

MILFORD SCHOOL BOARD
Milford High School – Lecture Hall, Room #182
(Zoom Access)
July 20, 2026
7:00 p.m.

6:15 p.m. – Open Public Meeting to Announce Non-Public Session (MHS) Room #182)

6:20 p.m. – Non-Public Session pursuant to RSA 91-A:3,II (a)& (d)

Location: MHS Lecture Hall, Room 182

MOTION: Ms. Clark Canty made a motion to seal the minutes from the non-public session held on July 20, 2026, pursuant to RSA 91-A:3, II (d), consideration of the acquisition, sale, or lease of real or personal property, for a period of five years. Ms. Smith seconded the motion.

MOTION CARRIED: 4 – 0 – 0.

1. CALL TO ORDER

Board Members Present:

Ms. Karin Cevalasco, Chair
Ms. Amy Clark Canty, Vice-Chair
Mr. Ryan Freed, Secretary
Ms. Susan Smith, Board Member
Ms. Tara Davoli, Board Member (Arrived at 7:40 p.m.)

Also Present:

Ms. Christi Michaud, Superintendent of Schools
Ms. Jan Radowicz, Executive Director of Teaching & Learning and Federal Projects
Mr. Benjamin Kilar, Business Administrator

Ms. Cevalasco read aloud the Milford School District's vision statement as follows:

The Milford School District will be an inspiring community where deep learning, and strong relationships empower all students to become designers of their own story.

The primary goal of the Milford School Board is to provide a free and appropriate public education to Milford students and to realize the district's mission statement.

The primary purpose of this meeting is to conduct the business of the Milford School Board. We publish our agenda in advance of our meeting, including all exhibits, to give the public notice and ensure you know what to expect this evening.

2. PUBLIC COMMENT

Ms. Cevalasco stated that the School Board wished to invite anyone who was asking to be considered for the appointment to the vacancy on the School Board to make a brief statement of 3 minutes or less.

52 Additionally, Ms. Cevalasco said it would be an appropriate time for any members of the public
53 who would like to share their comments on which candidate they believe the School Board
54 should consider.

55
56 Mr. Mike Thornton, North River Road, addressed the Board and said he was deeply involved in
57 the Town of Milford. He said that he would like the Board to consider all of the applications. He
58 said that he would enjoy working with a team as it built rapport and more could be accomplished,
59 and that was why he would like to be considered for the vacant seat on the School Board.

60
61 **MOTION:** Seeing there was no further public comment, Ms. Cevalasco made a motion to close
62 the public comment portion of the meeting. Ms. Clark Canty seconded the motion.

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64 **MOTION CARRIED: 4 – 0 – 0.**

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66 **3. CONSENT AGENDA (*Exhibits attached to meeting agenda)**

- 67
68 a. *Approval of Minutes: June 22, 2026
69 b. *Professional Nominations & Hiring Report Approved by the Superintendent
70 c. Approval of Manifests: PR25, AP24, & SPEC06

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72 **MOTION:** Mr. Freed made a motion to approve the Consent Agenda, as presented. Ms. Clark
73 Canty seconded the motion.

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75 **MOTION CARRIED: 4 – 0 – 0.**

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77 **4. BOARD MEMBER REPORTS (*Exhibit attached to meeting agenda)**

- 78
79 a. Board Member Comments and Committee Reports

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81 Ms. Smith commented that the Special Advisory Committee on Enrollment Protections and
82 District Organization had met at the Bales School. The committee took a tour of the school. We
83 also had a presentation by the high school Principal and the Director of Student Services to
84 explain the Project Drive program to committee members who were unfamiliar with it.

85
86 Ms. Smith added that Mr. Bill Cooper, Director of Buildings & Grounds, walked them through
87 the building to point out various needs that had to be met in the building that had been identified
88 in 2020 through the Feasibility Study. She said that Mr. Cooper pointed out some of the things
89 that had been addressed since that study, noting, however, that there was still quite a bit of
90 work left to be done.

91
92 Ms. Cevalasco noted that the bare minimum of items completed was to keep the building open
93 and prevent the fire department from shutting it down.

94
95 Ms. Cevalasco also noted that the work needed at Bales could be estimated at approximately \$8
96 million. She said the building was not ADA-compliant, so if they had a student or staff member
97 who needed wheelchair access, it would not be possible. She said it also needed asbestos
98 abatement, and quite a few other things.

Ms. Cevasco thanked Ms. Smith for her contribution on the School Board by sharing her expertise and her experiences to make the School Board a little bit better than when she first started. She said she focused on communication and policies, and she thanked her for her service.

