

MILFORD SCHOOL BOARD
MINUTES OF THE OCTOBER 15, 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 was Ms. Jane Fortson, Business Administrator.

Dr. Jessica Huizenga, Superintendent of Schools was not in attendance.

2. Board Member Comments

There was none.

3. Public Comments

There was none.

4. Reports and Presentations

a. District Report

Mr. Carvell stated that the American Association of School Administrators had partnered with Scholastic to create a fellowship program which helped districts as they developed literacy programs at a high level. He said they were looking to establish the fellowship as a nine-month program that would meet monthly on-line and two times in person to support district leaders nationally as they improved literacy outcomes for students. He further said to fully develop the program, they had identified a group of Superintendents nationally who had a successful experience with the work and were already committed to the district level literacy programs.

Mr. Carvell commented that he was pleased to announce that Superintendent Huizenga was been invited to serve as a member of the focus group and would provide her expertise on improving literacy, learning outcomes and strategic implementations at the National Conference of Literacy at Gaylord National Harbor in Maryland. He noted that was why she was not in attendance at the meeting.

Mr. Carvell said it was great to have a Superintendent who was recognized across the country and the Board supported her attending the conference.

5. New Business

a. Co-Curriculum Overview (Exhibit is attached to meeting agenda)

Mr. Carvell stated that the Board had a list of all of the co-curriculum stipends which included all of the programs, who was assigned to them and what the total cost was.

51 Mr. Carvell mentioned there were some items which were blank and explained those programs
52 that were being actively recruited for and the money for those programs remained on the list.

53
54 Mr. Willette asked what happened to the hockey program and why that stipend was not on the
55 list. Ms. Fortson replied she would check on that.

56
57 Ms. Fortson commented that there was a question brought up at the last Board meeting as to
58 why the Athletic Trainer position was listed in the stipend account. She said the position
59 started out as a part-time position but it became a full-time position and it erroneously stayed
60 on the stipend list. She further said the line item would be removed from the stipend list and
61 transferred into a 1400 account.

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

64
65 **b. Enrollment Projections (Exhibit is attached to meeting agenda)**

66
67 Mr. Paul Dargie addressed the Board and stated that the previous year they hired consulting
68 firm to do a review of the enrollments so he thought it would be helpful to show the Board what
69 they did and what he had been doing to compare the two.

70
71 Mr. Dargie said the first sheet was a comparison of the various forecasts which were done. He
72 further said that he added two students per grade on the regular forecast to account for the
73 extra influx of students. He said in total it was the closest forecast they ever had.

74
75 Mr. Dargie said the consulting firm used three different methods; one was a five-year average,
76 a three-year weighted average and a one-year average which he felt were all pretty decent.
77 He said the one the consulting firm recommended was the one-year average which tended to
78 meet the actuals the best. He noted that all of the different forecasts were pretty close.

79
80 Mr. Dargie pointed out that they did not have any cohorts to work with for kindergarten. He
81 said he would usually take the last five years, drop the high and the low and then average the
82 remainder. He said he speculated that more students would attend full-day kindergarten than
83 half-day kindergarten. He recommended they use the present years' numbers which was 138
84 and use it again for next year. He further said that kindergarten numbers could swing a lot,
85 noting that it could be as low as 105 and as high as 160.

86
87 Mr. Dargie said he used the cohort survival rate for first grade but that number may have
88 changed due to the implementation of full-day kindergarten. He further said the present
89 number for the first grade class was 133 and he felt it might go up to 162 the next year.

90
91 Mr. Dargie stated that the data showed a continued drop in students with a drop of 62 students
92 three years ago, 21 students two years ago and 50 students one year ago. He noted that he
93 forecasted a drop of 40 students next year.

