

**School Administrative Unit #64
Milton School Board Meeting
Wednesday, August 26, 2015
Community Room Nute High School & Library
Public Session**

Milton School Board:

Douglas Shute – Chairman, Brandy Banks, Tim Long, Paul Steer, Ann Walsh

Administration:

Michael Tursi – Superintendent of SAU #64, Nathan Castle – Business Administrator, Scott Currier – Principal of Nute Middle & High School, Doug Kilmister – Principal of Milton Elementary School, Bob Adams – Facilities Administrator, Anne Kebler – Student Services Director

Visitors:

Stephanie Berry, Jeff Berry, Bob Carrier, Lue Snyder

Douglas Shute called this meeting to order at 6:00pm. Brandy Banks led everyone in the Pledge of Allegiance.

Meeting Policy:

Rules for an open forum:

- Rules for the open forum should be strictly adhered to
- Board may limit response to 3 minutes per speaker
- Board will accept written and/or oral comments
- Board may not allow duplicate comments
- Board chair is the sole judge

Public Comments:

None

Minutes of Previous Meetings – July 22, 2015 and July 29, 2015:

July 22, 2015 Minutes:

Brandy Banks made the motion to approve the public minutes of July 22, 2015 as amended. Paul Steer seconded this motion. The board members voted as follows: Shute – yes, Banks – yes, Long – abstain, Steer – yes, Walsh – yes. (4 – 0 – 1)

Ann Walsh made the motion to approve the nonpublic minutes of July 22, 2015 as written. Brandy Banks seconded this motion. The members voted as follows: Shute – yes, Banks – yes, Long – abstain, Steer – yes, Walsh – yes. (4 – 0 – 1)

July 29, 2015 Minutes:

Brandy Banks made a motion to approve the public minutes of July 29, 2015 as written. Tim Long seconded this motion. The members voted as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Superintendent's Report:

Counseling Services update:

❖ Community Partners

- Cost will be one hour per school per week for consultation.
- Funding is through insurance companies for direct therapy.
- Consultation services to include: “mental health consultation to the school team, regarding any student that may be at risk for mental health concerns, team meetings, case coordination, staff training or other services agreed upon by school team and Community Partners”.
- Community Partners will come into the school for direct therapy.
- Stephanie Berry had the following comments:
 - Some parents are not happy with the services provided by Community Partners.
 - Other agencies that could be used are Chestnut Hill, Birchmont and Great Bay.
- The school's cost will be approximately \$7000 per year.
- Parent concerns should go to the superintendent first.
- The school board members are not qualified to choose a counseling program.
- In choosing any type of contractor for services, the board takes the advice of qualified people.
- Community Partners will have a one year contract.

Smarter Balanced Assessment Results:

- ❖ Intent is to release the results to the public by the beginning of November 2015.
- ❖ The Department of Education is providing training on how to interpret the testing results.
- ❖ There is not a clear understanding at this time how the results will look to parents.
- ❖ Administrators and teachers will receive training on understanding and interpreting the testing results.
- ❖ This is the first baseline testing so results cannot be compared to other types of testing.
- ❖ Future results will hopefully arrive sooner.
- ❖ One delay is due to this year some districts chose to take the paper and pencil version of the test and their results are not completed.
- ❖ State of New Hampshire received a second waiver from the United States Dept. of Education for the No Child Left Behind requirements.
- ❖ Under this waiver the eleventh grade students may take the SAT's instead of the Smarter Balanced Assessment.
- ❖ The SAT's will go on a college application.

Elementary Ball Field:

- ❖ Approached by Pat Smith to revitalize the ball field behind the elementary school into a high school grade softball field.
- ❖ Fred Cameron has volunteered his help to design and work on the field.
- ❖ Start-up cost would be for the irrigation system for the field.
- ❖ Estimated annual cost of upkeep will be \$4,500. The cost includes: reseeding the field, grading the field and fertilizing the field.

