments (Exhibit attached to meeting agenda)

364
365 Mr. Carvell asked if the stipend for Impact Testing was something new. Superintendent
366 Huizenga replied she did not know the answer to that but she would check into it and get back
367 to him.

368
369 **7. 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 Ms. Siegrist made a motion to go into a non-public session. Mr. Willette seconded the motion.

377
378 **VOTE: 5 – 0**
379 **MOTION CARRIED**

380
381 Mr. Carvell made a motion to come out of non-public session. Mr. Drew seconded the motion.

382
383 **VOTE: 5 – 0**
384 **MOTION CARRIED**

385
386 Ms. Siegrist made a motion to make the current Interim Superintendent permanent for the
387 remainder of her contract and to negotiate a new contract in the coming year. Mr. Mannino
388 seconded it.

389

390 **VOTE: 5 – 0**
391 **MOTION CARRIED**

392
393 **10. Adjournment**

394
395 Ms. Siegrist made a motion to adjourn the meeting. Mr. Willette seconded the motion.
396

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

399
400 The meeting was declared adjourned at 10:30 p.m.
401

402
403
404
405 _____
406 School Board Chair Date of Approval _____

407
408
409
410
411 Recording Secretary: Trish Gedziun