

1 MILFORD SCHOOL BOARD
2 MINUTES OF THE SEPTEMBER 17, 2018, MEETING
3 MILFORD HIGH SCHOOL, LECTURE HALL #182
4

5 **1. Call to Order**
6

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

13 **2. Board Member Comments**
14

15 There was none.
16

17 **3. Public Comments**
18

19 There was none.
20

21 **4. Reports and Presentations**
22

23 **a. Superintendent's Report**
24

25 Superintendent Huizenga congratulated Milford High School students and coaches as they
26 were going to receive the National Federation of State High School Association Award for
27 Excellence. She said the award was given to schools who did not receive one game
28 disqualification by a player or a coach.
29

30 Superintendent Huizenga said the administrative team had their second evaluation and
31 structural observation training with Ribas Associates. She also said she was following-up with
32 classroom walk-throughs with all of the principals, noting that she had walk-throughs in every
33 school scheduled throughout the course of year.
34

35 Superintendent Huizenga commented that the girl's locker rooms were almost complete and
36 would be doing an evaluation of the HR systems and would provide the Board with a report
37 within the next month in terms of what systems and processes they needed to improve upon.
38

39 Superintendent Huizenga said she had the opportunity to attend a couple of varsity soccer
40 games in the last few weeks and further said they had great athletes in Milford. She further
41 said that they had three open houses the past week; two at Jacques kindergarten and first
42 grade and the middle school; noting that they were all very well attended.
43

44 Superintendent Huizenga stated that Mr. Tenters would be doing the ELA curriculum review
45 process which was about to launch soon and they were very excited about doing a full analysis
46 of their K-12 program.
47

48 Superintendent Huizenga commented that their first full professional development day would
49 be held on October 5th. She said they were also gearing up for the budget season and the

50 administrative team was already working on it and getting ready to engage with the Budget
51 Committee.

52
53 Mr. Carvell asked if the Board would see an update of Superintendent Huizenga's entry plan at
54 the next meeting. Superintendent Huizenga replied that they sent out the parent survey and
55 had over 200 responses to date and would present that feedback to the Board. She also said
56 the Entry Plan continued to move along and she had met with Mr. Mannino and would be
57 meeting with Mr. Drew the following week. She further said the next step was for her to
58 distribute a staff survey which she would present to the MTA and would also distribute a
59 student survey. Superintendent Huizenga noted that she also needed to perform a deep
60 analysis of the SAS data from the previous year and she would present a report to the
61 community once she had it, pointing out it would probably be completed by November.

62
63 Mr. Carvell asked if there were any questions or comments. There was none.

64
65 **b. Annual Report from Director of Buildings and Grounds**

66
67 Mr. Cooper summarized the work that had been done over the summer months.

- 68
69 • **Bales:** New cameras were installed throughout the building and the exterior.
70 The carpeting was replaced after the current carpet tiles were found to have a
71 defect which caused them to curl on the edges. The reading room was
72 completed recently and all that was left was to paint the room.
- 73
74 • **Jacques:** Additional cameras were installed in and around the building. The
75 heating system was flushed out on the west side of the building. There were two
76 systems for heat in the building and the other was treated with glycol and did not
77 need to be flushed out.
- 78
79 • **Heron Pond:** New cameras were installed in the building as well as new
80 lockdown shades in each classroom and office area. The gymnasium floor was
81 refinished for the first time and a new logo painted in the center of the floor. The
82 playground was given new rubberized mulch and we helped with the installation
83 of the new basketball court and volleyball area for the students.
- 84
85 • **Middle School:** The middle school received the majority of the work this
86 summer. The rooftop units were replaced along with the building automation
87 controls. The heating system was flushed out and a new boiler was installed to
88 take care of hot water for the building so they did not need to run the main boilers
89 year round. The building received a fresh coat of paint. Lockdown shades were
90 also installed at the middle school and new millwork was added to each
91 classroom on the south side of the building. New furniture was brought into the
92 main office and the gymnasium floor was refinished and repainted. The Athletic
93 Directors office door was relocated from the girl's locker room to the gym. There

