

SCHOOL ADMINISTRATIVE UNIT #64
Milton School Board Meeting
Emma Ramsey Building
Wednesday, December 13, 2017

PUBLIC SESSION MEETING MINUTES

School Board Members in Attendance:

Douglas Shute- Chairperson, Melissa Brown, Peg Hurd, Laura Noseworthy, Paul Steer, Shari Gaesser- Secretary

SAU Representatives:

Earl Sussman- Superintendent of SAU #64, Nathan Castle- Financial Manager, Jan Radowicz- Principal of Nute Middle/High School, John Safina – Principal of MES, Bob Adams- Facilities Director, Melissa Jean - SPED, Melissa Coffey – MES Music Teacher

Public in Attendance:

Zane Poth, Barbara Concaugh, Stacey Moulton, Milton Elementary students Lakshmi Remillard-Moulton and Balajhi Remillard-Moulton

Public Hearing:

1. Called to Order/ Flag Salute
 - a. Doug Called to Order at 6:00PM.
 - b. Pledge lead by Lakshmi and Balajhi Remillard-Moulton
2. Minutes of Prior Meeting:
 - a. Public Meeting Minutes of November 8, 2017: Peg motioned to approve the minutes with corrections. Seconded by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
 - b. Non-Public Meeting Minutes of November 8, 2017: Peg motioned to approve the minutes with corrections. Seconded by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes and Laura – Yes
 - c. Public Meeting Minutes of November 29, 2017: Peg motioned to approve the minutes with corrections. Seconded by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
 - d. Non-Public Meeting Minutes of November 29, 2017: Sealed Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes and Laura – Yes
3. Public Comments:
 - a. John Safina – invited group from the Elementary school to perform but only two students came. Lakshmi Remillard-Moulton and Balajhi Remillard-Moulton
4. Superintendents Report
 - a. Earl – Wanted to thank the town for stepping up and helping out the school and Bob Adams. Bob was unable to get the school vehicle working and the town stepped in getting the school area cleared and sanded. I want to commend them for great work they did and thank them for allowing us to begin school on time.

- b. Thank you, Melissa, for a phenomenal elementary school concert. I hope to have same participation at all of our events. I'll now hand it over to Zane
- c. Zane Poth – School Senate meeting – students currently working on Nute week. Coming up with tokens/prizes to promote doing better in school. They are creating a survey to send out for suggestions on what would you like to do and what type of prizes would be good. Athletics – there were a few late to sign up. Games are going on now and there appears to be lots of spirit in the school. Voiced concern regarding coming into the parking lot entrance. Earl – thought that it would be good to have Zane talk the process of getting ready for college. He suggested that Zane speak about the whole college application experience. It is important as we broadcast out that parents need to hear from the lens of the student. Maybe coming and having a seat with the board and speaking about certain items specific to students. Zane – that would be a great experience. He is looking into teaching. Senior students had a meeting for financial aid; the representative from Financial Aid provided a lot of information. Learned a lot and some students were able speak 1on 1 with the representative. Senior prep for college is moving forward.

Administration

Principals Reports – John

- a. NWEA scores – report-seeing progress and moving in right direction; Fall 2016 & 2017 reading scores. 2nd grade only took the test one year so no comparison. Fall 2016 only 5th made progress in reading. This year 2, 4, and 5 made expected growth. 3rd page – fall math scores 2016/2017 fall-to-fall growth. 1 grade made growth and this year more. K-5 will take NWEA along some middle school – Jan doing through 12th. This data will follow kids. Doug – 2016 2nd grade (reading) and does it follow through 3rd? John – Yes. Discipline data – average per day per month re: discipline – 9 offices referrals in 2015/2016 and only 5 so far this year. Data report – want to see all green; and red equals the more needy/referrals. Laura – What is ODR? John - Office Discipline Referral. Are there any questions? Doug – page 62 this looks pretty good for December. John – this is as of Dec 6th. Report based on 62 days. Melissa – complete testing – reading teacher has entire school coded? John - No – got a base level for reading. Melissa - Will we have a report to show progress? John – great we need to do for EBD - Good for Title 1, and get a winter report. We will be doing Smarter Balance and winter testing; with is shorter testing – and again in the spring? Doug – any other questions.
- b. Jan – we received a card from Leo Lessard's wife along with a check for \$500 – to be used students for school supplies, lunches and clothing with the stipulation that no more than \$50 goes to any one student. Jan to send thank you note. Doug – She did send a thank you card to the Board.

