

SCHOOL ADMINISTRATIVE UNIT #64
Milton School Board Meeting
Emma Ramsey Building
Wednesday, June 14, 2017

PUBLIC SESSION MEETING MINUTES

School Board Members in Attendance:

Douglas Shute- Chairperson, Stefanie Berry, and Peg Hurd, Laura Noseworthy- Secretary, Excused- Paul Steer

SAU Representatives:

Earl Sussman- Superintendent of SAU #64, Nathan Castle- Financial Manager, Bob Adams- Facilities Director

Public in Attendance: Bob Carrier, Larry Brown

Public Hearing:

1. Called to Order/ Flag Salute:
 - a. Doug Called to Order at 6:01PM.
 - b. Doug led the meeting with Pledge of Allegiance.
2. Public Comments/Visitors:
 - a. Larry Brown- There was a Library Trustees meeting this afternoon. We have scheduled a July 4th parade at 10AM starting at the Milton Mills Free Public Library. Betsy is the one spearheading it. It isn't a Library Trustee sponsored event. Come on down with your decorated bikes.
3. Minutes of Prior Meeting:
 - a. 5/24/17 Public Meeting Minutes: Peg motioned to approve the minutes with corrections. Seconded by Stefanie. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
 - b. 6/2/17 Public Meeting Minutes: Peg motioned to approve the minutes with corrections. Seconded by Stefanie. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
 - c. 6/6/17 Public Meeting Minutes: Peg motioned to approve the minutes with corrections. Seconded by Stefanie. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
4. Superintendent's Report:
 - a. Earl- We have a new Middle/High School Principal Janette Radowicz. The Nute's Principal Search Committee was thankful for being involved in the selection process. The Search Committee selected the top three candidates. A group of us then visited the three candidates' schools. The Board then interviewed the three candidates and made their selection. Janette was at Nute today. She was given a tour and also meet with staff. We will be having interviews for the opening positions at Nute in the next two weeks. I'm very thankful for the Nute's Principal Search Committee. They did a great job!
5. Administration Financial Reports:
 - a. Monthly Expense Report- Doug- We are negative \$24,240.08? Nate- Yes, for the expense part. Doug- I thought we anticipated that we were in the positive and not the negative. Nate- You need to anticipate revenue as well. It is not just about the expenses. We are still spending money for field trips and gradation expenses. We have had SPED bills coming in also. We are closely monitoring it. I'm growing some concern. I will be going over it more closely tomorrow. Peg- I'm looking at the Elementary School's SPED Drivers' salaries page 18 line 100-2710-51100-1-01-0000 - negative \$18,880.01? Nate- Yes, that is one of the lines

I have highlighted to double check. Peg- The four students that came in, are we driving them to out of placement? Nate- I'm not sure but if we were it wouldn't be coming out of that line. It would be coming out of 2711. Doug- SPED is over in the budget by @\$375,000? Nate- Yes. A lot of these encumbrances we will be able to close out, since we are out of school in two weeks, and bring it down. We may be OK. I'm going to spend some time tomorrow going over the report and closing what I can. Peg- Elementary SPED Contracted Ser what is that line? Nate- That is the Partner Program. Peg- We didn't budget that at all? Nate- Correct. Doug- By doing that we should have a saving someplace else. Nate- We are but most of it you're not seeing until we get to the revenue. Earl- For 2017-18 it is in the budget? Nate- Yes. Peg- Elem Sumer School Salaries? Nate- Yes, that is from ESY- Extended School Year. Peg- Did we budget higher this year? Nate- Yes, I think we did. Earl- We are also looking at using the IDEA Grant for that. Nate- Yes, we are looking at having all of the ESY taken out of that. Peg- Middle School Sped Salaries? Nate- Yes, that is the ABA Tutors. As you can see it really is concentrated in SPED.

- b. Monthly Revenue Report- Doug- Any questions? Board- No.
- c. Monthly Grant Overview Report Doug- Any questions? Board- No.
- d. Treasure's Bank Reconciliation- Peg motioned to accept the Treasure's Bank Reconciliation. Seconded by Stefanie. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
- e. Cash Reconciliation- Doug- Any questions? Board- No.
- f. Café Services Financial Statement- Doug- How are we doing? Nate- Overall we are where we should be, maybe a little bit better then we should be. Stefanie- Did you see a grandmother in Rochester donated a bunch of money to pay off of the unpaid student meals? Doug- How much was the bill? Larry- It was close to \$3,000.
- g. Activity Statement Report- Doug- Any questions? Peg- On the past reports we have had balances on the graduated classes lines. I'm just wondering what happened because the balances are at zero now. Laura- A couple meetings ago Scott had worked on it and stated that it was donated. Earl- Yes, the classes donated it to the softball field.

