

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

6 **6:00 p.m. – Non-Public Session:** SAU Conference Room – RSA 91-A:3 II (a) Personnel  
7

8 a. Early Retirement Decisions  
9

10 **1. Call to Order**  
11

12 Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford  
13 High School at 7:00 p.m. Board members present were, Mr. Kevin Drew, Vice Chair,  
14 Mr. Bob Willette, Mr. Len Mannino and Ms. Jennifer Siegrist. Also in attendance was  
15 Dr. Jessica Huizenga, Superintendent of Schools and Ms. Jane Fortson, Business  
16 Administrator.  
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. **Superintendents Report**  
29

30 Superintendent Huizenga stated on November 7<sup>th</sup>, the Portrait of a Graduate design team  
31 had their first of four meetings. She said there were 62 members of the Milford community  
32 present, which included students, parents, the business community, teachers,  
33 administrators, community leaders and other partners. She further said the Portrait of a  
34 Graduate design would drive the strategic planning process which would occur later in the  
35 spring.  
36

37 Superintendent Huizenga commented they discussed some of the landscape and societal  
38 shifts that were coming and would affect the future of Milford students. She said there were  
39 many middle and high school students at the meeting and they shared their experiences in  
40 school as well as some of the desired changes they hoped to see based on what they had  
41 learned during the session.  
42

43 Superintendent Huizenga stated the top area which the group thought was most important  
44 was how they could better engage students in the learning process. She further stated the  
45 second most important thing was the pace of change. Superintendent Huizenga  
46 commented that some other things that were important were soft skills, how to develop  
47 social and emotional skills in the students, how to develop empathy for one another as well  
48 as for people with differences of opinion.  
49

50 Superintendent Huizenga noted the next meeting would be held on December 12<sup>th</sup> from  
51 5:00 p.m. – 7:30 p.m. and the focus would be to begin identifying the competencies for kids  
52 which would be essential for 21<sup>st</sup>-century success in the district. She further noted they  
53 were currently in the process of doing a current state analysis and they would provide the  
54 results of that analysis to the community as a means to identify areas for improvement and  
55 development in the strategic plan.

56  
57 Superintendent Huizenga said she provided the Board with a copy of the Mason contract  
58 because they were at the ten-year mark with their agreement and according to the contract,  
59 following the minimum ten-year term, there was an automatic continuation clause which  
60 would change it to a year-to-year basis so if the agreement were terminated by either party,  
61 a three-year notice would have to be provided. She further said she met with Mason's  
62 School Board Chairperson, Chris Guiry, as well as the Superintendent/Principal, Kristen  
63 Kivela, who both expressed their desire to continue to collaborate with Milford. She said  
64 they appreciated the outstanding secondary education the students of Mason received and  
65 she would further discuss it with the Board in the New Year.

66  
67 Superintendent Huizenga commented that she had held some very constructive budget  
68 information sessions with many of the staff asking about implementation, professional  
69 development and she would continue to hold Superintendent Coffee Hours after school,  
70 noting the next coffee hour was scheduled for December 13<sup>th</sup> from 2:30 – 4:00 p.m. and all  
71 staff and parents were welcome.

72  
73 Superintendent Huizenga stated that there would be three days of negotiations with the  
74 Building and Maintenance Association the following week; noting the first mediation session  
75 with the MTA would be the following Thursday. She further stated that the ELA curriculum  
76 review cycle meeting would be held on December 17<sup>th</sup> with the districtwide team and the  
77 focus of the meeting would be to start digging deeper into the data in an effort to have all of  
78 the students graduate with all of the key skills that were part of the state standards.

79  
80 Superintendent Huizenga said the leadership team had been working with Ribas  
81 Associates since the summer to develop and improve their capacities around supervision  
82 and evaluation. She said they were scheduled to have their next session on December  
83 12<sup>th</sup>.

84  
85 Superintendent Huizenga announced that Dr. Brad Craven had informed the administration  
86 of his decision to retire at the end of the school year. She thanked Dr. Craven for his 38  
87 years of service to the students and parents of Milford. She said she revamped the job  
88 description for the principals and assistant principals in the district as it had been a very  
89 long time since it was updated. She further said she would post the position of principal for  
90 the high school at the beginning of January. Superintendent Huizenga commented that

91 she would put together a search committee which would consist of the following:

92

93 • A fellow principal who would facilitate the search committee

94 • The rest of the committee would be represented by a member of each  
95 department at the high school

96 • Two high school administrators

97 • A high school junior

98 • An incoming 8<sup>th</sup> Grade student

99 • A parent of a general education student

100 • A parent of a special education student

101 • A related service provider

102 • A secretary

103

104 Superintendent Huizenga stated that she would send out an e-mail requesting volunteers  
105 for the committee. She further stated that the committee would interview all candidates and  
106 recommend three finalists of whom one she would recommend to the Board. She also said  
107 she would have community forums for the finalists to meet with the faculty, students and  
108 parents. Superintendent Huizenga said she hoped to have an appointment by the end of  
109 February or early March.

110

111 Mr. Carvell asked who should be contacted if there were School Board members who  
112 wanted to be a part of the committee. Superintendent Huizenga replied members should  
113 contact herself or Ms. Janice French.

114

115 Mr. Willette commented that he felt a School Board member should be a part of the  
116 committee and he would like to join. Superintendent Huizenga replied she would be happy  
117 to add him to the committee.

118

#### 119 **b. Facility and Maintenance Update**

120

121 Mr. Bill Cooper, Director of Buildings and Grounds, addressed the Board and said the three  
122 rooms which were damaged by the fire would be operational by Monday, December 10<sup>th</sup>.  
123 He also said the computers which were damaged had been cleaned up and were in  
124 working condition.