Financial Reports

- a. Nate – Expenses right in middle of where we should be at \$550,000 Doug – everything encumbered – graduating stuff/trips. Laura - Does this include anything new? Peg – elementary/middle SPED tuition non-public, I thought we had only high school? Melissa Jean – special case that we had discussed, one preschool; Peg -

- Middle school? Melissa Jean – this is an error. Should be 9th grader. One transitioning back but is a middle school student.
- b. Monthly Revenue Report – Doug - any questions?
 - c. Monthly Grant Report – Doug – any questions?
 - d. Treasurers Report – Doug - any questions? Motion by Paul to accept the Treasurers Report and second by Melissa. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
 - e. Cash Reconciliation – Doug - any questions?

Operating Budget

- a. Café Services - 9/2017 – Laura - there appears to be an error. Laura - who sets the food service budget? Nate - they set it. Laundry/uniform – \$850 September didn't budget anything. Office supplies? No money, training shows \$11 in the budget and spent \$133 (pg. 53).
- b. Café Services - October 17 – Laura – breakfast should be \$1,016, A La Carte - \$4,129 but going across it's the same only off by \$1. Do they keep a report on food waste? Nate -they do and have very minimal waste?
- c. Activity statement report – 57/58 pg. – Laura – where does MES money come from? John – smaller fundraisers and the PTA donate money. Paul – First grade has \$1,580 in an account. John – this is left over from field trips; this could be from the grades that raise more money. Art room does fund raiser; grade 1 balance carried over; this might be due to couple field trips. Student activities account – is funded by picture money. Peg - this turns right around and goes back out. John - Not necessarily – should be a principals account; for use for other items; volunteer account? Wellness contributions; yearbook – that is what it is. Peg – field trip – money should go through the account – money is disbursed – bus drivers etc. Nate – they reimburse through the operating budget. There are a lot of balances have been sitting for a while. John - Kids raise money then don't use it. Laura – Youth-2-Youth still running? Jan - yes run by Rebecca VanDenBerg.

School Board Business

- a. NHSBA - Paul agrees with NHSBA. Motion by Paul to accept NHSBA Report and second by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes. Doug – Paul are you registered? Paul – No. Nate - Kathy will do this for Paul.
- b. Policies for 2nd reading – Laura will supply Kathy with all corrections.
 - IHBCA - (Pregnant Students) – yes
 - IKF (High School Graduation Policy) – community service part – can we say beginning with or starting with the class of 2020? Laura to get with Kathy for corrections.
 - IMDA (Patriotic Exercises) – Peg – Superintendent needs to be Capital. Paul - 4th line first word.
 - JCA (Change of School Assignment) – Pending Superintendent. Wording is correct.
 - JJJ (Access to Public School Programs by Nonpublic Charter School and Home-Educated Pupils) – no corrections. Jan - Only policy that has letters in title – remove the letters from title.

