

SCHOOL ADMINISTRATIVE UNIT #64
MILTON SCHOOL DISTRICT
BOARD MEETING
Wednesday August 28, 2013

Members Present: Chair Ann Walsh, Luella Snyder, Doug Shute, Donna-Marie Currier and Andy Crone.

Also Present: Superintendent Mr. Tursi, Business Administrator Andrew D'Agostino, Aaron Bronson Middle & High school Principal, Doug Kilmister Elementary School Principal, Ann Kebler Director of Student Services, Ms. Eves, Randy Myhre Elementary school Librarian, Jeff Berry, Melissa Roub, and Jeff Roub.

Call to order/Flag salute: Chair Ann Walsh opened the meeting at 6:00 PM and Doug Shute led the meeting with the Pledge of Allegiance.

Mr. Tursi introduced Ann Kebler as the new Director of Student Services for the school district.

Nonpublic Session:

Luella Snyder made the motion to go into nonpublic session at 6:01 PM under RSA 91-A:3 II (c), seconded by Andy Crone. The roll call was as follows: Walsh, yes; Crone, yes; Currier, yes; Snyder, yes; Shute, yes.

While in nonpublic session the board heard a parent request.

No action was taken.

Andy Crone made the motion to come out of nonpublic at 6:22 PM, seconded by Doug Shute. The roll call was as follows: Walsh, yes; Crone, yes; Currier, yes; Snyder, yes; Shute, yes

Public comment: Jeff Berry wanted to make the board aware that children were on the roof of the elementary school building, and believes that they are gaining access from the refrigeration unit beside the building. Jeff stated that this is not the first time this happened. Ann would like to know if anything can be done to prevent this happening again. Jeff also stated that there was damage to the banner that was hanging in the front of the building, but does not know who did it. Mr. Kilmister had stated that the police are involved with the situation.

Minutes of Last Meeting: Doug Shute had questioned why the vote to increase the lunch amount was not the minutes. Ann Walsh has stated that that was voted on at the August 21, 2013 meeting. Andy Crone made the motion to accept the meeting of August 14, 2013, seconded by Donna Marie Currier – all were in favor.

Administration:

A. **After school program cost:** Ann Walsh had asked Andrew to put together a cost analysis of the After School Program for last year. It looks like \$5,995.01 was spent on the After School Program last year. \$15,000 was budgeted for last school year, so this left a remaining balance of \$9,004.99. This year's budget for the After School Program is \$15,000. Ann Walsh would like administration to look at the After School Program and see how they can improve the programs. Ann has noticed over the years the program has got smaller and smaller. Ann also stated that she knows that the teachers are offered these positions first and not all teachers can do it, so maybe we need to look at asking other people that might be interested in doing the After School Program. The one things lacking in this community is things for my children to do after school. Jeff Berry had asked if the after school program could be extended to the lower grades K through 2nd, where it is only offered to 3rd through 5th. Mr. Tursi will look at this to better utilize our resources for this program. Doug Shute had questioned where the \$9000 went that was left over from last year. Ann replied that it is part of the money that was left over from last year and it is still in the general fund. Doug Shute also want to know why Ann had requested this information. Ann stated that she had noticed a significant amount of money left over in the co-curriculum line, and questioned why that was. Ann was told that the co-curriculum line is what the After School Program funds were being taking out of and that is why she had Andrew look at this.

B. **Capital Reserve fund and related minutes:** To be tabled till the next meeting.

C. **Principal's Report:**

Doug Kilmister, Elementary School Principal:

Reception for New Principal: On the evening of Thursday, August 15, I held a reception for parents in the Nute cafeteria. Five parents and eight students showed up. Mr. Tursi and Jocelyn Young also came to show their support. Even with the preponderance of students, the session went as he had hoped. He shared a little about his plans for the school year and about his leadership style. He asked the participants to write on Post-it notes things they think are working well, what assets, at Milton elementary school. On a separate set of Post-it notes, he asked them to write areas that need attention.