125

126 Mr. Cooper stated the building automation being done by ENE Systems was almost  
127 completed at both the high school and the middle school. He further said they were still  
128 addressing balancing the zones so the temperatures were comfortable.

129

130 Mr. Cooper commented that he had spoken with School Furnishings regarding the lockers.  
131 He said he also spoke with Penco, who manufactured the lockers. He said that the installer  
132 was expected to replace all 650 doors and frames over three days during the Christmas

133 break. He said he did not think that was possible and shared his concerns with both  
134 School Furnishing and Penco. He said he suggested they start with the south side of the  
135 building and install the trim and then come back over February vacation and do the  
136 remainder. He said he would keep the Board up-to-date.  
137

138 Mr. Cooper noted that he received three quotes for air balancing and water balancing. He  
139 said one price was for normal working hours between 9:00 a.m. – 5:00 p.m. and the other  
140 one was for after hours. He further said his recommendation was to go with Hood Testing  
141 and Balancing with a not-to-exceed amount of \$22,300.  
142

143 Mr. Drew made a motion to contract Hood Testing and Balancing for an amount not-to-  
144 exceed \$22,300 for testing and balancing at the middle school. Mr. Willette seconded the  
145 motion.  
146

147 **VOTE: 5-0**  
148 **MOTION CARRIED**  
149

150 Mr. Cooper stated the last item for discussion was the barn. He further said he had met  
151 with the fire department as well as the structural engineer and the inside of the barn was in  
152 really good shape as far as the “bones” but it was leaning towards the northeast, which was  
153 in the direction of the school. He said the equipment would go back into the barn but it  
154 would be locked and there would be no foot traffic.  
155

156 Mr. Cooper said it would cost \$140,000 to fix only a portion of the barn. He said the  
157 engineer’s recommendation was to lift the barn and pour a new slab and he expected to  
158 receive a report from the fire department by Wednesday. Mr. Cooper said the roof was not  
159 presently leaking but it needed to be replaced with metal roofing, preferably.  
160

161 Mr. Carvell asked if the engineer felt the structure would come down. Mr. Cooper replied  
162 neither the engineer nor the fire department brought up that concern but he could certainly  
163 fence the area off.  
164

165 Mr. Drew asked what was included in the quote for \$140,000. Mr. Cooper replied it only  
166 included lifting the barn and pouring a new slab. He further replied the Board needed to  
167 decide if it would be more costly to rehab the barn or the replace it.  
168

169 Mr. Drew agreed a fence should be installed to keep people away from the building.  
170

171 Ms. Siegrist asked if the structure were to be dismantled if they could sell the wood  
172 because reclaimed old wood could be sold for a good price. Mr. Cooper replied he would  
173 look into it.  
174

## 175 **5. New Business**

### 176 **a. Internal Diversion Programming**

177 Officer Rich Addonizio, School Resource Officer for the Milford School District, addressed  
178 the Board and stated he prepared a presentation for the Board regarding an Internal  
179 Juvenile Diversion Program.  
180  
181

182 Officer Addonizio stated the Diversion Program was traditionally a program which was  
183 utilized by the district court system wherein if a juvenile committed an offense that would  
184 otherwise be charged as a crime if they were an adult, then a juvenile summons was drawn  
185 and brought forward by the juvenile officer and the prosecutor and the juvenile along with a  
186 parent/guardian would be brought to a closed juvenile court session. He said, generally  
187 speaking, for first-time offenders who committed non-violent crimes, the courts usually  
188 recommend diversion.

189  
190 Officer Addonizio said diversion was a way of tempering accountability for the juvenile's  
191 actions with the general public's desire to set them back on the right course.

192  
193 Officer Addonizio described some offenses which were appropriate for diversion as follows:

- 194  
195
- 196 • Must be non-violent criminal offenses
  - 197 • Criminal mischief (vandalism)
  - 198 • Thefts
  - 199 • Harassment/Bullying
  - 200 • Criminal Threatening
  - 201 • Possession of controlled drugs
  - 202 • Smoking and/or vaping (adult charge)

203 Officer Addonizio reviewed some of the reasons the Milford Police Department wanted to  
204 implement an internal diversion program, such as:

- 205
- 206 • Not all of juvenile offenses are best addressed in court, especially for first-time  
207 offenders.
  - 208 • There is a shorter time between the offense and the consequence.
  - 209 • First-hand guidance between the officer and the juvenile.
  - 210 • Improved relationship with Milford Police Department officers.
  - 211 • More direct reparation between the juvenile offender and the victim.

212  
213 Officer Addonizio stated that per the Milford Police Department policy the juvenile must be  
214 alleged to have committed an offense which was criminal in nature and which fell under the  
215 jurisdiction of the Milford District Court. The juvenile must admit their commission of the  
216 offense. The offense cannot be violent in nature or a felony. All parties must agree that  
217 diversion was in the best interest of the juvenile, their parents and the victim. A diversion  
218 agreement shall be signed by the juvenile and their parents/guardians with the  
219 understanding that the program was voluntary and the failure to fulfill the agreement once  
220 entered would result in the case being brought before the court.