- JLCD (Administering Medication to Students) Superintendent needs capitalization – Laura – line was fixed.
 - JLCE (Emergency Care and First Aid) – Peg - Last para – district needs capitalization; 6th para – Peg - all “district(s)” should be capitalized
 - KB (Title I Family and Community Engagement) – Peg - Under goal (goal or goals?) Should be “goals” as there is more than one goal. District needs capitalization.
 - KLG (Relations with Police Authorities) – School District; (all District and all Superintendent needs to be Capitalized). Paul – last few words do not sound right. “A school resource officer...”
 - Motion by Paul to accept School Board Policies with corrections and second by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
- c. Deliberative session meeting date – When do we want to hold– it is always held in February and always on a Saturday. Paul checking the books. Peg – last year it was Feb. 4th. Bob – snow day will move over to that Sunday. Nate – sent language in to lawyer – it is illegal to hold it on a Sunday and this was the first time they caught it. ; - Motion by Paul to hold Deliberative Session on February 10th with snow date on Monday the 12th and second by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes. On the 10th it will be at 1:00 and on the 12th it will be held 6PM- in the Nute cafeteria. Motion by Peg to hold Deliberative Session snow date on February 12th and second by Paul. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
- d. Public hearing date – Suggestion by Bob of January 11th – Motion by Paul to hold Public Hearing Session on January 11th and second by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes. It will be held at Milton Town Hall – 6pm –Budget committee meeting – Bob to take care of posting.
- e. Superintendent evaluation – postponed until January 10th.
- f. District Cover – Artwork covers shown and discussed. The district covers were chosen and a motion by Peg regarding choice and second by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.

Old Business

Warrant Articles – Nate – Dates are wrong – waiting to see if it’s at Assembly of God for the voting.

- a. Paul – based on the Facilities committee meeting held at 5:00 PM – Article 5 wording would change from \$25,000 to \$50,000. Bob is working on grants for upgrades to phones, security system, and breaker panels based on Harriman report findings. Also, we have to fund match grants. We have to cover part with fund balance from surplus.
- b. Article 3 - Doug – article 3 is the only article that has tax implications to the public.
- c. Article 4 – No change
- d. Article – 5 - Motion to change amount from \$25,000 to \$50,000 made by Laura and second by Melissa. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
- e. Article 6 – Will come out of surplus. Laura – do we need to add SAU wording?
- f. Article 7 - no change

- g. Article 8 – Trust Fund – Paul – need to add an amendment? Nate additional warrant article will be needed to change the name. Paul – change to district vehicle – maintenance – and will add article 9; then we can add all vehicles. Motion by Peg and second by Laura - Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
- h. Motion by Laura to add Article 9 to change wording and second by Peg. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.
- i. Doug – are we all in agreement with order, amount, and wording? Motion to send Warrant Article information to Budget Committee with corrections by Peg and seconded by Paul. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.

Committees/Board Member Reports

- a. Doug –FYI – Milton was not the only one to lose our fresh fruits and vegetable funds. Raymond also lost their funding.
- b. Facilities – Paul - Grants that we are looking at E911 phone; electrical panel; main entry and surveillance security; - walk though with the DOE and noted things that need to be done – things need to be done first. Talked about total of Damon house is wrap; lead paint needs work to be done. Talked about the change to the transportation article. Doug – can we get long-term projects to put into CIP? Bob - must be \$10,000 and 5 years of use. Peg – can we do vehicles? It was submitted this year and will have to do submission next year. Doug addition to the school will end on 8/15/21 with a savings – \$200,710. Security topic to be moved to Non-Public. Zane – noting that camera’s are throughout – shop has garage door open is there camera by shop?
- c. Public Comments – Barbara Concaugh – are there any thoughts to getting a gate by open dirt area down to the woodshop area? Jan - Bob Adams getting quotes.

Nonpublic Session pursuant to RSA 91-A-311 a, b, c

A motion by Peg was made to go into non-public meeting at 7:15 with a second by Paul. Laura – yes; Paul – yes; Doug – yes; Peg – yes; Paul – yes; Melissa – yes.

Adjournment

Motion was made by Laura to adjourn and second by Peg. Laura – yes; Paul – yes; Doug – yes; Peg – yes; Paul – yes; Melissa – yes. Motion carried and approved. Meeting adjourned at 8:20 PM

Respectfully Submitted
Shari Gaesser
Secretary

Minutes Approved on: January 10, 2018