Under assets, the most Post-it item was for a caring staff. Under needs, communication between the school and families and disruptive student behavior were mentioned most. He spent some time listening to parents concerns and asking clarifying questions. These areas of concern are certainly in need of attention and will be addressed early on during the school year.

Breakthrough coach professional development: On July 20 & 27, Mr. Kilmister attended a two-day breakthrough coach training in Marlborough, MA, along with approximately 60 other principals and superintendents. On the second day of training administrators were joined by their secretaries. Jerry Gregoire, the principal at the Paul school, and his secretary also attended. The focus of training was on principle working efficiently and effectively, spending a large proportion of the week in the classroom where teaching and learning is happening. A secondary focus is on managing the front

office so that work gets done, and neither the principal nor the secretary are overwhelmed and detoured by constant demands of staff, students, and families. The system is designed to ensure that the work of the supervising teaching and operations is prioritized not pushed aside by the exigencies of the day. As a result of this training, Mr. Kilmister plans to spend to fall "Coaching Days" out of my office and in the classrooms, in the halls, in the cafeteria, on the playground, and in team meetings with teachers. He will also spend two "Office Days" when he will meet for scheduled appointments only with staff and parent and when I will complete paperwork and reports. He will spend one day a week as a "Support Day", when he will move to the assistant principal's office and handle student discipline into crisis management. The assistant principal will have a coaching day on the day that he has his Support Day. Under this system, the secretary is the gatekeeper for the principal's work in meet briefly each day to review tasks and set priorities.

Mr. Kilmister wanted the board to know the each week a newsletter will be sent home to the parents to give a communication channel called the purple page.

Calendar:

- August 26& 27 - Opening Professional Development days for staff
- August 28 - First day for students
- September 2 - Faculty Meeting
- September 4 - PTA Meeting @ 6:30
- September 6 - PTA Fundraiser Kickoff
- September 10 - Principal's Parent Advisory Council
- September 11 - School Board Meeting
- September 14 - Milton Pride Day, 11:00 to 2:00@MES
- September 24 - Milton Elementary Open House @ 6:00 to 7:00
- September 25 - School Board Meeting

Aaron Bronson principal of Nute High & middle school:

Nute's Focus: Last year, the staff and administration at school worked together to create a document organizing the many initiatives and programs that are in place at Nute. The resulting document initiated a great deal of discussion at school which ultimately led to our school staff agreeing that the work fell into two very connected categories: Teaching and Learning & Culture and Climate. As we continue our school improvement efforts, these two areas will be the focus of our work.

Instructional focus: In regards to teaching and learning, we will have two areas of instructional focus in the building this year. In the middle school, our teachers and staff will be working on developing and implementing a Response to Instruction program (RTI). RTI is a practice in which students specific academic needs are diagnosed and an appropriate instructional program is prescribed. Our high school teachers will be focusing on authentic assessment. This work has been supported through the I-3 Grant and will be developed through collaborative work in common planning time as well as grant supported after school work.

Open house: We are scheduled to open house for Thursday, September 12th from 6:00 – 7:30 in the evening. We have already planned activities for the evening and open house will be different than it has been in the past.

Advisory walk-throughs: In an effort to support the work going on in our Advisory program, we have developed an Advisory feedback form. This will be used by administration to give feedback to advisors as we visit classrooms during Advisory.

Friends of Nute: The Friends of Nute are finishing up their work in room 12 and in room 10. The rooms are not quite done, but they already look better. The repair work and painting in the rooms is a much-needed improvement. This is the fourth year in a row that the Friends of Nute have worked in the building upgrading classrooms.