221  
222 Officer Addonizio commented that a good example case was a 16-year old boy with a valid  
223 driver's license left the high school senior parking lot and somehow got his 4-wheel drive  
224 motor vehicle onto the lawn of the middle school which caused damage to the lawn. They  
225 were able to very quickly determine who was behind the wheel and the boy was  
226 interviewed and it was determined that the criminal mischief was caused by his driver  
227 inexperience and he had no prior criminal record or school disciplinary issues. The middle  
228 school principal, as a representative of the school, and the aggrieved party decided it would

229 be a good idea to have the boy learn how to fix the damage. The boy, with his parent's  
230 approval, reseeded the lawn and repaired the damage. He said the damage was done and  
231 repaired inside of one week.

232  
233 Officer Addonizio said a committee would be formed which would include him, Officer  
234 Moreau, Juvenile Officer, Detective Sgt. Fowle and the Milford Police Department  
235 Prosecutor, Attorney Karinne Brobst. He further said if it was appropriate, they might have  
236 one or more school administrators consulted.

237  
238 Officer Addonizio stated the goals for the Diversion Program were as follows:  
239

- 240 • To provide redress for first-time juvenile offenders outside of the court system.
- 241 • To accelerate the time between action and consequence. The rate of disciplinary  
242 success was directly related to the proximity of the consequence to the offense.
- 243 • To ensure that the juvenile understood the affects of their actions on the  
244 aggrieved parties and to make restoration to the victims as meaningful as  
245 possible.
- 246 • To reduce the likelihood the juvenile would do it or something else like it again.

247  
248 Mr. Carvell asked if a student went through the Diversion Program, where their files would  
249 be maintained. Officer Addonizio replied the Milford Police Department used a computer  
250 system called IMC to keep track of all of their records, both criminal and other. He further  
251 said they had the ability to create a compartment within the existing system to keep track of  
252 not only the kids who had successfully completed the program, but also kids who re-  
253 committed offenses. He said he had not yet discussed if the school district would want to  
254 maintain a duplicate set of records. Officer Addonizio stated it was up to the school district  
255 if they wanted to keep copies of the records but the school was mandated to report criminal  
256 offenses and once they were reported, it was no longer in the school districts purview and  
257 how the Milford Police Department chose to prosecute it was entirely up to them so he did  
258 not see the school having any type of liability.

259  
260 Mr. Carvell asked if there were any members of the Board who had questions or  
261 comments.

262  
263 Mr. Mannino said he absolutely supported the program and because it involved juveniles',  
264 the records were protected by statute.

265  
266 Mr. Drew asked if there was a cost associated with the proposed Diversion Program or any  
267 other resources that would be needed from the district. Officer Addonizio replied he did not  
268 see any obvious costs.

269  
270 Mr. Carvell stated that he was in favor of moving the program forward but the  
271 administration needed to understand what school policies had to be reviewed and aligned.

272  
273 Mr. Willette asked Officer Addonizio if the Board could receive a copy of the police  
274 department's policy regarding the Diversion Program. Officer Addonizio replied he would  
275 provide the Board with a copy of the policy.

276 Mr. Mannino made a motion to approve the Diversion Program with the Milford Police  
277 Department. Mr. Drew seconded the motion.

278  
279 **VOTE: 5-0**  
280 **MOTION CARRIED**

281  
282 **b. Job Description Review**

283  
284 Job Description – Principal and Assistant Principal Positions – Milford School District

285  
286 Given its First reading,

287  
288 Superintendent Huizenga pointed out that they had updated the job descriptions for the  
289 principals as well as the assistant principal’s districtwide. She noted it had been over a  
290 decade since the job descriptions were updated. She said the proposed job description  
291 broke down the duties and responsibilities into three areas, leadership & management,  
292 communication and community relations. Superintendent Huizenga stated that once the  
293 Board adopted the proposed new job descriptions they would be posted in the New Year.

294  
295 Mr. Carvell asked if both of the positions were covered under the current administration  
296 contract. Superintendent Huizenga replied that was correct. Mr. Carvell asked if they  
297 could make sure that the job descriptions aligned with the contract guidelines.  
298 Superintendent Huizenga replied she would take care of that.

299  
300 Mr. Drew asked if the job descriptions would apply to all principals and assistant principals  
301 at all of the schools. Superintendent Huizenga replied they would.

302  
303 Ms. Siegrist asked if there were any qualifications or duties that the high school principal or  
304 assistant principal might have regarding such things as the ATC that the other schools did  
305 not have. Superintendent Huizenga replied it was not outlined in the job description but  
306 that was something which they could add if the Board so felt. Ms. Siegrist pointed out she  
307 only brought it up because they would be dealing with students from outside of the district  
308 inside of their schools and also dealing with Milford’s students leaving in the middle of the  
309 day. Superintendent Huizenga replied that was an excellent point and she would check  
310 with Dr. Craven and ask what specific roles and responsibilities should be added to the job  
311 description.

312  
313 Mr. Carvell noted that there would be a second reading at the next Board meeting, date  
314 specific, of December 17, 2018.

315  
316  
317  
318

319 **c. Discussion of 2019 – 2020 Warrant Articles**

320  
321 Ms. Jane Fortson, Business Administrator, read aloud the proposed Warrant Articles as  
322 listed below:

323  
324 1. Article #1: To see if the Milford School District will vote to raise and appropriate,  
325 as an operating budget, not including appropriations by special Warrant Articles  
326 and other appropriations voted on separately, the amount set forth on the budget  
327 posted with the Warrant or as amended by vote of the first session for the  
328 purposes set forth therein, totaling \$42,018,637. Should this Article be defeated,  
329 the operating budget be “XXX” which is the same as last year with certain  
330 adjustments required by the previous action of the Milford School District or by  
331 law or the governing body may hold one special meeting in accordance with RSA  
332 40:13 (10) and (16) to take up the issue of a revised operating budget only. The  
333 Board does or does not recommend.

