

**MILFORD SCHOOL BOARD  
MINUTES OF THE JANUARY 22, 2019, MEETING  
MILFORD HIGH SCHOOL, LECTURE HALL #182**

**1. Call to Order**

Board Chair Ron Carvell called the meeting to order in the Lecture Hall #182 at the Milford High School at 7:00 p.m. Board members present were Mr. Kevin Drew, Vice Chair, Mr. Len Mannino, (joined the meeting at 7:22 pm) Mr. Bob Willette, and Ms. Jennifer Siegrist. Also in attendance was Dr. Jessica Huizenga, Superintendent of Schools and Mrs. Jane Fortson, Business Administrator.

**2. Board Member Comments**

There were none.

**3. Public Comments**

There were none.

**4. Reports and Presentations**

1. Superintendents Report

Superintendent Huizenga reported on her speaking at the Rotary Club, it was well received and it was a great group. They have had the third strategic planning meeting. Next meeting is February 12, at 5:30. Ms. Huizenga has a meeting set up with Manchester Community College to discuss expanding college options. The staff have been receiving training on Inclusion practices and co-teaching with more professional development surrounding this to come. Ms. Huizenga was able to shadow a middle schooler for a day, she found wrestling stressful. She had a great day and it was a great experience. Superintendent coffee hours are once again scheduled. Ms. Huizenga started her new segment Superintendent shout out, she gave a shout out to Nutrition Director Maryanne Gallagher who is being honored in May at Gillette Stadium in Foxboro, for her work with the Fuel up to Play 60 Program. Also a shout out to the Milford Robotics club, they will be going to States. Congratulations to the Spelling Bee Winners at Heron Pond, also to the Heron Pond art students who have art work displayed at the NH Department of Education and at the Legislative building. Congratulations to the Alvern/Milford Hockey team for a 2 to 1, and to the Girls Indoor Track team for a great showing including setting a new school record in the shot put.

**5. New Business**

- a. Principal and Assistant Principal Job Descriptions
- b. Dr. Huizenga stated that the job descriptions hadn't been updated in about 15 years. These were also sent to the administrative unit. The feedback that was

given was that secondary principal's job description was different than an elementary job description. So that will be forthcoming. We looked at several job descriptions nationally and locally. We broke it into three areas, Leadership and Management, Communication and Community Relations. We added achievement data and school culture, collaborating with surrounding communities, maintaining a safe environment among other items.

Mr. Carvell asked if we are looking at all job descriptions or just these as he is concerned that these are 15 years or older. Dr. Huizenga stated that the SAU job descriptions have all been updated and are in the process of being reviewed and will be reviewing all job descriptions and has been ongoing as part of the Human Resource audit that will be presented. It is hoped that there is a clear process in place so that all employees see the job descriptions and have a place to sign that they've seen the job descriptions.

For evaluations clear rubrics will be used in evaluations of all staff and it will take some time to develop these. Mr. Carvell asked if the union presidents will be brought in on these. Dr. Huizenga stated that this was part of the discussions that she had with the MTA today and that as part of the negotiations it was discussed to develop these evaluations collaboratively. Ms. Siegrist asked is "smelling" should be added to the job requirement, due to the culinary program.

### **c. Student/Staff Attendance Report**

Dr. Huizenga gave a power point presentation starting with student attendance. Dr. Huizenga went over state law and when a district must take action regarding student absenteeism. This is very vague, what is clear is that schools must take action when students are experiencing difficulty with school attendance and provide interventions in a timely manner. Dr. Huizenga showed research that links poor attendance and the negative effects on student performance. Missing 18 days negatively affects student performance. Here in Milford as of 1/16/2019, there are 295 or 12.6% of the 2328 total students in the district have 10 or more absences. Dr. Huizenga spoke of the need to ensure that interventions are in place to provide supports and help student attendance. Absenteeism nationwide starts high in the lowest grades then declines through elementary schools then increases again through the middle and high school years. Milford parallels this data. Dr. Huizenga detailed many examples of possible interventions that can be put into place to find out why students aren't coming to school. The handout that Dr. Huizenga provided had excerpts from the school handbooks that detailed the policies surrounding the absences. She wants to make sure that all the handbooks are aligned with the district's policy and that interventions are put in place. Mr. Willette asked if it's possible that if it's this bad at this point in the year that it's possible that it's going to get worse before the year is out. Dr. Huizenga replied that it's possible, but it's important to put systematic supports in place and to identify students early on not after the 20<sup>th</sup> day.

Staff Absences: Dr. Huizenga broke down the staff absences for the professional staff and MESSA staff. The largest portion of the leave was for medical leave that was approved. Dr. Huizenga reviewed the absences by school and the breakdown by leave types.