94
95 Mr. Dargie said the last page reflected an overview of enrollment projects. He further said that
96 the numbers for the current year were within the guidelines except for kindergarten. He
97 pointed out that the guideline was for sixteen students per section and they were at 17.3

98 students and in grade four, they had 25.2 students per class and it should be 25 students per
99 class.
100
101 Mr. Dargie commented, with regard to the next years' projections, they needed to go from eight
102 sections of kindergarten to nine sections so they should add a kindergarten teacher which
103 would result in 15.3 students per class. He said if they stayed at eight sections then they
104 would be at 17.3 students which was above the guideline.
105
106 Mr. Dargie said that currently they had seven sections in first grade with 19 students per class
107 and if they added one teacher, it would bring it to 20.3 students per class. He said the
108 guideline was for 20 students. He also said he felt they should hire a first grade teacher.
109
110 Mr. Dargie stated that grade three currently had eight sections and would drop to six sections,
111 which would bring the number of students to 21.8 per section and that was below the guideline
112 of 22 students.
113
114 Mr. Dargie said they would lose a teacher in grade five; noting there were currently seven
115 teachers with 24.1 students per class and it would drop to six teachers which would bring it to
116 25 students per class.
117
118 Mr. Dargie said, with regard to grades seven and eight, a grade eight teacher would have to
119 swap and become a grade seven teacher to balance it out.
120
121 Mr. Dargie stated that if they were to add a kindergarten teacher and a first grade teacher, they
122 would have to look to see if it were physically possible at Jacques. He further said one option
123 to consider, although it was undesirable, was to have two first grade classes at Heron Pond by
124 converting two second grade teachers to first grade teachers. He said another option was to
125 put a portable classroom at Jacques, but that was also undesirable.
126
127 Mr. Carvell clarified that the breakdown page consisted of both Mason and Milford and the
128 prior page showed all of them rolled in which showed the actual projections. Mr. Dargie replied
129 that was correct and that he forecasted Milford only, Mason only and then added them
130 together to come up with the total forecast.
131
132 Ms. Siegrist asked Mr. Dargie to define what was meant by "other high school?" Mr. Dargie
133 replied it was generally ATC related. He further replied that in the past they used to get
134 approximately 60 students who would come to Milford from other schools to attend ATC
135 programs but that number was currently only 11 students, in part due to schedule conflicts.
136
137 Ms. Siegrist asked if it was Milford's schedule or other schedules that changed. Mr. Dargie
138 replied Milford's schedule had not really changed.
139
140 Mr. Drew asked why there was an increase in the enrollment forecast for the lower grades.
141 Mr. Dargie replied that he increased the enrollment in kindergarten because they went from
142 half-day to full-day kindergarten.
143
144

145 **6. Old Business**

146

147 There was none.

148

149 **7. Housekeeping Items**

150

151 **a. Approval of Meeting Minutes from October 1, 2018**
152 **(Exhibit attached to meeting agenda)**

153

154 Mr. Mannino made a motion to approve the meeting minutes from the October 1, 2018,
155 meeting. Ms. Siegrist seconded the motion.

156

157 **VOTE: 5-0**

158 **MOTION CARRIED**

159

160 **b. Approval of the Manifests: 11, 1039, 1040, 1041, 1042, 1043, 1044 & 1045**

161

162 Mr. Willette made a motion to approve the manifests. Mr. Carvel seconded the motion.

163

164 **VOTE: 5-0**

165 **MOTION CARRIED**

166

167 **c. Approval of Treasurer's Report, July 2018**
168 **(Exhibit attached to meeting agenda)**

169

170 Mr. Drew made a motion to approve the Treasurer's Report. Ms. Siegrist seconded the
171 motion.

172

173 **VOTE: 5-0**

174 **MOTION CARRIED**

175

176 **7. Public Comments**

177

178 There was none.

179

180 **NOTE:** Ms. Siegrist stated that the survey regarding the late start time was supposed to end
181 on the following Friday. She further stated that after speaking with Superintendent Huizenga, it
182 was decided to keep the survey open until October 25, 2018, which was also the STEAM night
183 at the high school. Ms. Siegrist noted that parents and students were welcome to fill out the
184 survey which would be available at kiosks that evening.

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189

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

192
193 Ms. Siegrist made a motion to go into a non-public session. Mr. Willette seconded the motion.
194

195 **VOTE: 5 – 0**
196 **MOTION CARRIED**

197
198 **???** made a motion to come out of non-public session. **???** seconded the motion.
199

200 **VOTE: 5 – 0**
201 **MOTION CARRIED**

202
203 **10. Adjournment**

204
205 **???** made a motion to adjourn the meeting. **???** seconded the motion.
206

207 **VOTE: 5 – 0**
208 **MOTION CARRIED**

209
210 The meeting was declared adjourned at **???** p.m.
211

212
213

214
215

216 _____
217 School Board Chair

_____ Date of Approval

218
219

220
221

Recording Secretary: Trish Gedziun