94 were 645 new lockers installed throughout the building as well as new cameras.
95 The exterior doors at the public gym entrance were replaced and new windows
96 were installed throughout the building. The girl's and boy's locker rooms
97 received new restroom and shower stall partitions.
98

- 99 • **High School:** The second phase of the heating pipe replacement project was
100 completed at the high school along with installation of a boiler plant that will be
101 used during the warmer months so we can shut down the main boilers. New
102 locksets were installed on the classroom doors that did not have the classroom
103 style locks (this style lock can be locked from inside the room w/o having to step
104 into the hallway. The T.V. Studio ramp received new carpet squares which
105 replaced a carpet that was over 15 years old. The Biotechnology classroom
106 suffered a water leak and the carpet was removed, and a new V.C.T. was
107 installed along with some areas in the hallway. Overall, it was a very productive
108 summer with all of the projects and the regular cleaning of the buildings. The
109 Buildings and Grounds Department did an outstanding job handling all of the
110 work that was given to them. He thanked every member of the department along
111 with the summer crew that helped accomplish all of their goals.
112

113 Mr. Carvell thanked Mr. Cooper and his team for all of their work.
114

115 Ms. Siegrist asked if they received the trim for the lockers. Mr. Cooper replied the trim was
116 due to arrive in two weeks.
117

118 Mr. Mannino asked if the reading room at the Bales School was on the schedule to be painted.
119 Mr. Cooper replied that painting was started but the teachers and the students wanted to paint
120 the remainder of the room. Superintendent Huizenga commented that the students at Bales
121 were very excited about having their own reading room.
122

123 Mr. Cooper noted that too much water may have been used on portions of the floor in the
124 Bales gym and it buckled. He said they would have to replace a 30 square foot section of
125 flooring.
126

127 c. **Update on the School Start Time Committee** 128

129 Ms. Siegrist stated that the district organized a committee to consider possible changes to the
130 start time. She further stated that they put out a 12-question survey and would be available
131 until October 19th for anyone in the community. Ms. Siegrist said there were links on the
132 school's website, Facebook, Instagram, Twitter, etc. and if people wanted a hard copy, there
133 would be copies available at all of the schools as well as the Wadleigh Library.
134

135 Ms. Siegrist said there would be an open community forum on October 3rd from 6:30 p.m. to
136 7:30 p.m. in the high school auditorium and anyone who wanted to attend was welcome. She
137 further said that once they had all of the questionnaires together they would present a report to
138 the Board.
139

140 **d. Update on the District Website Redesign**

141
142 Ms. Siegrist said that the Technology Committee met and some of the people on the
143 committee had a bit more information regarding school websites. She said they were given a
144 timeline prior to the committee meeting. She further said that during their first meeting, they
145 realized they needed more information to develop an RFP so they created a questionnaire to
146 get feedback. Ms. Siegrist commented that they had received over 200 responses to the
147 questionnaire; however, some of the issues which were raised by the Technology Committee
148 were why the timeline was so short. She asked the Board what the basis of the timeline was.
149 She further said the committee suggested that because of the size of the website, it would take
150 the developers approximately four to eight months to build and then it would take an additional
151 week or two to port the site over and upload it; noting that during those one to two additional
152 weeks, no one would be able to access the website. Ms. Siegrist said in light of that, they felt
153 the best time to do it would be sometime after the last day of school, which was June 18th.
154 She also said the budget they had set aside for the project for the current year was \$15,000
155 and could be as much as \$30,000 but they would not know that for sure until they sent out the
156 RFP.

157
158 Mr. Carvell commented the Board did not have a set timeline but would have to ensure that the
159 projects planned for the summer were spread out correctly if it were done over the summer.

160
161 **5. New Business**

162
163 **a. Discussion of Potential Non-Budget Warrant Articles**

164
165 Mr. Carvell said the only items he saw were the collective bargaining agreements.