1. *New School Board Member Appointment

Ms. Cevasco stated that the term of the Board Member appointment would be from August 1, 2026, through the March election in 2027, at which time the Milford voters would elect a School Board member for one year to complete the term of the seat being vacated by Ms. Smith.

Ms. Cevasco said that an exhibit was attached to the meeting agenda, which included a list of candidates who put their names forward for consideration for the appointment, along with their responses to the School Board's questions. She noted that there were eight candidates and she thanked them all for their interest.

Ms. Cevasco explained that they would conduct a voice vote this evening, seeking a motion to nominate one person for the appointment to the school board.

Ms. Cevasco stated that Ms. Smith would abstain from the vote in accordance with School Board Policy 2110BB. As Ms. Davoli was expected to arrive late to the meeting, Ms. Cevasco said she would like to table the matter temporarily and take up the Superintendent's Report.

Ms. Davoli arrived at 7:40 p.m., and the discussion of appointing a new School Board member ensued.

Ms. Cevasco opened the discussion by asking what the School Board valued and was seeking in a new member.

Ms. Clark Canty replied that she felt it should be someone who understood schools and all of the complex things that happened in the schools, how it affected the community, how budgeting works, and understanding that the primary purpose of the School Board was the education of students. She also said the candidate should be willing to hear other perspectives and be open-minded.

Mr. Freed commented that he felt the candidate should be able to work well as part of a team because they would need to utilize others' skills or defer to those with more expertise or a better understanding in a particular situation. He added that it should be someone with a strong work ethic and a thirst to learn.

Ms. Cevasco, addressing the Board, asked, keeping all of the comments in mind, when they looked at the responses from the eight candidates, if there was anyone who stood out as someone who would align with the values and characteristics mentioned.

Ms. Clark Canty replied that the two candidates who stood out to her, based on the in-depth answers they provided, were Sarah Demers and Mike Thornton. She added that Ms. Demers had extensive school experience as a school counselor and middle school teacher. She also said that Mr. Thornton was very involved in the community.

Ms. Cevalasco pointed out that the candidates were invited to attend the meeting either in person or via Zoom to make a statement.

Ms. Cevalasco said she wondered whether the candidates understood the time commitment of being a School Board member, because there were two School Board meetings a month during the school year, one during the summer months, and each School Board member had to have at least two committee assignments. She added that she was really hoping that there would be candidates here this evening, so we could talk more with them about that time commitment piece, because we can read the responses here, and we can know where they were coming from regarding their interests, but do they fully understand the time commitment piece of being a School Board member?

Ms. Cevalasco asked whether any other Board Members wished to put forth additional names.

Ms. Clark Canty said she would like to add John Clary to the list based on the length of his responses to the questions.

Ms. Davoli stated that Ms. Demers also stood out to her.

Mr. Freed commented that Mr. Clary, Ms. Demers, and Mr. Thornton all stood out to him. He added that he liked Ms. Campbell's experience with education and her level of education.

Ms. Cevalasco stated that, based on the Board's comments, Ms. Demers was mentioned three times and Mr. Clary was mentioned three times as well. She asked if those two candidates should be the top consideration.

Ms. Smith commented that although she was not voting on the matter, she suggested that they consider the dynamics of the Board, which she thought had been really successful for the past 1 ½ years.

Mr. Freed said that he knew Mr. Clary quite well, but also felt that Ms. Demers might also be a good fit. He said he was finding it a bit difficult to remain unbiased.

Ms. Clark Canty commented that her initial thoughts were probably due to educator bias, because she felt that teachers made the best School Board members, with no offense to people who were not teachers. She said that was why Ms. Demers and Ms. Campbell had stuck out to her.

Ms. Cevalasco said that she too considered the dynamics of the School Board, and she had the opposite reaction as Ms. Clark Canty did because she said she thought they already had three people on the School Board with backgrounds in education, Ms. Davoli, Ms. Clark Canty, and herself, and thought perhaps having a different background would balance out the dynamics of the School Board.

Mr. Freed pointed out that Mr. Thornton had attended most of the School Board meetings, and had a very good understanding of both the town and the school district.

198 Ms. Cevalasco asked Mr. Thornton to discuss his time availability and balancing all of the
199 commitments that he would have if he filled the vacant seat on the School Board.

200 Mr. Thornton addressed the Board and said that he had an educational background from his
201 service in the Air Force and that he did not feel he would need to miss any meetings, as he
202 knew how to budget his time. He also said that he had a strong commitment to education.

203 Ms. Cevalasco commented that the two candidates who stood out were one candidate who was
204 present at the meeting, was willing to answer questions, and understood the time commitment.

