

**SCHOOL ADMINISTRATIVE UNIT #64
MILTON SCHOOL DISTRICT
BOARD MEETING
Tuesday July 23, 2013**

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

Members Absent: Andy Crone.

Also Present: Superintendent Mr. Tursi, Business Administrator Andrew D'Agostino, and Treasurer Kristine Giunco.

Call to order/Flag salute: Chair Ann Walsh opened the meeting at 6:05 PM and Doug Shute led the meeting with the Pledge of Allegiance.

Comments by the public: None at this time.

Minutes of Last Meeting:

Donna-Marie made the motion to approve public and non-public minutes of June 26, 2013 with the change on page three of "two" changed to "to". Seconded by Doug Shute – all were in favor.

Administration Financial Reports:

Expense Report:

Andrew stated that this report was ran last week and that the textbooks have not been dealt yet. Ann Walsh would like to point out a few areas in the budget for Mr. Tursi that need to be watched for this upcoming year.

- Health insurance has a remaining balance of \$81,000. 51,000 was due to the premium holiday this was already calculated into next year's rate. Ann asked these encumbrances were automatically calculated. Andrew replied that they are manually calculated.
- Substitute line was budget for 50,000 between three schools this line was overspent by \$57,000. Next year is substitute line was budgeted for 56,500.
- Fuel oil was overspent. Andrew stated that he is working with Ameri Gas to secure a \$1.60 for LP gas the next year's budget. Andrew said that it was budgeted for \$2.00 a gallon for the 2013 to 2014 school year. Andrew also stated that he received a letter from the DOT the cost of diesel fuel be \$3.39 a gallon for diesel fuel.
- We also need to keep an eye on the line for other instructional programs for athletic salaries. The lines were overspent. Next year's budget wasn't increased a whole lot to cover these lines. During the next budget season. We need to look at these lines closer. Elementary co-curricular summer school at a remaining balance of \$17,718.40. Ann Walsh believes that Scott Reinung stated that \$10,000 of this balance was to be put towards the elementary after- school program. Ann would like to know how much money was actually spent on the summer school program. Could the program be improved upon if there is money still in the budget to be spent.
- Donna Marie had a question on the high sped tuition public line. Andrew stated that this was due to students changing programs throughout the year.
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Revenue Report:

Ann Walsh question the remaining balance for the general fund of \$72,207.78. Is this unanticipated revenue that we weren't expecting? Andrew stated that it was not unanticipated,

just more than we had planned for.

Doug Shute asked about the food service deficit. Andrew is going to a seminar in regards to food service on how to calculate the costs for lunch and should be according to state guidelines. The school district could possibly lose government funding if we do not charge within the guidelines for the state standards. Luella Snyder feels that we need to increase the budget for food service rather than take it out of the reserve funds at the end of the year. Doug stated that if we increase the prices of lunch and breakfast then we would have more parents in need of help. Ann responded that we need to increase our revenue either by increasing the cost or try to receive more government funding. Andrew stated that the majority of the food service deficit is salary and benefits of the food service employees due to most of them being here for many years.

The board had a discussion of outsourcing the food service. Wakefield is starting their second year. They are still showing a deficit but saved \$30,000 by outsourcing. Mr. Tursi stated that it usually took a few years before outsourcing food service shows significant savings. The board would like to look at this point option. Luella Snyder made the motion to have Mr. Tursi look into this option, seconded by Donna Marie Currier – all were in favor. Doug Shute would like a breakdown the food service report.

Grant Overview Report through June 30, 2013: No Questions

Cash Reconciliation for the General Fund for May 2013: No Questions

Treasurer's Report: Luella Snyder made the motion to accept the treasurer's report for May 2013, seconded by Donna-Marie – all were in favor.

Cash Reconciliation for the Bond Account for May & June 2013: no questions.

Milton Fund Balance FY 2013: Andrew stated that \$341,134.73 is the estimated balance for 2013. Andrew made it clear that this amount does not actually go back to the town but offsets the tax rate. The reason that it is so high is that we started the year with a fund balance.

Principal's Report:

Aaron Bronson principal of Nute High & middle school reported the following:

Summer school: There are 27 middle school students participating in summer school this year. The students are taking part in math and reading classes, as well as computers and art. The students will be involved in summer school until August 11th. To date, the high school students participating in the summer competency recovery program have earned 11 credits. There are 19 students working with Ms. Henner @ Nute and an additional five students working at home and communicating via email. Ms. Henner is also communicating with teachers and families to assist the students in their work.

Graduates: There were 37 students who received a Nute high school and library diploma at graduation this June. An addition, there were four students who received a Milton School district diploma this spring.

Summer work: principal advisory team work on July 15th and will work again on July 22nd to prepare for the next year. On the 15th, the team organized the school calendar to include meetings, assemblies, athletic and numerous other events to assist with school wide planning. On the 22nd, the team plans to work on coordinating Nutes various initiatives continue to support our school improvement efforts.