166
167 Ms. Fortson commented that the district currently had \$245,000 coming back to them in
168 building aid and said she would like the Board to consider setting up a capital reserve. Mr.
169 Carvell asked if she wanted to eliminate the contingency fund. Ms. Fortson replied she would
170 like to have both.

171
172 Ms. Fortson also said that special education costs varied from year to year and she
173 recommended that a special education expendable trust be set up to fund each year so when
174 there were large variations, they would have the trust to tap into.

175
176 Mr. Drew asked how an expendable trust fund was different from a capital reserve fund. Ms.
177 Fortson replied that a capital reserve fund was initially set up by a town vote and monies could
178 only be put in or taken out by a town vote. She said an expendable trust fund was set up by
179 the voters but the Board was appointed as the agents and the Board could expend out of that.

180
181 Mr. Mannino asked Ms. Fortson if there were any communities that had a similar set up. Ms.
182 Fortson replied she was. Mr. Mannino asked those districts set policies so the public did not
183 have the perception that it was operating as a slush fund. Ms. Fortson replied they were
184 typically set up for a sole purpose. She further replied that the district she had just come from
185 had a special education expendable trust, an insurance expendable trust, a maintenance
186 expendable trust which were either funded annually or capped with a certain dollar amount.

187 She said Keene and Monadnock Districts had both expendable trusts and capital reserve
188 accounts.

189
190 Ms. Fortson noted that the funds could be set up and not fund them in the initial year, but just
191 have the voters setting up the trust or capital reserve. She said each year, they could decide
192 as a Board and community if they should put funds in accounts.

193
194 Superintendent Huizenga commented that more and more districts across New England were
195 moving to those types of contingency funds because special education costs were so wildly
196 unpredictable.

197
198 **b. Strategic Planning Proposal (Exhibit is attached to meeting agenda)**

199
200 Superintendent Huizenga stated that since 2010, the district had not had a living, breathing
201 strategic plan in place, noting the last plan was the LEIP which had since expired. She said
202 she felt it was an exciting opportunity to revisit strategic planning and create a new vision for
203 the future based on the hopes, dreams and aspirations of the entire community but, also what
204 it was they wanted for students to be able have a set of skills and competencies when they
205 graduated. Superintendent Huizenga stated the Mr. Mike Tenters had played an integral part
206 in working with her on finding a facilitator to walk them through the process and they had
207 already begun with eliciting the communities input. She said she was excited to hear the
208 students' hopes, dreams and aspirations for their education.

209
210 Mr. Mike Tenters, Director of Curriculum & Instruction

211
212 Mr. Tenters stated that a lot had changed since the last strategic plan was done in 2010 and
213 thought it was a perfect time to do a full analysis and get to the next best place. He said they
214 had been looking at many organizations that did strategic planning and the plan that was in the
215 Boards packet was one that he really liked. He further said the first part of the plan was what
216 they called the Portrait of a Graduate which was what they wanted to see students do after
217 graduating. He said it would involve all of the stakeholders, not just within the school but the
218 outside community as well including local businesses, parent feedback and student feedback.

219
220 Mr. Tenters said that the Portrait of a Graduate drove the strategic plan that was outlined in the
221 second part of the proposal and that would help them align all of the different areas in the
222 district, help them keep the great teachers they already had and attract new teachers as well.

223
224 Mr. Tenters stated that two pieces that were often forgotten, as part of a strategic plan, was
225 that it helped to develop the capacity of leaders throughout the district as well the faculty and
226 staff. He said it helped to develop a collaborative approach as to how they would realize the
227 vision. He also said it would help them allocate funds to the proper place.

228

229 Mr. Tenters said the group he recommended would have face-to-face meetings and help them
230 do the gap analysis to address the areas that needed to be addressed based on the data that
231 Superintendent Huizenga was collecting as well as the information received from the parent
232 and student surveys. He said they would also help them in terms of the communications piece
233 of it as the group prided itself on making sure that all voices were heard and they would help
234 them continue in the follow through of the process.