205 **MOTION:** Ms. Davoli made a motion to nominate Mr. John Clary to the vacant position on the
206 School Board for the time period from August 1, 2026 through March 9, 2027. Ms. Clark Canty
207 seconded the motion.

208 **MOTION CARRIED: 4 – 0 – 1. (Abstained – Ms. Smith)**

209 The School Board collectively thanked Mr. Thornton for his interest and encouraged him to
210 continue to serve on other committees, as his contribution to the town was extremely valuable.

211 **5. REPORTS AND PRESENTATIONS/ACTION ITEMS (*Exhibits attached to meeting**
212 **agenda)**

213
214 a. Superintendent's Report
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216 Superintendent Michaud began her report by sharing some position changes for the start of the
217 2026 - 2027 school year.

- 218
219 • The Interim Principal for Milford Middle School was appointed to Mr. Tim
220 O'Connell, the current Principal of Jacques Memorial Elementary School. She said
221 Mr. O'Connell had been with the district for approximately seven years, and he
222 was excited to take on a new challenge. She added that the administration had
223 learned of Mr. Gregoire's resignation just after the 4th of July, and Mr. O'Connell
224 came forward and expressed his interest.
225
- 226 • Ms. Heather Hoefs, the current Assistant Principal and Curriculum Administrator,
227 would become the Interim Principal at Jacques Memorial Elementary School. She
228 said that she, too, was very excited for her appointment.
229
- 230 • Superintendent Michaud also shared that our MTSSB, Multi-Tiered Systems of
231 Support for Behavior Coordinator, Nicole Lavalley, whose position eventually
232 moved to the operating budget at halftime, was moving to Florida, and Ms.
233 Monique Arseneau, the Pivot Coordinator at the high school, would take on some
234 additional responsibilities to support MTSSB districtwide, along with the Pivot
235 Coordinator responsibilities at the high school. Superintendent Michaud explained
236 that Ms. Arseneau was in a part-time role but would be moving to a full-time role,
237 so we have full coverage at the high school on days when she might be offering
238 support at our other schools.
239

- Superintendent Michaud thanked Ms. Smith for her years of dedicated service on the Milford School Board, as well as other town committees. She said her work on the Policy Committee, Wellness and Facilities Committees, as well as the new CIP committee, along with her involvement in the annual budget development process, had really helped to shape important decisions that will have a lasting impact on our schools.

b. *Donation: MMS & MHS – The Derek Beaulieu Foundation

Mr. Don Gutterson, Athletic Director at Milford High School, addressed the Board and stated that Derek Beaulieu was a former student of the Milford School District who sadly passed away four years ago. He said a number of his friends had built a foundation and started a golf tournament to raise money for various things, noting that the previous year, they donated \$4,600 to the high school, to the middle school, and to the MCAA (Milford Community Athletic Association), where he participated in athletics in all three.

Mr. Gutterson said they were able to purchase sports equipment with the donation. He said they also used some of the money for the Scholar Athlete Ceremony. He said that this year, they went above and beyond, and they wished to donate \$5,500 to all three organizations.

MOTION: Ms. Clark Canty made a motion to accept the donation from the Derek Beaulieu Foundation in the amount of \$5,500 each to Milford High School and Milford Middle School, totaling \$11,000. Ms. Smith seconded the motion.

MOTION CARRIED: 4 – 0 – 0.

c. *Teaching & Learning Report

Ms. Jan Radowicz, Executive Director of Teaching, Learning & Federal Programs, addressed the Board and provided the following presentation, as summarized below:

- **Title Grants Consolidated Application**

- The Elementary and Secondary Education Act (ESEA) requires an annual Consolidated Application to apply for Title grant funding.
- The Milford School District accesses funds from the following:
 - Title I, Part A - Improving the Academic Achievement of Disadvantaged
 - Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
 - Title III, Part A - Language Instruction for English Learners and Immigrant Students

○ Title IV, Part A - Student Support and Academic Enrichment

Ms. Radowicz said that there would be a large decrease in funds next year. She added that overall, the State of New Hampshire received a lot less in Title I funding. She said that compared to the nation as a whole, the poverty rate in New Hampshire was lower than the national average, and so the entire state took a decrease in Title I.

Ms. Radowicz encouraged everyone to please complete the free and reduced application for meals because the Title funding depended upon those numbers.

Ms. Clark Canty noted that the free and reduced meals paperwork was confidential and the only person who knew which students took advantage of the program was the Food Service Director. She added that even if families did not think they would qualify for the program, filling out the form was still important.