A group of teachers and administrators will be attending the Keene summer summit at Keene State College on July 24 and 25th. The themes of the conference are transforming instruction, and supporting all learners.

Students, staff and administration are scheduled to attend a one day workshop in Manchester on July 29. This day will be spent getting support for our ongoing implementation of PBIS.

From July 31st to August 2nd 18 the team will be at school working to update and organize our advisory program. This team will be reorganizing calendars and planning activities of the various advisory levels. Another group of teachers, along with administration, will attend the I-3 conference in Nashua on August 6th to 8th. This year we will again have students attend the conference as well as a new group of teachers, we have asked a different group of teachers to attend as we work at expanding the number of teachers involved with this project.

Mr. Tursi had many good things to say about the competency recovery program that is being use in the school district.

Elementary school Principal reported the following: The MES family handbook was in the packets and email for your review and approval. With the quick timeline for proving the handbook and my limited knowledge of school procedure, Mr. Kilmister made only a few changes to this document. He edited the document correction errors and improve clarity. The section entitled off-site evacuation plan for dismissal is new. Hes plan to have the MES staff handbook ready for your approval at the next meeting.

Mr. Kilmister has enjoyed his first days of work at Milton elementary school. Staff members, parents, and students have been very welcoming. Last Thursday he was treated to a car tour of Milton the Milton Mills by two veteran staff members. They also visited beach and met several students. In the first two weeks on the job he was busy learning by doing. He submitted the following summary on how he spends his time:

I have met with several teachers and school counselors for meetings. In addition to learning about staff members history, interests, and passions, I asked the following questions: what is working? What needs attention? What advice do you have for me? These meetings have been very valuable and I have learned a lot about the school.

I had a chance on my second day to meet the president of the PTA. I have met several summer school parents in passing, and I have spoken to parents requesting changes to classroom placement. I've tried spending time in each classroom. Trying to get to know the children's names. I have been dealing with some of school discipline issues and parents questions. MES does not have a designated summer school director or administrator this year, so I have found myself taking on some of that role. This has given me an opportunity to get to know the families and to support the teachers. I have organized interviews for open positions.

Here are some meetings and events that I have scheduled the summer months:

- July 18 - Interview for kindergarten teacher
- July 22-23 - Quality performance network training in Keene
- July 24-25 - Summer leadership Institute in Keene
- July 29-30 - breakthrough coaching training in Marlborough, MA
- August 7 - PTA summer meeting @ 6:00
- August 17 - Focused monitoring meeting
- August 14 - School board meeting
- August 19-20 - District leadership retreat
- August 26-27 - Opening professional development days for staff
- August 28 - First day of school

Hand Books:

Doug Shute made the motion to accept the Milton elementary school student handbook 2013-

2014, seconded by Luella Snyder – all were in favor

The administration at Nute would like to add a policy in the student handbook to allow the students to wear hats at school and at the teacher's discretion and not during certain events. The dress code policy should read as follows: Hats may be worn in all common areas, including in the cafeteria and may be worn in the classroom with teacher's permission. Hats need to be removed at appropriate times. For example, during the Pledge of Allegiance, moment of silence, during assemblies, or other appropriate times, over directed to remove it. Any logos or writing on hats must be school appropriate.

Administration would like to add the use of cell phones for classroom use if needed to look up something on the internet to the student hand book. Electronic devices should read as: students shall not bring portable radios, TVs, electronic games, tape players, D's. MP3 players, IPod, or other music players or electronic devices to school unless approved by administration classroom use. They cannot be used in common areas such as bathroom and locker rooms of the school and may only be used in classroom teacher gives explicit permission to do so. These items are subject to confiscation for possession and/or an appropriate use of may be returned at the discretion of the administration to a parent or guardian. Under no circumstances will the school be responsible for lost or stolen items. Mrs. Roberge was asking school board if it was okay for the students to use their cell phones during breakfast and lunch times. Mr. Tursi feels the school board needs to fully review of the technology policy before making a decision and look at the Wi-Fi connectivity to see if it can handle the high volume usage. The technology policy will looked at in detail before any changes.

Senior Privilege should read as follows: seniors must apply for senior privilege of using the form available in the school office. Current seniors will need to have an 85% average in all courses, not have any attendance, discipline issues and have two letters of recommendation from current teachers. Seniors will have had to score proficient or better on their junior year NECAP assessments in order to be eligible for senior privilege.

Doug Shute made the motion to accept the Nute High School & library Nute Middle school student parent handbook 2013 – 2014 with changes submitted. Seconded by Donna Marie Currier – all were in favor.

Donna Marie Currier made the motion to accept the Nute High school & Library, and Nute middle school faculty – staff handbook 2013 – 2014 with changes submitted. Seconded by Doug Shute – all were in favor.