235
236 Mr. Carvell stated that they had spent a lot of time on the technology plan and asked if the
237 group would change that plan. Mr. Tenters replied as part of their process, they would look at
238 any plan that they had in place. He said they would start with a leadership meeting to find out
239 what the initial areas of priority were.

240
241 Ms. Siegrist asked if Battelle for Kids was a vendor. Mr. Tenters replied it was an organization
242 that did strategic planning for schools and districts.

243
244 Ms. Siegrist asked if the company had been decided on and chosen or was it just an example.
245 Mr. Tenters replied it was the one that they liked but there were other organizations that did it,
246 although not many local ones. He said Battelle for Kids was from Ohio. He also said there
247 were some individual consultants, including retired superintendents, that did the plans as well
248 but that was not as inclusive of a process that Battelle for Kids had. He further said that
249 Battelle for Kids was the one that they felt aligned the best plan going forward after speaking
250 with a few organizations.

251
252 Ms. Siegrist asked how long the entire process would take. Mr. Tenters replied it was a four-
253 phased process and the first part would be the preparation which would happen in the fall. He
254 said the next part would be the Portrait of a Graduate which would go until February and then
255 the analysis of the current state of what they were doing would go on through April. He further
256 said that the strategic plan would be designed between then and July.

257
258 Mr. Carvell asked if the plan was a budgeted item. Superintendent Huizenga replied it was
259 and the Board had budgeted approximately \$25,000 to \$30,000 for it as well as \$15,000 set
260 aside for professional development and implementation out of Title II.

261
262 **c. Granite Town Festival Committee Request**

263
264 Ms. Fortson stated that they received four applications for use of the district properties and
265 parking lots and she had sent them back with conditional approvals in that the use of the
266 properties were not a problem as long as no parking fees were charged to members of the
267 public.

268
269 Mr. Carvell said there was a request from the Granite Town Festival Committee to use their

270 parking lots for the festival and it was reported to him that they were going to charge for
271 parking on school property and he did not think they should do that. He further said that
272 although the parking would be free there might be a fee for the shuttle from the lots to the
273 festival.

274
275 Mr. Mannino asked if the donation for the shuttle bus had anything to do with the school
276 district. Mr. Carvell replied they did not.

277
278 Mr. Wade Campbell, Vice President, Granite Town Festival Committee, addressed the Board
279 and stated that they may not even ask for donations for the shuttle. He said it was something
280 they were tossing around but had not decided on anything definitive. Mr. Campbell said if they
281 did ask for donations, they would just put a basket on the shuttle bus.

282

283 **6. Old Business**

284

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

286

287 Mr. Carvell said there were some language changes proposed to the current process at the
288 last meeting.

289

290 Ms. Fortson commented that she brought up the reservations that the Board had to the
291 principals and they had said that they liked the proposed and offered to come to the meeting to
292 express it. Mr. Carvell said the concern was that the Board might want to ask about some
293 deeper thoughts within the classrooms. He said if the Board or the Budget Committee asked a
294 question, the principals would need to have the information available at the meetings because
295 there were time limits. Ms. Fortson said her hope was that the answers to any questions the
296 Board or Budget Committee may have would be covered in the presentation.

297

298 Mr. Mannino asked if any e-mails regarding the budget would be funneled through the
299 administration first and follow a chain of command or was the process proposed just for the
300 Saturday meeting. Ms. Fortson replied the proposed process was just for the Saturday
301 meeting but if e-mails were sent it would be great if they copied Superintendent Huizenga,
302 herself and Mr. Tenters.

303

304 Ms. Siegrist said she was not familiar with the zero-based principles. Ms. Fortson replied it
305 meant they would start with zero and build up, in terms of the budget, and not start with a
306 default budget.

307

308 Mr. Mannino made a motion to approve the budget process guidelines for the 2019 - 2020
309 budget as presented. Ms. Siegrist seconded the motion.