Upcoming events:

- Teacher workshop days - August 26 and 27
- First day of school - August 28
- No school - August 30
- No school Labor Day – September 2
- Open house – September 12
- Early release day - September 18
- MS Beach clean-up day - September 20
- Picture Day - September 25
- Fall Pep Rally - September 26
- Homecoming weekend - September 27
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Mr. Tursi wanted the board to know that he was able to visit both schools today and was impressed of how the students were respectful and the staff was very helpful. He was very happy to see a great turn out of parents and community members that at the Elementary school as well.

Doug Shute had asked Aaron about a pile of furniture that is sitting on the other side of the building. Aaron had responded that he is not sure if they were replaced with new or if they were put there for space needed for the first day of school. Aaron said he would check with Bob Adams to see what was going on with the furniture. Doug also asked if there was carpet installed in the school recently. Andrew stated that it was not carpet, but in was a special type of tile that was installed in room 6. Luella Snyder stated that it was not presented to the board, and Andrew replied that it was approved by the board when the budget was put together under the repair maintenance line. Mr. Tursi had reassured the board that he looked into this matter and it did go through the approved process by the board.

Mr. Tursi made the board aware that there is a policy in place for disposal of School equipment. Ann feels that the policy committee should review this policy. Doug Shute made the motion to approve the disposal of the desks and outdated books. Seconded by Andy Crone – all were in favor.

Superintendents Report:

- **Board Self Evaluation Results:** Mr. Torsi had presented to the board. The composite scores of the BA-R1 Evaluation of the School Board. The scores were consistent across the board and Mr. Tursi suggested for the board to review the results of each component and set goals. Mr. Tursi will bring to the board any goals that were established in the past.

Old Business: Doug Shute wanted to mention that the NHSBA is having a class on teacher contract class on September 17th and he would like to attend. Luella Snyder and Andy Crone would like to attend. Doug also commented on the food service conference that it was very informational. Ann asked Andrew if he was still looking onto this the Milton school district. Andrew replied that he is almost done with gathering the information for the board to review.

Committee/Board Member Reports:

Milton School District SAU Planning Committee: Ann Walsh reported that the committee met last week and talked about where they are at and what should be done for the next step. Mr. Tursi had contacted the Department of Education to get some clarification for the board as far as what should be considered for the next step. Ann feels that at the next meeting there will be a vote to determine whether to withdraw from the SAU or not to.

Doug Shute had stated that the budget meeting went well.

School Board Business:

- **Support Staff Salary pay Periods:** One of the committee members wanted the board to review this request. Ann does not recall this being on the list of request back in December. It was stated that this was a request based off a conversation. Ann feels this is something that needs to be in a written request and Ann Walsh feels that the pay periods should stay as they are and that any written requests can be reviewed when the board discusses support staff salaries and benefits. She feels that is too late to change the payroll system for this year. Andrew had stated that it was the way they want it now about 2 or 3 years ago.

NON-PUBLIC SESSION

Donna-Marie Currier moved, second by Luella Snyder, to go into nonpublic session under RSA 91-A: 3 II (b), and (c) at 7:16 PM. The roll call was as follows: Walsh, yes; Crone, yes; D. Currier, yes; Snyder, yes, and Shute, yes;

While in nonpublic session the board approved the following nominations:

- Melissa Ouimette as an Art teacher for Elementary
- Natasha Nemetz as a Paraprofessional
- Brittany Noel as a Paraprofessional.
- Kristin Walker as Varsity Soccer Coach
- Tayla Bourque as JV Volleyball Coach
- Mckenzie Anderson as Middle School soccer Coach

The board also discussed a personnel issue and the collective bargaining negotiation process.

Donna Marie Currier made the motion to come out of nonpublic at 7:41pm, seconded by Andy Crone – all were in favor. The roll call was as follows: Walsh, yes; Crone, yes; Currier, yes; Snyder, yes; Shute, yes.

Andy Crone made the motion to adjourn the meeting at 7:42pm, seconded by Donna Marie Currier - all were in favor.

Respectfully submitted,

Brandy Banks Secretary

Minutes are a draft until approved.

Approved on: _____