Superintendents Report:

Focus and Priority School Designations: Mr. Tursi received the letter from Commissioner Barry in regards to both designations of the Elementary and High school. Nute is considered a priority school based on the new waiver criteria which the state is under for the next two years and Milton elementary is designated as a focus school. Priority means that the school's more holistic and that is destination, which means that need a full review of the programs being used in the school in order to make sure the students are performing at a proficient level. Whereas a focus school is designated based on specifically known as in achievement gap and that gap is the difference between the achievement of general education students and other students that may fall into a different category, such as students with this disability, socially, economically disadvantaged students. These are all considered subcategories. The goal is to minimize the gap between the general education students and students the fall into the subcategories over a year's time or so.

Doug Shute asked if we were going to have to move people out and bring in new people. Mr. Tursi responded that at this point in time we are not looking to replace administration.

Strategic Planning: Mr. Tursi had a handout for the introduction for strategic planning.

1. What is strategic planning?
A plan to reach specific goals or outcomes that outlines benchmarks toward achieving those goals or outcomes. Strategic planning is a process by which a group gathers information in order to ensure that initiatives and priorities are established and carried out.
2. Initial questions for the board to consider.
What does the district already have in place to facilitate the initial steps of strategic planning?
Who will be involved in the strategic planning process?
How will the board agree on specific issues?
3. Understanding the difference between board goals and district goals.
Board goals should relate to board operations and objectives that rests solely with the school board.
District goals should be more encompassing and relate to the district in a boarder sense.
4. The process
Step one: Establish board goals
Step two: Establish district goals
5. Establishing board goals.
 1. Perform a self-evaluation.
 2. Review data from self- evaluation to determine goals
 3. Base goals on the following eight categories.
 - Relationship with the superintendent
 - Community relationships
 - Board meetings
 - Staff and personnel relationships
 - Relationship to instructional programs
 - Relationship to financial management of schools
 - Policy development
 - Risk management
6. Establishing district goals.
 1. Gather input from stakeholders.
 2. Gather data regarding student achievement.
 3. Review qualitative and quantitative data
 4. Determine goals based on data review
 5. Set three year goals with benchmark goals in between years.

The board should plan to work on the school board evaluation at the next meeting.

Old / New Business:

Salary Comparisons: A Comparison of different school districts salaries and benefits o different positions reviewed by the board. Luella would like to see more towns that are the same size as Milton. Luella had a meeting with the Para- professionals and they relayed to her that they would like to reduce their pay during the school year to be able to get paid over the summer months if possible. They also would like training for their profession on professional development days. Ann feels that we need to review job descriptions.

Old Business: None at this time.

Committee/Board Member Reports:

SAU Planning Committee: Survey came back from past administrator and superintendents of this district. The committee asked the setup of the administration has worked and what were some of the problems that they had seen while working for the district. Biggest problem they get feedback about was the issues between the two boards. The boards did not have goals set nor a specific direction. There is too much micromanagement going on.

School Board Business:

Football Program: there were some concerns about the \$2000 unpaid balance by Milton school district. The question was raised in regards to Milton, not being financially responsible for any unpaid balance. It was thought to be that Milton would budget for this and that was not the case. The Farmington superintendent is not looking for Milton to pay the unpaid balance and this will not prevent students to be able to participate in this program. Both superintendents, principles and athletic directors will sit down and review the agreement. We need to make it known to the parents of the students who sign up for this program that they are responsible to pay the full balance and that the school does not pay any portion of these fees. Mr. Tursi will keep the board informed of any updates to the new agreement with Farmington.

Wavier of Policy JEB-School Age Entrance: The board reviewed a request by parents to waive the school-age entrance policy. Doug Shute asked Mr. Tursi with his thoughts on this were. Mr. Tursi responded that he feels that the board has a very clear policy and the board needs to look back to see if this policy has wavered before. He has seen this in other districts, and the schools have stood by their policy. Doug Shute made the motion to deny the wavier for school age entrance, seconded by Donna-Marie – all were in favor.

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 8:30 PM. The roll call was as follows: Walsh, yes; D. Currier, yes; Snyder, yes, and Shute, yes;

While in nonpublic session the board accepted the resignations of Susan Corning as a second grade teacher and of Jessica Wentworth as a para-educator.

The board also approved the nomination of Denise Mayrand as a summer school substitute and they also approved 3 paid days for assistant principal Jocelyn Young to work with Mr. Kilmister.

Ann Walsh made the motion to come out of nonpublic at 8:51pm, seconded by Donna Marie. The roll call was as follows: Walsh, yes; Currier, yes; Snyder, yes; Shute, yes.

Doug Shute made the motion to adjourn the meeting at 8:52pm, seconded by Donna Marie Currier-all were in favor and the motion passed.

Respectfully submitted,

Brandy Banks Secretary

Minutes are a draft until approved.

Approved on: _____