There is currently no policy on staff attendance. A policy does need to be established. The establishment of a District-Wide handbook for staff would ensure clarity, consistency and accountability across the district. Dr. Huizenga stated that we need to make sure the supports are in place for staff just as for students. We also want to make sure we have the proper coverage for staff to ensure the student's needs are met. Mr. Carvell asked if the attendance policy that was brought to the policy committee is the one that will be making its way to the board in the near future. Substitute shortages were brought up as this is an issue throughout the state as the economy is strong right now and that is causing a shortage of subs. We should survey our subs that we do have to see what they look for in schools that they substitute for. Mr. Mannino has a concern when there is a lack of instruction when the subs are in the classroom. Dr. Huizenga spoke about what Nashua is doing by hiring an individual that oversees a learning lab and the students will have an online component to have ongoing instruction without a stoppage of instruction. A question from the public was asked regarding the inclusion of professional development being included in the absences. The response was that they were not included.

Carla Boudreau spoke to the absence that a student may have due to a surgery or a college visit, should those days exceed 10 they you are doing a tight rope on HIPAA laws. The response is that illness is an excused absence. Will the presentation information be available somewhere? Dr. Huizenga responded yes.

Brenda Walker had questions regarding the AESOP absence numbers and the HR Audit report didn't seem to match. She asked if the information is from different dates or populations.

#### **d. Human Resources Report**

Dr. Huizenga presented the HR Audit that was performed by Susan Marks an HR Expert nationally. After interviewing staff throughout the district, and in the SAU and reviewing the processes and transactional processes she issued her findings. These findings included an antiquated recruitment process, timelines not being met, problems with the prioritization of work, and issues surrounding the leave processes.

She suggests securing an applicant tracking system, reorganizing the Human Resource Department and the Human Resource staff responsibilities, to create human resources standard operating manual, create an employee handbook for the District and update Human Resource Policies, strengthen supervision and evaluation processes for all staff among other items. Ms. Siegrist noted nothing regarding exit interviews.

Brenda Walker had a question regarding the reports one has 450 employees the other says 500 employees what is the actual amount? Dr. Huizenga stated as of the other day there was 480. She had an additional question regarding the sick leave number of absences specifically sick leave, is this all district employees. The difference in the numbers is all employees from July vs. just school year employees, so there are differences in the numbers of leave days. Brenda stated she appreciated the fact that it is recognized that part time employees get very little paid time off and that this was part of the reason for the amount of unpaid time and that the unpaid leave was due to health related leave. Brenda asked what the negative budgetary impact of leave can be. Mrs. Fortson explained that carrying two employees for a period of time with full benefits for one budgeted position can have a budgetary impact on the district. Mr. Carvell stated that the employees are entitled to that leave. Ms. Walker wanted to be clear about the certification of paraprofessionals, just because they may have let their certification dropped does not mean they are not keeping up on their professional responsibilities.

Mr. Carvell states the report has some positives but has some work still to be done and still needs some data checked in it.

Ms. Siegrist asked if in the future we could have it noted that the report is that of someone from outside the district.

## **6. Old Business**

### **a. 2019-2020 Budget**

Mr. Carvell is in hopes of being able to return the contingency fund back to the taxpayers but is not ready to lock it in yet. Ms. Siegrist expressed a concern due to having had a roof fall in in the past.

## **7. Housekeeping Items**

### **a. Approval of Manifests: 17, 18, 19, 1087, 1088, 1089, 1090, 1091, 1092, 1093, 1094, 1095, 1096, 1097**

**Mr. Willette makes a motion to approve. Mr. Carvell seconds.**

**VOTE 5-0**

**MOTION CARRIED**

### **b. Professional Nominations**

Mr. Mannino makes the motion to approve the staff nominations, Mr. Drew Seconds the motion.

**VOTE 5-0**

**MOTION CARRIED**

### **c. Employees Leaving Service (information Only)**

**8. Public Comments - None**

**9. Non-Public Session**

Mr. Mannino made a motion to go into non-public session under RSA 91-A:2 1 (a) strategy on negotiations with respect to collective bargaining and/or RSA 91-A:3 II (a) Personnel. Mr. Drew seconded the motion.

**VOTE 5-0**

**MOTION CARRIED**

\_\_\_\_\_ made a motion to come out of non-public session. \_\_\_\_\_ seconded the motion.

**VOTE 5-0**

**MOTION CARRIED**

**10. Adjournment**

\_\_\_\_\_ made a motion to adjourn the meeting. \_\_\_\_\_ seconded the motion.

**VOTE 5-0**

**MOTION CARRIED**

The meeting was declared adjourned at \_\_\_\_\_ pm

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

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

Respectfully Submitted by Jane Fortson