334  
335 Ms. Fortson stated that the default budget was not yet entered and would be presented at  
336 the annual hearing for discussion as well as the operating budget.

337  
338 2. Article #2: To see if the Milford School District will vote to raise and appropriate  
339 the sum of “XXX” for the repair and health of safety and maintenance items at the  
340 district schools. This would include asbestos abatement and flooring of sections  
341 at the high school and repaving of sections of the parking lots beginning at the  
342 high school. This is a special Warrant Article in accordance with RSA 32:3 (6).  
343 This will be a non-lapsing Warrant Article per RSA 32:7 and will not lapse until  
344 the maintenance projects are complete, or until June 30, 2022, whichever is  
345 earlier.

346  
347 Ms. Forston commented the above Article was to begin to address the rooms in the high  
348 school that had flooring, which was covered but had asbestos tiles within it.

349  
350 Mr. Carvell asked what the total cost was for the abatement of the asbestos and the paving.  
351 Ms. Fortson replied the paving was approximately \$1 million and asbestos abatement was  
352 approximately \$190,000.

353  
354 Mr. Willette pointed out that the asbestos that was currently in the rooms was encapsulated  
355 and they were not required by law to remove it. Ms. Fortson replied that was correct.

356  
357 Mr. Mannino commented that he felt there were three Warrant Articles (#2, #3 & #7) that  
358 sought to accomplish the same thing. He further commented that he felt they needed to  
359 narrow the definitions for clarity.

360  
361 3. Article #3: To see if the Milford School District will vote to establish a Capital  
362 Improvement/Capital Reserve Fund under the provisions of RSA 35:1 for funding  
363 future building renovation projects and to raise and appropriate the sum of “XXX”  
364 to be funded from the return of school building aide and be placed in this fund,  
365 further to name the Milford School Board as agents to expend from said fund.



366 Ms. Fortson commented that this particular fund was to set up as a Capital Reserve Fund  
367 or a "Rainy Day Fund." She said she was recommending the fund to have the monies from  
368 building aide put into the fund which would be held in trust by the Trustees of Trust Funds  
369 by the Town of Milford. She said the voters had to vote to set the fund up, vote to put the  
370 funds in and vote anytime the funds would be used.

371  
372 Mr. Carvell pointed out that this was an Article which was not asking to raise money but  
373 came from money that was already coming into the district.

374  
375 Ms. Fortson stated that the Board had the option of establishing the fund but not put any  
376 money in it at this point.

377  
378 Mr. Mannino asked if it was something which would be captured in the default budget. Ms.  
379 Fortson replied it would not. She said the difference was this Article was putting money  
380 aside for a future capital project rather than a maintenance pay as you go type of account.

381  
382 Ms. Siegrist asked if they would have to put something on the Warrant each year to fund it.  
383 Ms. Fortson replied the Board could do that but they did not have to.

384  
385 Mr. Carvell clarified the money was building aide money that was being returned from the  
386 state. Ms. Fortson replied that was correct. Mr. Willette commented that the building aide  
387 money was not additional money; they would have received the funds no matter what. Ms.  
388 Fortson replied they would receive them for a period of three years, including the present  
389 year.

390  
391 4. Article #4: To see if the Milford School District will vote to establish a Special  
392 Education Expendable Trust Fund per RSA 198:20-C(5) for the purpose of  
393 covering emergency expenditures arising in the area of special education and to  
394 raise and appropriate the sum of "XXX" to be placed in this fund and further to  
395 name the Milford School Board as agents to expend from the fund. This sum is  
396 to come from the June 30, 2019, fund balance available for transfer on July 1,  
397 2019. No new amount is to be raised from taxation.

398  
399 Mr. Carvell asked if the fund had to be on the Warrant Article every year to keep the money  
400 in it once a line item was established for it. Ms. Fortson replied it was a fund that was held  
401 by the Trustees of Trust Funds and was established by the voters and funded by the  
402 voters. She further said they would name the School Board as the agents to expend so if  
403 May arrived and they realized they were going to over expend by "X" amount of money in  
404 the special education area then after a public hearing, the School Board could state they  
405 over expended the account and wanted to withdraw "X" amount of dollars from the fund.

406  
407 5. Article #5: To see if the Milford School District will vote to approve the cost items  
408 included in the collective bargaining agreement for the years 2019 – 2020  
409 through "20XX" reached between the Milford School Board and the Milford  
410 Teacher's Association which calls for the following increase in salaries and  
411 benefits at the current staffing levels. And, to further increase the operating  
412 budget adopted in Article #1 for the upcoming fiscal year, 2019 – "20XX" by "X"

413 dollars with such sum representing the additional cost attributable to the increase  
414 in salaries and benefits required by the new agreement over those that would be  
415 paid at current staffing levels in accordance with the most recent collective  
416 bargaining agreement. The cost for the years of the agreement beyond the  
417 upcoming 2019 – 2020 fiscal year will be included in the operating budget  
418 proposal for each of those years.

419  
420 Ms. Fortson said the chart was blank and would be expanded when and if they reached a  
421 contract.

422  
423 6. Article #6: Ms. Fortson stated that Article #6 was exactly the same as Article #5  
424 except it was for **MEPA**.

425  
426 7. Article #7: To see if the Milford School District will vote to establish a  
427 contingency fund for the current year for unanticipated expenses that may arise  
428 and further to raise and appropriate up to “X” dollars to go into the fund. The  
429 sum to come from the June 20, 2019, unassigned fund balance available for  
430 transfer on July 1, 2019, if available, and no amount to be raised from taxation.  
431 Any appropriation left at the end of the year will lapse into the general fund.