Administration:

Financial Reports:

- ❖ The Monthly Expense Report through July 2015:
 - ✓ Questions of the summer school salaries, field trips and co-curr. were stated.
 - ✓ Still waiting for the E-Rate before closing the books.
 - ✓ Anticipating to submit the DOE25 report on September 1st.
 - ✓ The amount to expected to be returned from the E-Rate is \$18,000.
 - ✓ The money from the E-Rate will be considered revenue.
 - ✓ The food service report shows the amount that was budgeted.
 - ✓ Actual food service contract amount is approximately \$7,000 less than the budget amount.
- ❖ The Monthly Revenue Report through July 2015:
 - ✓ Question on the tuition for an individual (\$14,000).
 - ✓ FB stands for Fund Balance.
- ❖ The Monthly Grant Overview Report through July 2015:
 - ✓ No comments/questions on this report.
- ❖ The Monthly Treasurer's Report for June 2015:

Ann Walsh made the motion to accept the Monthly Treasurer's Report for June 2015. Brandy Banks seconded the motion. The board members voted to accept the report as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)
- ❖ Cash Reconciliation of the General Fund for June 2015:
 - ✓ No comments/question on this report.
- ❖ Café Services Final Financial Statements for Fiscal Year 2015:
 - ✓ No comments/question on this report.
- ❖ Estimated Fund Balance Sheet:
 - ✓ Not currently ready as Nathan Castle wishes to review the figures before finalizing.
 - ✓ Will have the information for the September meeting.
- ❖ Food Services Revenue vs Expense:
 - ✓ Mr. Castle handed out a spreadsheet for Fiscal Year 2015.
 - ✓ FFVP stands for the Fresh Fruit and Vegetable Program.
 - ✓ Total Revenue: \$230,923.68
 - ✓ Total Expenses: \$284,237.47
 - ✓ The Café Services report does not show the repair/maintenance cost of \$5,978.33.

- ✓ Shortage for Fiscal Year 2015 is approximately \$26,000 less than Fiscal Year 2014 which was close to \$80,000.

Principal Reports:

Mr. Scott Currier:

- ❖ Report contained information on the Summer School and Enrichment programs, Summer Conferences, Upcoming Class Offerings, School Engagements and the Upcoming Events in September.
- ❖ Class offerings include alignment of the middle and high school schedules to allow interested 8th grade students to take high school French 1, Spanish 1 and English 9 courses.
- ❖ Changes made in the mathematics classes in the high school.
- ❖ Nute Freshmen and Sophomore students participated at the Summer Conference while other school brought Senior and newly graduated students to participate at the conference.
- ❖ College credit can be earned on site at Nute through participation with Great Bay Community College.
- ❖ There was an average of 15 students for the summer school program with an additional 20 students participating in the summer enrichment programs.
- ❖ Some students will be trained by the town to video record meetings.
- ❖ Met with a representative of the Portsmouth Naval Shipyard regarding their Sea Perch outreach program and their STEM-IN-A-BOX programs.
 - ✓ All materials will be provided by the shipyard.
 - ✓ Students will work in teams to build submersibles.
 - ✓ The school only has to provide the students and space to work.
 - ✓ The submersibles will be tested at the University of New Hampshire pool.
 - ✓ All participants will receive a tour of the shipyard.

Mr. Doug Kilmister:

- ❖ Mr. Kilmister provided his report as well as the school handbooks.
- ❖ Also included was the summer letter to staff.
 - ✓ Letter included the discussion of the school's focus for the coming school year as well as updated on developments that occurred over the summer.
- ❖ Support Staff received training in *Playworks* for organized games – showing them safety and methods of structure. Hoping to offer two games per recess.
- ❖ Participation by Mr. Kilmister and Assistant Principal Jocelyn Young in the SAU #64 Leadership Retreat on July 20 & 21.
 - ✓ “At the July leadership retreat we articulated a district-wide goal ...to establish personalized learning in core instruction for increased student success”.
- ❖ Playground Update:
 - ✓ A 40' x 40' paved area is in place in the rear of the playground near the portable classroom.
 - ✓ PTA volunteers have laid the foundation for the adjustable basketball hoops.
 - ✓ Yesterday a volunteer removed the old equipment including the old basketball hoop.
 - ✓ The new and adjustable basketball hoops have been installed.

- ❖ The kickoff for the school year was yesterday.
 - ✓ Superintendent Tursi attended the kickoff.
 - ✓ New staff was introduced to everyone at Milton Elementary School.

School Handbooks:

Nute Middle/High School:

- ❖ Mr. Currier highlighted the Student Code of Conduct policy in order to inform parents and students that this policy will be strictly enforced.
- ❖ Changes in the student handbook were discussed.
- ❖ Recommendations by the school board for additional changes were stated.