Ms. Radowicz said that due to the decrease in Title I, and to continue that program, she was asking the state for some transfer of funds, and this was the only time of the year in which you could request to do so. She requested moving \$ 21,500 from Title II and \$5,000 from Title IV to our Title I programming. She added that the district was required to have some homeless education needs through McKinney-Vento for both supplies, programs, and transportation.

Ms. Radowicz stated that they received 33 responses from the community and they were all largely positive.

6. OLD BUSINESS/ACTION ITEMS (*Exhibit attached to meeting agenda)

a. *Business Administrator's Finance Report

Mr. Benjamin Kilar, Business Administrator, addressed the Board and presented the July 2026 Business Administrator Report, as summarized below:

- Trust & Capital Reserve Funds - Expendable Trusts and Capital Reserve indicate the 5/31/2026 MS-9 information from the Town of Milford.
- FY27 Information – Mr. Kilar stated that beginning with this report, he would be reporting FY27 data. Expenses were on this report. Revenue reporting will begin again on the August report.
- FY26 Unassigned Fund Balance Update - Until all invoices and revenues for the closing year are received and accounted for, fund balance can only be estimated. The book will close on FY26 in August. In late August or September, the final balance will be brought to the board to allocate to retention or to offset FY27 taxes.
- Mr. Kilar stated that currently he was estimating a fund balance of between \$1.4M and \$1.6M. This is unchanged from his last update.

- End of Year Reporting Adjustments (FY26) - As part of preparing our financial records for state reporting, expenses currently recorded in Function 2900 (Employee Benefits) must be allocated across the applicable functional areas to comply with New Hampshire Department of Education (NHED) reporting requirements. This allocation has been a standard component of the district's year-end closing process for at least the past ten years.
- Mr. Kilar stated that in addition, they had recently received clarification from NHED (New Hampshire Department of Education) Finance regarding the appropriate use of Function 2800. NHED considers Function 2800 to be part of SAU administrative costs. The historical use of this function had not fully aligned with that guidance. For example, technology purchases supporting students and staff had been budgeted and recorded within Function 2800. NHED Finance had advised that most, if not all, of these expenditures should instead be reported under Functions 1100 (Regular Programs), 2200 (Support Services), and 2600 (Operation and Maintenance of Plant). We will make these reporting adjustments as part of the FY26 year-end closeout process.
- Adjustments for FY27 – Mr. Kilar stated that he would be bringing a proposed budget adjustment to the School Board in August to match the reporting adjustment(s) indicated above. He said the goal was to begin budgeting and expending funds in the same manner they were reporting them.

Ms. Cevalasco said she felt it was important to mention that new state legislation had been introduced, and one of those bills states that your SAU budget could be no more than 6% of the entire school district budget.

7. NEW BUSINESS/ACTION ITEMS (*Exhibit attached to meeting agenda)

a. *Substitute Nurse Rates

Ms. Santina Thibedeau, Executive Director of Student Services, addressed the Board and said that she would like to speak about substitute school nurses.

Ms. Thibedeau explained that currently, if the district did not have a school nurse in a building, there were school nurses in the district. She reviewed the following:

- Building Principals and Assistant Principals, who have been trained by their building school nurse, may provide the following:
 - Medication administration
 - Basic first aid and general health care (i.e., Band-Aids & Ice Packs)
- School Nurses from Other Buildings provide coverage for higher-level medical needs, including:
 - Diabetes management
 - Emergency medical response