432  
433 8. Article #8: To transact any other business that may legally come before said  
434 Board meeting.

435  
436 Mr. Carvell stated the Board would go into a little more depth of the proposed Warrant  
437 Articles at the next meeting.

438  
439 Ms. Fortson commented that she would forward the recommended Warrant Article  
440 language to the Board, specific to schools that was from the DRA because there may be  
441 other items the Board might want to consider.

442  
443 **d. Vachon Clukay Auditors, Governance**

444  
445 Ms. Fortson said the Governance document was an annual requirement from the auditors  
446 and was a yes or no questionnaire or would write in areas of risk.

447  
448 Ms. Fortson read aloud her recommendations as summarized as follows:

449  
450 1. What are the greatest areas for risk of fraud and what has the entity done to help  
451 to prevent and detect fraud? Ms. Fortson indicated she answered **yes**.

452  
453 The greatest area for risk of fraud would be in the payment processing areas. To  
454 mitigate the risk the payments are reviewed by business office staff and then by  
455 School Board members, who ask questions during their review.

456  
457 Additional risk could be present in the use of internal accounts held at the  
458 individual schools as this is processed outside of the business office and are not  
459 subject to the same scrutiny and controls prior to the processing and distribution

460 of the funds. The Finance Director reviews these accounts monthly and  
461 performs a mini-audit at least once a year on these funds to ensure proper  
462 procedures are followed.

463  
464 2. Do you have knowledge of any actual, suspected or alleged fraud affecting the  
465 entity of its federal award programs? Ms. Fortson indicated she answered **no**.

466  
467 3. Do you have knowledge of any possible or actual non-compliance or abuses of  
468 broad programs and controls occurring during the period being audited or the  
469 subsequent period? Ms. Fortson indicated she answered **no**.

470  
471 4. Do you have an active role in oversight of management's processes for  
472 identifying and responding to fraud risks and of the controls established to  
473 mitigate those risks? Is so, how do you exercise such over activities?  
474 Ms. Fortson indicated she answered **yes**.

475  
476 Periodic review of controls and processes are done to identify areas of  
477 weakness. If a weakness is found, review of the likelihood of an event occurring  
478 and the magnitude of the issues that could arise is done. After review, a process  
479 or new control would be put in place and monitored to assure the issue is or  
480 could be resolved.

481  
482 Mr. Carvell stated he felt they needed to add that they had a policy structure on the  
483 manifest and Mr. Willette and he screened them every pay cycle.

484  
485 5. Is the entity in compliance with laws, regulations, contracts and grant  
486 agreements? Ms. Fortson indicated she answered **yes**.

487  
488 Mr. Carvell asked if there were any further questions or comments. There was none.

489  
490 **6. Old Business**

491  
492 **a. 2019 – 2020 Budget Work Session**

493  
494 Mr. Carvell stated they already had a work session in which there was public comment. He  
495 also said there were recommendations made to the administration to come up with some  
496 new ideas and Superintendent Huizenga had a new proposal to present.

497  
498 Superintendent Huizenga stated she presented the original proposed budget at the last  
499 School Board meeting which was approximately \$98,000 under the current years' budget of  
500 \$42,019,671. She further stated after receiving feedback from the public as well as some  
501 recommended changes from members of the Board, she took it back to the administrative  
502 team and brought a new proposed number of \$42,018,637 which was about \$1,034 under  
503 the 2018 – 2019 budget. She noted the proposed budget was level funded.

504

505 Superintendent Huizenga stated one of the changes which the Board recommended was to  
506 add another social worker to the elementary level which would put a clinical social worker  
507 at every school in the district. She further stated it would offset the burden on the guidance  
508 counselors who were picking up additional duties of the 504 Plans.

509  
510 Superintendent Huizenga said another recommendation from the Board was to reinstate a  
511 high school World Language teaching position to 1.0 as it had been reduced to .63;  
512 however, they had originally discussed taking the difference of .37 to service an early World  
513 Language Program at the elementary level. She said in order to strengthen the pipeline to  
514 the high school, as they were seeing very low numbers in Foreign Language, they wanted  
515 to put the .37 at the sixth grade level. She indicated the teacher would teach in the  
516 mornings at the high school and then teach sixth grade and beginner World Language to  
517 begin the pipeline.

518  
519 Superintendent Huizenga commented the third proposed change was to reinstate two full-  
520 time positions from .63 to full-time at the high school and those two positions were science  
521 and math.

522  
523 Superintendent Huizenga noted the other change would be to increase the high school in-  
524 school suspension facilitator from three days per week to four days per week. She also  
525 noted another proposed change was to level fund the maintenance fund due to significant  
526 needs.

527  
528 Superintendent Huizenga said in order to offset the additional changes to bring teaching  
529 staff back to the high school, the middle school, as well as to provide funding for the social  
530 worker, would be to reduce the 10-month high school Assistant Superintendent position  
531 due to attrition, to reduce the Chromebook proposal to \$44,000 from \$88,000 and reduce  
532 the professional development line request from \$100,000 to \$75,000.

533  
534 Superintendent Huizenga said the Jacques Memorial School would share a team chair for  
535 student services with Heron Pond Elementary School. She further said they would retain a  
536 full-time curriculum coordinator and gain a reading teacher to address some of the reading  
537 needs in the early grades to hopefully offset the increase they were seeing in special  
538 education referrals. She said they would also transfer a teacher from Heron Pond due to  
539 enrollment numbers to the Jacques Memorial School which would lower the kindergarten  
540 class sizes to fifteen students and they would share a librarian with the middle school as  
541 they currently did to run the specialist schedule.