310

311 **VOTE: 5-0**
312 **MOTION CARRIED**

313

314 **b. After-School Bussing of Students**

315

316 Ms. Fortson reminded the Board at the last meeting they had discussed the fact that they had
317 bus's taking students to either for profit or non-profit after-school programs. She said an issue
318 had arisen this school year where they had approximately 68 students that were going to a for
319 profit after-school program and it caused an overload on the buses. She further said they were
320 not yet at the point where they had to add a bus but they were very close and it caused a lot of
321 extra office work. Ms. Fortson said it was taking the buses longer to get the students to those
322 programs and it was causing discontent. She further said she had reached out to four different
323 school districts but had not heard back from them as to how they handle the same situation.

324

325 Mr. Carvell asked if this was an official stop or if stopping at the after-school programs was an
326 additional stop in between other stops. Superintendent Huizenga replied it had become a past
327 practice and was now an expectation. She said she spoke with Bob Butler of Butler Bus and
328 he indicated that different districts handled it in different ways, pointing out that he said some
329 districts will drop off to after-school programs if it was already on the buses route and some
330 districts had stopped the practice altogether because they ran into issues very much like what
331 Milford was experience.

332

333 Superintendent Huizenga stated that not only were some parents upset that one child was on
334 one bus and another child was on another bus, but now Hampshire Hills was calling and
335 complaining because they had parents who were dropping out of their program because
336 children were arriving to the program late and they were losing money. She further stated that
337 she felt the Board needed to take a close look at it and make a decision, pointing out if they
338 decided they needed to hire another bus, it would cost the district \$26,000 and she did not
339 think that was an effective use of their resources. Superintendent Huizenga said added to that
340 was the fact that some students only attended the program three days a week and some
341 students attended the program five days a week so the number of students on the buses
342 fluctuated and it was becoming problematic. She further said presently there was an
343 administrative assistant whose sole responsibility was dealing with accommodations for bus
344 requests and that was not a great use of resources either.

345

346 Mr. Carvell stated that the priority was getting the students home and they could not have them
347 being an hour late. He said there was not a policy for this type of situation from a School
348 Board standpoint.

349

350 Mr. Carvell asked how many businesses the district's buses were dropping students off to.

351 Ms. Fortson replied there were four other after-school programs that students were being

352 dropped off at; pointing out that two were for profit and two were for non-profit. Mr. Carvell
353 asked if that included the Boys and Girls Club. Ms. Fortson replied it did.

354
355 Mr. Drew asked if singling out the for profit programs solved the problem or should they just
356 say they would not bus to any of them. Mr. Carvell replied that the main problem were the
357 students being bussed to Hampshire Hills. Superintendent Huizenga said her worry was that
358 they were literally accommodating every single request and their legal obligation was just to
359 pick children up from pre-k through grade eight and to bring children home from pre-k through
360 eight. She said she was wondering how they could pull back the reigns a little bit so the
361 monetary and manpower resources were not being overused.

362
363 Superintendent Huizenga mentioned that staff at Hampshire Hills had contacted her requesting
364 to have a meeting.

365
366 Mr. Willette suggested that the Board double-check what the laws were prior to making any
367 decision.

368
369 Mr. Willette asked if Hampshire Hills had a bus. Superintendent Huizenga replied they did but
370 they would not transport their children to their program. Mr. Willette commented that he
371 thought the Boys and Girls Club had many vans and buses. He further commented that he did
372 not feel profit or non-profit should enter into the discussion.

373
374 Mr. Mannino commented that he saw the Boys and Girls Club, as well as other non-profits, in a
375 different light. He said at the very least they came before the Board to be part of the solution.

376
377 Mr. Mannino asked if there had been any conversation with Hampshire Hills regarding them
378 picking up the students who were enrolled in their program from our school. Superintendent
379 Huizenga replied that her understanding was that they were not willing to utilize their bus to
380 pick up their students. Mr. Mannino said currently the Milford taxpayers were subsidizing the
381 transportation for students attending their program.