Brandy Banks made a motion to accept the Middle/High School Student/Parent Handbook. Paul Steer seconded the motion. The school committee voted to accept the handbook as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Milton Elementary School Family Handbook:

Paul Steer made the motion to approve the Milton Elementary School Family Handbook. Brandy Banks seconded this motion. The school board voted on this motion as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Milton Elementary School Staff Handbook:

- ❖ Updates to the handbook were discussed by Mr. Kilmister.

Brandy Banks made the motion to approve the Milton Elementary School Staff Handbook. Paul Steer seconded the motion. The vote taken to approve the MES Staff handbook was as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Milton Elementary School Guest (Substitute) Teachers are given a folder that contains a guide as a handbook.

School Board Business:

Letter of Thanks for Friends of Nute:

- ❖ Mr. Long suggested a Letter of Thanks be sent to the Friends of Nute.
- ❖ The Friends of Nute did a fantastic job on room 14.
- ❖ Mr. Tursi will draft and send a letter thanking the Friends of Nute.

Birthday Notification to Board:

- ❖ Mr. Long suggested that the school board acknowledge birthdays of the Milton School Staff.
- ❖ The town selectmen read the names of the people celebrating birthdays each month.
- ❖ It was suggested that some people may not wish to have their birthday announced.
- ❖ This issue will be tabled.

Policies for first reading:

These are required policies that are currently not listed in Milton’s Policy Manual.

- ❖ IJOA – Field Trips and Excursions
 - ✓ Wording changed in the first sentence: “may” changed to “must”
 - ✓ Title to be changed to Parent Permission Form instead of Warming and Consent Form
 - ✓ Money in hands of principal or designee instead of just the principal.
 - ✓ Overnight Field Trips must have the approval of the school board.
- ❖ EBBD – Indoor Air Quality
 - ✓ Paragraph two – first sentence –remove the wording “building principal are” and replace with the word “the”.
- ❖ EF – Food Service Management
 - ✓ No changes were made.
- ❖ EFA – Availability and Distribution of healthy Foods
 - ✓ Designee could also be the principal or the business administrator.
- ❖ EFAB – Food Service Collection
 - ✓ No changes were made.
- ❖ IGE – Parental Objections to Specific Course Material
 - ✓ No changes were made.
- ❖ ILBAA – High School Graduation Competencies
 - ✓ Correction to the word “Graduation” in the title.
- ❖ IMBD – High School Credit for the 7th/8th Grade Coursework
 - ✓ No changes were made.
- ❖ JLCK – Special Physical Health Needs of Students
 - ✓ No changes were made.
- ❖ JKAA – Use of Child Restraints and Seclusion
 - ✓ This policy is tabled.

Paul Steer made a motion to approve the policies presented for the first reading as amended; except the tabled policies of IMBD and JKAA. Tim Long seconded this motion. The school committee voted as follows on this motion: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Policies with Legal References added – to reaffirm:

- ❖ EHB – Date/Record Retention
- ❖ GBEC including ADB, ADC, GBED & JICG – Drug Free Workplace Policy
- ❖ GBED including ADB, ADC, GBEC & JICG - Tobacco Products Ban Smoke Free Workplace
- ❖ GCO – Evaluation of Professional Staff
- ❖ IHAK – Character and Citizenship Education
- ❖ IHBH – Extended Learning Opportunities
- ❖ IHBI including IHBH, IKF, IMBA & IMBC – Alternative Learning Plans
- ❖ IHCA – Summer Activities
- ❖ IHCD also LEB – Advanced Course Work / Advanced Placement Courses
- ❖ LEB also IHCD – Advanced College Placement
- ❖ IJO also KA – Community Resources
- ❖ KA – School, Community and Home Relations
- ❖ IK – Earning of Credit

- ❖ IKB – Homework
- ❖ IKE – Promotion and Retention Policy
- ❖ IKEA – Early Graduation
- ❖ IMAH – Daily Physical Activity
- ❖ IMBC also IHBH, IHCD, IKF, IKFA, ILBAA & IMBA – Alternative Credit Options
- ❖ JFABD – Admission of Homeless Students
- ❖ JH – Student Absences and Excuses
- ❖ JI – Student Rights and Responsibilities
- ❖ JICFA – Hazing
- ❖ JICG also ADB, ADC, GBEC & GBED – Tobacco Products Ban
- ❖ JICK – Pupil Safety and Violence Prevention
- ❖ JLC – Student Health Services
- ❖ JLCF – Wellness Policy
- ❖ JLCJ – Concussions and Health Injuries
- ❖ JLDDBA – Behavior Management and Intervention
- ❖ JLF – Reporting Child Abuse
- ❖ JLI – Safety Program
- ❖ EB – Safety Program
- ❖ KED – Public Complaints About Facilities or Services (Grievance Procedure – section 504)