542  
543 Superintendent Huizenga noted the Jacques Memorial School would have a full-time math  
544 coach to support teachers in strengthening the early foundational math pedagogy. She  
545 also noted they would be sharing a tech integration teacher with Heron Pond and those

546 positions would be .5 each. She said they would also have a full-time social worker at the  
547 Jacques Memorial School.

548  
549 Superintendent Huizenga said the reductions at the Jacques Memorial Elementary School  
550 would be two instructional assistants and a program associate. She said the additions at  
551 Heron Pond would be the shared team chair for student services, a full-time coordinator  
552 who would also oversee the delivery of Title I services, a reading specialist, a technology  
553 integration teacher which would be shared with Heron Pond, a full-time social worker, a  
554 math coach, a special education teacher who would start a new language-based learning  
555 program and a speech pathologist who would support the language-based classroom and  
556 service the high number of students who had language-based learning disabilities.

557  
558 Superintendent Huizenga noted that the reductions at the Heron Pond Elementary School  
559 would be a transfer of one teacher to the Jacques Memorial Elementary School due to  
560 enrollment numbers, a special education teacher which would be re-purposed into a  
561 reading specialist, a 1.5 program associate and two instructional assistants.

562  
563 Superintendent Huizenga stated the additions at the Milford Middle School would be a team  
564 chair for special services which would be shared with the high school, a full-time  
565 coordinator who would also oversee Title I services, a reading specialist who would provide  
566 additional accelerated reading programs for students who were below grade level, a full-  
567 time social worker and a special education teacher which would also serve as a reading  
568 specialist. She said the reductions, which were due to enrollment, were two teachers; a  
569 math and science teacher due to the restructure of the middle school which Mr. DeMarco  
570 had proposed, a program associate as well as one program associate being reduced from  
571 full-time to part-time.

572  
573 Superintendent Huizenga said Milford High School would share a team chair for special  
574 services and the proposal was changed from a Teaching Director of Humanities and a  
575 Teaching Director of STEM to move towards a model of Department Chairs who would also  
576 teach which would bring them more into alignment with other high schools around the state.  
577 She said the Department Chairs would oversee the English, math, science and social  
578 studies departments as well as to reinstate the science and math teachers. She further  
579 said there would be an additional special education teacher, a technical education teacher  
580 which would move from .63 to full-time and the in-school suspension coordinator would be  
581 increased by one day per week, from three to four days.

582  
583 Superintendent Huizenga pointed out the reductions at Milford High School were one  
584 assistant principal due to attrition, a Director of Academic Studies would be transitioning  
585 into a department head role, two .63 teachers; one due to retirement, one through reduction  
586 if force and .63 reduction if force, one English teacher would be reduced from full-time to

587 .63, the special education which currently served as the 504 Coordinator would transfer into  
588 the special education role and there would be a reduction of four program associates.  
589

590 Superintendent Huizenga stated there would be a repurpose of the Director of Curriculum  
591 and Instruction which would be re-named to the Assistant Superintendent and that role  
592 would assume additional duties, such as overseeing the 504 general education  
593 coordination across the district as well as Title I administration. Superintendent Huizenga  
594 also stated they would add an HR Assistant which was not an administrator position but  
595 simply to support the HR Department which was sorely understaffed. She said there would  
596 be a reduction of special education secretaries of 1.5 across the district and the Director of  
597 Curriculum and Instruction was eliminated and would become the Assistant Superintendent  
598 and two speech language associates would be turned into the part-time speech pathologist.  
599 Superintendent Huizenga said the aforementioned changes brought them up to level  
600 funding.

601  
602 Mr. Carvell stated that the Board already reviewed the early retirements and because of  
603 those, they would have to change some of the dollar values. Superintendent Huizenga  
604 replied they would have to be changed slightly.

605  
606 Superintendent Huizenga said there would be minimal human impact with regard to  
607 staffing.

608  
609 Mr. Carvell asked Superintendent Huizenga if she had initiated a hiring freeze on all  
610 positions. Superintendent Huizenga replied she had.

611  
612 Mr. Carvell asked if the current proposed budget had been given to the Budget Committee.  
613 Superintendent Huizenga replied it was.

614

615 **b. Financial Forecast**

616  
617 Mr. Carvell pointed out that the Board had not spent anything out of the contingency fund  
618 and the fund balance was approximately \$321,240.

619  
620 Ms. Fortson replied it was a long-range forecast and she expected the number to either  
621 lessen or grow by the time the Board had the next report in April or May but she would  
622 provide another update in February.

623

624 **7. Housekeeping Items**

625

626 a. Approval of the Manifests: 14, 1063, 1064, 1065, 1066, 1067, 1068, 1069 & 1070  
627

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

629

630 **VOTE: 5-0**

631 **MOTION CARRIED**

632

633 b. Classified Appointments (Information only)

634

635 c. Co-Curricular Appointments (Information only)

636

637 d. Employees Leaving Service (Information only)

638

639 Mr. Carvell asked if there were any questions or comments regarding items b, c or d.

640 There was none.

641

642 **8. Public Comments**

643

644 Ms. Carla Boudreau, 9 Windsor Drive, addressed the Board and asked if four program

645 associates had given their resignations in the last few weeks. Superintendent Huizenga

646 replied four paraprofessionals had given their resignations.

647

648 Ms. Boudreau asked the Board if it was normal to receive four resignations within a few

649 weeks time period. Superintendent Huizenga replied over the past two years they

650 generally received anywhere between six and ten resignations within a year. She further

651 stated that every year they replaced anywhere between eight and twelve paraprofessionals

652 and instructional assistants.