382
383 Mr. Mannino suggested that they should stop the transportation on a mutually agreed date so
384 parents could have an opportunity to make alternate arrangements. He further said he was
385 not sure how legally protected they were should there be an accident which involved a school
386 bus on the Hampshire Hills property. He also said it was a concern that the buses were
387 overcrowded. Mr. Mannino stated that after-school groups could bring a petitioned Warrant
388 Article and let the voters decide whether or not they wanted to subsidize the transportation.

389
390 Ms. Siegrist said it concerned her that so much time, energy and money was being spent out
391 of the goodness of the districts heart for a for profit company, especially when it was
392 considered what the district could not afford to do and how many students could not afford to

393 attend these programs. She further said she felt it was unfair on many levels. Ms. Siegrist
394 commented that she felt they should let Hampshire Hills know about the Boards concerns and
395 district resources and see if they could use their own buses.

396
397 Mr. Mannino pointed out that he wanted to be clear that he was not against for profit
398 organizations or was he anti Hampshire Hills. He said he felt they were a great asset to the
399 Souhegan Valley and hoped they could be part of the solution.

400
401 Mr. Carvell stated that they had a lot of questions and liabilities in front of them and they had to
402 gather some information and bring it back to the Board.

403
404 Ms. Siegrist said that she understood there was an enrichment factor regardless of where the
405 after-school program was and would like to see them all be able to make it work.

406
407 Mr. Carvell stated that they should consult with the Legal Department as the taxpayer's dollars
408 were being used.

409
410 Mr. Carvell asked if there were any questions or comments.

411
412 Ms. Elena Crawford, addressed the Board and asked them to remember that there were
413 parents who worked and had no means to send their kids to the for profit after-school
414 programs and if they eliminated all of the bus stops, some students might be going home
415 alone.

416
417 **c. School Safety and Security**

418
419 Mr. Carvell stated that this item was on the agenda just to update the Board. He said a notice
420 had been sent out to those agencies who would be part of the committee and they were
421 approximately 90% done with having the committee fully established. He further said once the
422 committee was established it would become a quarterly report and there would also be some
423 public meetings. He further said they would be reviewing all of the emergency procedures for
424 all of the schools and developing programs, plans and training for staff and the operations of
425 the school district which would include all of the town emergency support services.

426
427 **7. Housekeeping Items**

428
429 **a. Approval of Minutes from September 4, 2018 (Exhibit attached to meeting agenda)**

430
431 Mr. Mannino made a motion to approve the meeting minutes from the September 4, 2018,
432 meeting. Mr. Willette seconded the motion.

433
434

435 **VOTE: 5-0**
436 **MOTION CARRIED**

437
438 **b. Approval of the Manifests - 6, 7, 8, 1022, 1023, 1024, 1025, 1026, 1027, 1028 & 2019**
439

440 Mr. Carvell made a motion to approve the manifests. Mr. Willette seconded the motion.
441

442 **VOTE: 5-0**
443 **MOTION CARRIED**

444
445 **c. List of Classified Appointments – Informational Only**
446 **(Exhibit attached to meeting agenda)**
447

448 Superintendent Huizenga mentioned at the last meeting Mr. Carvell had a question with regard
449 to co-curricular appointments and impact testing. She said she did look into that question as
450 requested and it was a scheduled co-curricular payment at the middle school and it was
451 included in the master co-curricular list.

452
453 **7. Public Comments**

454
455 There was none.
456

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

459
460 Mr. Willette made a motion to go into a non-public session. Mr. Drew seconded the motion.
461

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

464
465 **???** made a motion to come out of non-public session. **???** seconded the motion.
466

467 **VOTE: 5 – 0**
468 **MOTION CARRIED**

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480

481 **10. Adjournment**

482

483 **???** made a motion to adjourn the meeting. **???** seconded the motion.

484

485 **VOTE: 5 – 0**

486 **MOTION CARRIED**

487

488 The meeting was declared adjourned at **???** p.m.

489

490

491

492

493

494 _____
School Board Chair

Date of Approval

495

496

497

498

499 Recording Secretary: Trish Gedziun