Paul Steer made the motion to reaffirm the above policies with Legal References added. Brandy Banks seconded the motion. The board voted to reaffirm as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

- ❖ Policy GCO:
 - ✓ Does this policy align with the Professional Growth Plan? Response: It is general not specific so it is aligned.
- ❖ Policies GBED and JICG –
 - ✓ Any policy beginning with the letter “J” is specific to students.

Old Business:

SAU Withdrawal:

- ❖ SAU Withdrawal Report by the Wakefield SAU Withdrawal Planning Committee has been finalized.
- ❖ Two Public Hearing were held – one in Milton and one in Wakefield
- ❖ The plan will now go to the attorney general to see if the plan meets with the laws. Then it will go to the N.H. State Board of Education.
- ❖ Recommendation will be placed on the spring ballot.
- ❖ 3/5 of Wakefield votes are required to approve the plan.
- ❖ The plan is projected to go before the N.H. State Board of Education in October.
- ❖ Milton has a standing SAU Withdrawal Planning subcommittee.
- ❖ The Milton subcommittee received Wakefield’s proposed budget for the new SAU for review.
- ❖ The Business Administrator in Sunapee was contacted to allow Milton to review their budget.

Joint School Board Meeting:

- ❖ SAU assets were discussed.
- ❖ It was voted not to give money to Wakefield for the appraiser.
- ❖ Voted to discuss assets closer to the actual withdrawal.
- ❖ Fund Balance was discussed.
- ❖ Wakefield properties are being re-evaluated.
- ❖ Weighted vote of Milton was mentioned.
 - ✓ The weighted vote has never been abused by Milton.
 - ✓ The vote is based on a New Hampshire law – it is based on enrollment figures not money. Enrollment is based on student housed (going to school) in the district. (Wakefield's high school students go to school in a different district.)
- ❖ SAU Website – RFP request for proposal to update the website has gone out.

Committee/Board Member Reports:

Underground storage tank:

- ❖ The first test pit dug discovered an underground tank.
- ❖ The state was notified that Nute has in the courtyard has an unknown tank.
- ❖ The tank currently holds water and an unknown substance that smells like fuel.
- ❖ S.W. Cole Company could be hired as general contractor to handle all testing and state paperwork. A second company would need to be hired to remove the contents and clean the tank. A third company would be needed to remove the tank. Then the ground could be filled in.
- ❖ It is unknown if the tank has ruptured.
- ❖ There was a prior tank that was a registered tank. It was filled with sand and ultimately removed.
- ❖ Mr. Adams suggests it would be best if the tank was removed before a frost occurs.
- ❖ Mr. Adams was able to place a 2" plug to close the tank's opening pipe.
- ❖ The tank size is at least 500 gallons but could be up to 1000 gallons.
- ❖ The tank is now registered with the state as a 500 gallon tank.
- ❖ Estimate of \$8,478 is for all costs regarding the tank.
 - ✓ Engineering costs
 - ✓ emptying and cleaning the tank
 - ✓ soil analysis
 - ✓ removal of the tank
 - ✓ filling the hole
 - ✓ all paperwork

Brandy Banks made a motion to enter a nonpublic session pursuant to RSA 91-A:3II a, b, c at 8:08pm. Paul Steer seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

While in nonpublic session the board discussed nominations, resignations and parent requests.

Brandy Banks made the motion to adjourn from the nonpublic session. Paul Steer seconded this motion. The board members voted as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Public Session resumed.

Brandy Banks made the motion to reseal the nonpublic minutes of June 17, 2015. Tim Long seconded this motion. The board voted as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Additional topic:

The high school math position was not filled; thus leaving money in the budget for a Kindergarten position. There will be an additional paraprofessional person hired for a Kindergarten class. With this hire, there will be two adults in each Kindergarten classroom.

Tim Long made the motion to adjourn this meeting at 9:05pm. Paul Steer seconded the motion. The school board voted to adjourn as follows: Shute – yes, Banks – yes, Long – yes, Steer – yes, Walsh – yes. (5 – 0 – 0)

Respectfully submitted,
Beth Seldin
Recording secretary