653

654 Ms. Boudreau stated she was very concerned about the budget and she did not feel there

655 was full transparency including the hiring of Superintendent Huizenga, without any public

656 input. Mr. Carvell pointed out that the timeline of the budget was the same as it had been

657 every year and said there was more transparency in this years' budget than any other year,

658 and disagreed there was a lack of transparency.

659

660 Ms. Boudreau asked the Board if the district was still paying the previous Superintendent's

661 salary. Mr. Carvell replied they were not paying the previous Superintendent's salary any

662 longer, as he was no longer an employee and the Board followed the terms of Mr. Marquis

663 contract, which was approved by the voters. Ms. Boudreau said she felt like she was in the

664 dark regarding it. Mr. Carvell pointed out that the School Board had the authority to hire

665 someone for Superintendent position just like the Selectmen had the authority to hire the

666 Town Manager. He further said the School Board reviewed Superintendent Huizenga for

667 two months. Mr. Carvell stated that the evaluation was done in non-public sessions' as it

668 was a personnel matter. He said the Board vetted Superintendent Huizenga, did an

669 extensive background on her experience and fought three other districts to try to get her.

670

671 Ms. Boudreau asked why she was not informed. Mr. Carvell replied they publicly notified  
672 the community when they sent out a Press Release, a letter to all staff, it was on Facebook  
673 and it was in the minutes. Ms. Boudreau said she could only find a press release saying  
674 Superintendent Huizenga was the interim Superintendent.

675  
676 Mr. Willette commented that Superintendent Huizenga's employment had not been  
677 extended by one minute, but the Board converted her title to Superintendent rather than  
678 "Interim" Superintendent because they felt she could do a better job without the word  
679 "Interim" in her title. Mr. Carvell indicated that Superintendent Huizenga's contract expired  
680 at the end of the term and the next contract would be negotiated with her. Ms. Boudreau  
681 commented that explained a lot and said she was looking for communication. She further  
682 commented that the Board had provided her with a lot of information at the meeting and  
683 she appreciated it.

684  
685 Ms. Boudreau said one of her concerns was the sweeping change in cutting so many  
686 special education associates at the high school so they could re-focus on the lower grades.  
687 She said the high school kids had come to rely on those services. Mr. Carvell replied he  
688 believed their teachers were excellent but the district had not given them all of the  
689 resources they needed to do their job at the best.

690  
691 Ms. Siegrist added that the district was audited independently every year and the results of  
692 the audits were available on the district website and went back ten years, but if anyone  
693 wanted to go back even further, they were welcome to go to the district office and ask to  
694 see them. She stated Superintendent Huizenga had been there since July 2<sup>nd</sup> and asked if  
695 Ms. Boudreau had ever tried to call her or meet with her. Ms. Boudreau replied she had  
696 not. Ms. Siegrist said Superintendent Huizenga had an open door policy and encouraged  
697 her to reach out to her.

698  
699 Superintendent Huizenga pointed out that every district had a strategy, whether inherent or  
700 explicit and the inherent underlying strategy of the district had been to raise class sizes at  
701 the elementary school, add paraprofessionals to help out to manage behavior and as Ms.  
702 Boudreau had said, "students have come to rely on the paraprofessionals because we  
703 have not done the best job with them when they were younger." She said they placed their  
704 bets on a strategy that had no evidenced-based or research-based facts. She further said  
705 she did not think they should continue services that only handicapped children and over  
706 serviced them which made them rely on adults when they were trying to create  
707 independent learners who could graduate and be successful after high school.  
708 Superintendent Huizenga stated they had an adult to student ratio of 1:3 in special  
709 education. She also stated there was nearly a 40% achievement gap across the board  
710 between the general education and special education students. Superintendent Huizenga  
711 said the Board could certainly instruct her to continue to put paraprofessionals in place



712 rather than building the capacity of teachers, working on the pedagogy of teachers and  
713 doing the things which research said worked or they could continue as they were and get  
714 the same outcomes but it would not service all children, especially those who were most  
715 marginalized. Ms. Boudreau replied she said they should not be reckless and leave those  
716 kids without the support they needed at the end of their school careers. Superintendent  
717 Huizenga replied the kids would have the support they needed.

718  
719 Superintendent Huizenga pointed out there were currently 21 associates at the high school  
720 and the following year there would be 17.

721  
722 Mr. Steve Vetack, 5 Georgetown Drive, addressed the Board and said he was the Advisor  
723 for the Executive Student Council and he thought it would be beneficial if the Board could  
724 invite a police officer to one of the meetings to explain the Diversion Program.

725  
726 Mr. Vetack asked if the new job descriptions for the principal and assistant principal would  
727 be available to the public. Mr. Carvell replied they would be available after the second  
728 reading and was approved by the Board.

729  
730 Mr. Vetack asked why administrators would teach classes. Superintendent Huizenga  
731 replied currently the Director of Academic Studies evaluated in excess of 40 teachers and  
732 the position did not have the band with to provide effective oversight and evaluation of the  
733 staff. She said the department heads would maintain their teaching in the classroom and  
734 would also allow experts to have oversight of the department which would bring the  
735 evaluation numbers down to six or seven. Mr. Vetack said while it made sense, to have  
736 one of those people teach classes seemed to be counterproductive, in his opinion.  
737 Superintendent Huizenga replied many department heads taught classes because it kept  
738 them connected at the classroom level. Superintendent Huizenga further replied they had  
739 so much staff at the high school and they would be facing some difficult decisions in terms  
740 of cuts in the near future due to population declines.