6. School Board Business:

- a. Damon House Update- Bob Adams- Phase 1- fire alarm system work is completed and approved by the FD. The security system work is complete. The fob access for keyless entry and all of the hardware is completed - the only thing outstanding is the software piece. That will be done in the next week or so. All of the interior walls, finishes, doors, painting is pretty much done. The only thing left is that some of the baseboards need to be painted. Electrical work for emergency lights, exit signage, and adding in extra power outlets work was completed until I went to plug everything into the data closet. I found that we will need to add another outlet to the room. Phase 2- All of the flooring work has been completed. Raising the boiler in the basement has been completed. The phone system Nate and I have shared. I'm working on the hardware piece and Nate with the cut over of all of our phone numbers. All of that work is in play and scheduled to be completed on June 29th. All of the network wiring has been completed. We are finalizing which function will be where in the building. We probably will have to run two additional wires. There is room in the data closet to do that. Moving fiber optics was coordinated with our current IT but they had to contract it out and that work has been completed. Our internet access connects to the existing port in the building that we added in. For outstanding work, we have the baseboards, finishing the kitchen floor, fixtures in the bathroom need to be reinstalled, and a cabinet for office supplies, buy or build, in the kitchen area. All of the locks have been updated as well. Stefanie- I would just like to thank Bob and the others who have been volunteering their

time to save money, the Shute's and Peg. The people that complain about the financial part of all of this also need to realize people are volunteering, giving their time, and going above and beyond saving the most money that they can. Bob- Yes, we only paid for materials to complete the construction and painting parts at cost. Doug- Certain talents were needed but there are others using their talents to put Lue's ceremony together and that is Stef, Peg, and Laura. Stefanie- Doug I know you don't like the spotlight but people need to realize they can't keep expecting things for free. When you see a line going up on certain things, they don't understand that for years they had someone doing it for free. The softball field - it is amazing that the community pulled together. Larry- When the Budget Committee starts working in September it would be good for us to be aware of those lines Stefanie is speaking about. The CIP Committee reports to the Planning Board who in turn reports to the Budget Committee – CIP of \$20,000 and a long term use over three years that isn't part of the regular operating budget. Things have been working nicely with the cross sharing of ideas. If there is someone on the School Board who could tell the CIP Committee your plans. They are trying to get around \$500,000 year by year by year so no one gets a hit.

- b. Tree for Lue- Bob- The tree for Lue has been planted. It is a Flowering Cherry Tree. It will grow to be about 14 to 16 feet wide and 18 to 20 feet high. It fits the other trees that are there already. Peg- That was donated by Cameron's. Thank you! Bob- The town dug the hole for me. Peg- You cleaned up the area so we can put the bench too. Thank you!
- c. Softball Field- Stefanie- I heard from parents that MES isn't allowed to use the field. Bob- That isn't true. It depends on how you describe the field. They were allowed to play on the infield only because we are trying to get the grass back in the outfield because this spring killed 35 to 40% of the grass. If softball had another field to use they wouldn't have been on it either. I normally would be cutting the grass but I'm not because we need to get a good root system in place. So we are just watering it this summer. In the fall we are hoping they will be able to use it. Stef- This is the information that would have been great information to be communicated on the website. Get the information out before the negative comments come out. Doug- The only times no one will be able to use it is in the spring and when you fertilize it. Bob- it is going to be case by case. Left field drains better is what we have found. We can manage parts of the field. Doug- The Board will need to discuss putting a porta potty in - right now it is being donated. We are also going to need to do upkeep on the field, too.
- d. Bus Bids-Stefanie motioned to go with W.C. Cressey and Son for \$82,600.00. Seconded by Peg. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
- e. Field Trip Requests- Puerto Rico- Stefanie motioned to approve the Puerto Rico Trip. Seconded by Peg. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes. Stefanie motioned to approve the NY Trip for 2018. Seconded by Peg. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
- f. Policies for Second Reading- Peg motioned to approve ACE- Procedural Safeguards, BEDG-R- Access to Minutes and Public Records, EBBC- Emergency Care and First Aid, EEA- Student Transportation Services, EEAA- Video and Audio Records on School Property, EF- Food Service Management, GBCD- Background Investigation and Criminal Record Check, GCQ- Non-Renewal, Termination and Dismissal of Certified Staff, IHBA-R- Procedural Safeguards for Children with Disabilities, and IHBA- Evaluation Requirements for Children with Specific Learning Disabilities. Seconded by Stefanie. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes. Doug will speak to Bob about the video recording signs. Peg had questions about

the 20 and 24 credit diplomas policy. The Policy Committee will be bringing the policy to the Board for approval but it isn't part of the policies just approved.

7. Old Business:

- a. Doug- We have two candidates for the vacant board position. Does the Board want to extend it or make a decision? The Board decided to extend it until July 12 meeting when all Board Members are present.
- b. Peg- Wondering if we can tie into the town's website. At the Board of Selectmen's meeting, they are looking into creating a new website. The Board agrees that ours isn't very user friendly. Earl- We are addressing it and it is something we can talk about.
- c. 6/28/17 Meeting- Stefanie motioned to cancel the 6/28/17 meeting. Seconded by Peg. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes. Lue's Celebration and Dedication will be at 5PM at Nute Café/Damon House. Laura will not be at the 7/12/17 meeting.

8. Committee/Board Member Reports:

- a. None.

9. Public Comments:

- a. Larry- Check in with the Town Administrator regarding the three vendor presentation for the Town's website. Does your graduation policy include anything about attending in military dress, and is there anything about gender gowns? Stefanie- I agree with him. Those are all major issues that are coming up - not saying we will make those strict guidelines but we will look at that part of our policy when we review it.

10. Non-Public Session: Pursuant to RSA 91-A:3, II (a), (b), (c)

- a. Peg motioned to go into nonpublic session at 7:21PM. Seconded by Stefanie. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
- b. Peg motioned to come out of non-public session at 8:05PM. Seconded by Doug. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.
- c. Graduation discussed. Peg will be the School Board member attending.
- d. Peg motioned to adjourn the meeting at 8:09PM. Seconded by Doug. Vote 3/0/0 passed. Stefanie- Yes, Peg - Yes, and Doug- Yes.

Respectfully Submitted
Laura Noseworthy
Secretary

Minutes Approved on: 7/12/2012