- 368 ○ Other skilled nursing services
- 369 • When the building school nurse leaves to provide coverage elsewhere:
- 370 ○ The Health Associate assumes responsibility for the health office and
- 371 student care within the building.
- 372 Ms. Thibedeau stated that the Jacques Memorial Elementary School did not have a Health
- 373 Associate. She said the building principals had a schedule, and all of the school nurses had
- 374 their medical acuity and what the students' needs are, whether they needed diabetes care, etc.
- 375 Ms. Thibedeau said there would be some shifting of the school nurses. She said if they left their
- 376 building, their Health Associate would go to the building where there was an absence and
- 377 perform whatever medical services were needed, and then return.
- 378 Ms. Thibedeau said she was present to ask the Board for their thoughts on finding additional
- 379 substitute school nurses, as there is currently a nursing shortage in the state, especially in
- 380 school districts.
- 381 Ms. Thibedeau stated that the district was currently paying school nurses \$185 per day. She
- 382 said she checked Bedford, Amherst, and Raymond for the 25-26 school year. She pointed out
- 383 that Bedford was paying \$200.00 per day, Concord was paying \$225.00 per day, and
- 384 Manchester was paying \$225.15 per hour. She said she felt it was important to put Milford in a
- 385 competitive position.
- 386 Ms. Thibedeau said that if the district did not have a substitute nurse on any given day, it
- 387 impacted the continuum of health services. She added that if a student was used to seeing the
- 388 school nurse in their building and then someone else was there, that may affect the continuum
- 389 of services.
- 390 Ms. Thibedeau stated that the shortage was not unique to Milford, and what she was seeing
- 391 was that the other school districts have been increasing their rates.
- 392 Ms. Thibedeau said that if they could do a Facebook posting with Milford's competitive rate,
- 393 which she believed would reduce the burden on school staff, including school nurses,
- 394 secretaries, and our Health Associates. She requested that the general rate increase from
- 395 \$200.00 per day to \$212.00 per day. She added, however, that if they wanted to be totally
- 396 competitive with some of our bigger districts, it would be \$225.00.
- 397 Ms. Clark Canty said that she felt it was a huge problem, and she thought the district should be
- 398 competitive, and she said she felt it made sense to set the rate to \$225.00 per day.
- 399 **MOTION:** Ms. Clark Canty made a motion to set the daily rate for school nurses at \$230 per
- 400 day. Ms. Davoli seconded the motion.
- 401 Ms. Smith commented that she did not see a need to go beyond \$225.00 per day.
- 402 **MOTION CARRIED: 4 – 1 – 0. (Nay – Ms. Smith)**

403 b. *Policy 5100 – National Competition Donation Guideline

404 Ms. Cevalasco stated that the policy outlines School Board contributions for student teams to
405 attend national competitions. She said the policy was adopted in 2010 and had not been
406 updated since then, and they had received feedback from several Milford community members
407 asking the Board to consider updating the amount of donations they would contribute to ensure
408 that teams could participate in national competitions. She said it was currently \$500 per team
409 or group, or 10% of the total eligible costs needed to be raised, not to exceed \$1,500.

410 Ms. Clark Canty commented that she felt it was a great problem to have that they had so many
411 teams going to national competitions in recent years, and she supported an increase.

412 Ms. Davoli commented that \$1,500 for two people going to a competition would go much further
413 than \$1,500 for 15 people, so she suggested shifting the language to a per-student amount.

414 Ms. Cevalasco stated that, for example, the We the People's trip to Washington, D.C. cost
415 \$40,000, so putting an up to 10% would equal a \$4,000 donation.

416 **MOTION:** Ms. Clark Canty made a motion that the new sentence for Section 2 of Policy 5100
417 – National Competition Donation will read: "The School Board will authorize district funding of
418 \$500 per team or group, or up to 10% of the total eligible costs needed to be raised, whichever
419 is higher and in no case shall a donation exceed the total expected cost of the trip." Mr. Freed
420 seconded the motion.

421 **MOTION CARRIED: 5 – 0 – 0.**

422 Ms. Cevalasco stated that it would be on the next meeting's agenda as a second reading.

423 c. *Policy Proposals

424 a. Policy 5005 (JICD) Student Discipline and Due Process (1st Reading)

425 **MOTION:** Ms. Smith made a motion to move policy 5005 (JICD) Student Discipline and Due
426 Process to a second reading, as amended. Mr. Freed seconded the motion.

427 **MOTION CARRIED: 5 – 0 – 0.**

428 b. Policy 2420 (GBGD) Temporary Work Program (1st Reading)

429 **MOTION:** Ms. Smith made a motion to move policy 2420 (GBGD) to a second reading. Mr.
430 Freed seconded the motion.

431 **MOTION CARRIED: 5 – 0 – 0.**

432 **8. PUBLIC COMMENT**

433 **MOTION:** Seeing there was no public comment, Ms. Cevalasco made a motion to close the

434 public comment portion of the meeting. Ms. Clark Canty seconded the motion.

435 **MOTION CARRIED: 5 – 0 – 0.**

436 Ms. Cevalasco stated that as a friendly reminder, parents and members of the Milford public may
437 contact the School Board via email at any time between our meetings with questions or
438 concerns. She said the full Board could be reached at schoolboard@milfordk12.org.

439 **9. ADJOURNMENT**

440 **MOTION:** At 8:53 p.m., Ms. Clark Canty made a motion to adjourn. Mr. Freed seconded the
441 motion.

442 **MOTION CARRIED: 5 – 0 – 0.**

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Karin Cevalasco, School Board Chair

Date of Approval

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450 Respectfully Submitted,

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453 Trish Gedziun
454 Recording Secretary

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