741  
742 Mr. Vetack said he thought it would dilute the importance of the job by putting them into a  
743 classroom instead of having them focus more on oversight.

744  
745 Ms. Kate Emerson, 115 Wallingford Road, addressed the Board and asked if the overall  
746 goal was towards STEM, why they would let go of one full-time science teacher and reduce  
747 the other one to .65, however she understood they wanted to reinstate the full-time teacher.  
748 Superintendent Huizenga the proposals were made by the high school principal and were  
749 numbers driven. Superintendent Huizenga stated that they were not reducing the 1.0  
750 science teacher at the high school but the middle school was being reconfigured and  
751 because of numbers, they did not need a math and science teacher under the new  
752 reconfiguration. Ms. Emerson said the proposal was to let a current science teacher go at

753 the high school. Superintendent Huizenga replied they were not losing a 1.0 FTE science  
754 teacher but because of the contractual bumping rights, the middle school science teacher  
755 may bump a high school science teacher.

756  
757 Ms. Emerson asked the Board if it would have been prudent if they had a Superintendent  
758 Search Committee after Superintendent Huizenga was hired as the interim Superintendent.  
759 Mr. Drew replied part of it was a question of timing and they also knew if they entered into a  
760 search, they likely would have lost Superintendent Huizenga to another district.

761  
762 Mr. Willette replied they had an excellent view of the things Superintendent Huizenga had  
763 accomplished.

764  
765 Mr. Mannino said without question, the hiring of Superintendent Huizenga was the best  
766 decision the School Board had made since he served on it, which began in 2006. He  
767 further said he would hire her 10,000 more times if he had to. Mr. Mannino commented  
768 that Superintendent Huizenga's expertise and ability to take raw data and make sense of it  
769 had been missing for a long time.

770  
771 Ms. Siegrist commented that she too felt it was a matter of timing and while it was  
772 unfortunate that they were not able to have a more community-based approach, the work  
773 that Superintendent Huizenga had done in other districts was amazing. She further said  
774 Superintendent Huizenga had been recognized all over the country and she would vote for  
775 her 1,000 more times. Ms. Siegrist said if they conducted a search, it would have cost the  
776 taxpayers at least \$15,000 and they might have lost her to another district in the meantime.

777  
778 Ms. Emerson asked what each Board member had in education.

779  
780 Mr. Mannino replied he was just a proud dad of his four girls. He said in his regular job he  
781 worked for the New Hampshire Lottery Commission which funded revenue for education.

782  
783 Ms. Siegrist replied she attended public school, graduated with a degree in pre-law  
784 business from Boston University, was a graphic designer and owned her own design firm.  
785 She further said the Board did not make education choices but left that to the  
786 Superintendent.

787  
788 Mr. Drew replied he had two daughters who went through the district and were both in  
789 college. He further replied he felt he could make a difference so he ran for a seat on the  
790 School Board.

791  
792 Mr. Willette replied he had been on the School Board for 16 years and prior to that he was  
793 on the School Budget Committee as well as the Town Budget Committee.

794 Mr. Carvell replied he was educated but he was not an educator and relied on the  
795 Superintendent, the management as well as the staff. He said he had an MBA in Business  
796 and worked in the government sector. He said he felt the Board members collaboratively  
797 brought a special practice to the table.

798  
799 Ms. Elaine Pratt, 6 West Meadow Court, addressed the Board and asked what the job  
800 description of the reading specialist would be. Superintendent Huizenga replied the  
801 position was not an administrative position but was working with students who had  
802 intensive reading needs.

803  
804 Ms. Pratt noted she taught for 36 and felt the role of a paraprofessional was very important.  
805 She further noted that some of the paraprofessionals were Veteran's and were often  
806 running classrooms as substitute teachers. Superintendent Huizenga pointed out that the  
807 law had changed in that paraprofessionals and instructional associates could not provide  
808 direct instruction to students and it was part of the reason why they were shifting their  
809 strategy to put additional professional staff in place with lower class sizes. She said there  
810 was no evidenced-based research that said utilizing paraprofessionals as a behavior  
811 management tool was going to improve student independence and outcomes.  
812 Superintendent Huizenga commented they were trying to put social workers in place with  
813 tiered systems of behavioral support as well as social and emotional learning programs.

814  
815 Ms. Pratt said there were kids who had difficulty in certain areas and it was nice to have a  
816 second person in the classroom to help. Superintendent Huizenga replied they would  
817 create a co-teaching model for those kids which would provide a second adult but who was  
818 a Certified Special Educator who was a professional staff member that had training in  
819 specially designed instruction. She pointed out that would also keep the district in  
820 compliance with the law.

821  
822 Mr. Carvell asked if there were any other members of the public who had questions or  
823 comments. There was none.

824

825 **9. Non-Public Session**

826  
827 Ms. Siegrist made a motion to go into non-public session under RSA 91-A:2 I (a) Strategy  
828 or negotiations with respect to collective bargaining, and/or RSA 91-A:3 II (a) Personnel.  
829 Mr. Mannino seconded the motion.

830

831 **VOTE: 5 – 0**  
832 **MOTION CARRIED**

833

834

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

836

837 **VOTE: 5 – 0**

838 **MOTION CARRIED**

839

840 **10. Adjournment**

841

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

843

844 **VOTE: 5 – 0**

845 **MOTION CARRIED**

846

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

848

849

850

851

852

853 \_\_\_\_\_  
School Board Chair

854

855

856

857

858 Recording Secretary: Trish Gedziun

\_\_\_\_\_  
Date of Approval