

**SCHOOL ADMINISTRATION UNIT #64
MILTON SCHOOL BOARD MEETING
WEDNESDAY, MARCH 23, 2016
NUTE HIGH SCHOOL AND LIBRARY
PUBLIC SESSION**

Milton School Board Members: Douglas Shute – Chairman, Brandy Banks, Stefanie Berry, Lue Snyder, Paul Steer.

Administration: Michael Tursi – Superintendent of SAU #64, Nathan Castle – Financial Manager, Mary Wilson – Curriculum Coordinator, Anne Kebler – Student Services Director, Doug Kilmister – Milton Elementary School Principal.

Visitors: Bob Carrier, Larry Brown, Miranda Myhre, Barbara Hughes, Kelly Eaves, Lynette McDougall, Thomas McDougall.

- **Michael Tursi called the meeting to order at 6:00pm.**
- Nathan Castle led everyone in the Pledge of Allegiance.

Board Re-organization:

- Lue Snyder made the motion to nominate Douglas Shute for *School Board Chairman*. Brandy Banks seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Brandy Banks for *Vice Chairman*. Stefanie Berry seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Lue Snyder for *Budget Committee Representative*. Brandy Banks seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder -yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Douglas Shute for *Alternate Budget Committee Representative*. Brandy Banks seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Brandy Banks made the motion to nominate Paul Steer as the *NHSBA Delegate*. Douglas Shute seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)

- Brandy Banks made the motion to nominate Stefanie Berry as the *NHSBA Delegate Alternate*. Douglas Shute seconded the motion. The board voted as follows: Shute - yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Lue Snyder and Stefanie Berry for *Policy Committee* members. Brandy Banks seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Brandy Banks as the *Professional Development Representative*. Douglas Shute seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Brandy Banks made the motion to nominate Paul Steer as a *School Site Facilities/Planning Committee* member. Douglas Shute seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Douglas Shute made the motion to nominate Lue Snyder as a School Site Facilities/Planning Committee member. Stefanie Berry seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Brandy Banks to serve on the *Parks and Recreation Committee*. Douglas Shute seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Douglas Shute as the *Strafford Learning Center Representative*. Brandy Banks seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Douglas Shute made the motion to nominate Stefanie Berry to serve on the *Negotiations Committee*. Brandy Banks seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Paul Steer made the motion to nominate Douglas Shute to serve on the *Negotiations Committee*. Brandy Banks seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- The Support Staff Committee member will be nominated when the need arises.

Public Comment/Visitors:

◊ Barbara Hughes asked if there was an appropriate time to ask questions. Do the visitors have to ask questions during public comment only, or may they ask a question when certain topics are discussed.

✂ Douglas Shute replied that he does allow questions from the public when the board is discussing certain topics. If you have a question he recommends raising your hand and he will recognize you to speak.

◇ Larry Brown stated the town planning board has re-organized their positions and will be having a meeting near the dates April 19 & 21 of 2016.

- Douglas Shute asked Mr. Brown for a list of the meeting dates.
- Michael Tursi stated that he would also like to attend the town planning board meeting. Michael Tursi would like to see the town and schools work together on future planning.

Minutes of 3-19-16:

- Brandy Banks made the motion to accept the public minutes of March 3, 2016 as amended. Paul Steer seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – abstain, Snyder – abstain, Steer – yes (3-0-2)
- Brandy Banks made the motion to accept the nonpublic minutes of March 3, 2016 as amended. Paul Steer seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – abstain, Snyder – abstain, Steer – yes (3-0-2)

Superintendent's Report:

2016-2017 Budget

● Michael Tursi discussed the default budget for the school year 2016-2017. Michael Tursi would like to propose a new budget to the school board. Michael Tursi would like the approval from the board to move forward with new budget plans. Michael Tursi showed a variance total of \$10,777.00 which is the amount needed to make up the difference using the default budget bottom line totals. The school board has the authority to move monies from one function to another function according to: **TITLE III TOWNS, CITIES, VILLAGE DISTRICTS AND UNINCORPORATED PLACES. CHAPTER 40 GOVERNMENT OF TOWN MEETING. Chapter 40, Government of Town Meeting, Optional Form of Meeting—Official Ballot Referenda. Section 40:13. (b) “Default budget”** as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by

the governing body, unless the provisions of **RSA 40:14-b** are adopted, of the local political subdivision. Read the full article at www.gencourt.state.nh.us/rsa/htm1/III/40/40-13.htm

Michael Tursi explained that salaries, benefits and programs can be kept within the proposed budget.

- Douglas Shute suggested asking for legal counsel to determine if the school board has the proper authority to make changes to the school budget.

- Lue Snyder stated that the people voted for the default budget. She asked how the raises would fit into the default budget, the town has spoken.

◊ Michael Tursi replied that the voters gave the school district a bottom line budget. Mr. Tursi asked the board members how they would like to make the budget work for the next school year.

- Stefanie Berry asked what cuts were going to be made. Stefanie asked about the 14,000.00 for Amercore.

◊ Michael Tursi replied that the school missed the application date.

- Paul Steer stated that the board should get the information about creating a new budget using the default budget money verified by legal counsel.

- Douglas Shute stated that the board will run the question by the DRA.

- Lue Snyder stated that the board needed to tighten up the budget.

- Stefanie Berry questioned the salary for the *Student Assistant Councilor*, which currently pays \$41,000.00, with a raise of 7% the salary will be 46,000.00. Stefanie then asked why the school was giving raises.

◊ Brandy Banks replied that the Milton School District has a very low pay scale for support staff.

- Paul Steer explained that the raises are based on a three-year plan. The first year employees will pay 10% of their health insurance, 15% the second year and 20% the third year.

- Lue Snyder stated that everyone moves up a step every year so a 7% raise is really a 10% raise because of the step.

- Douglas Shute stated that the school board has not decided how much employees will receive for upcoming years.

◊ Michael Tursi replied that Milton has to be competitive for salaries, Milton was the lowest in the area. Insurance cost will go up for employees. A subcommittee was formed and met several times to make an agreement which would satisfy the school district and the paraprofessionals.

- Stefanie Berry asked for specific data of how many students were serviced and how the administration knew the intervention was working. Is the *Student Assistant Councilor* necessary?

- ◊ Michael Tursi replied that the position is important and can be worked into the budget. The position was first paid for by a grant. Now the salary must be paid by the school district. Michael Tursi will provide the number of students being serviced at the next school board meeting.

- Anne Kebler added that the school district is still looking for paraprofessionals to fill positions.

- Thomas McDougall asked if the insurance cost is based on salary and is the raise increase 7%.

- ◊ Michael Tursi replied that the insurance is based on a premium. The subcommittee knew the cost of insurance when the raise was decided.

- Michael Tursi stated that there are only three things that would restrict the district from moving monies from one function to another function within the budget. 1) A Special Warrant Article

- 2) No monies that have been appropriated

- 3) A line item that has been zeroed out

- Douglas Shute made the motion to contact the school attorney and have a legal answer regarding the school board approving a new school budget using the default budget's total monies. Paul Steer seconded the motion. The board voted as follows: Shute – yes, Banks – no, Berry – Yes, Snyder – yes, Steer – yes (4-1-0)

- Douglas Shute made the motion for Michael Tursi to draft a new budget using the current default budget. Paul Steer seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – no, Steer – yes (4-1-0)

Milton Elementary School Principal Search Update:

- Michael Tursi explained to the school board members the process of finding a new principal for Milton Elementary School Principal. A school board member should be on the interview committee and screening board.

- Barbara Hughes asked if one school board member will participate in both committees.

- ◊ Michael Tursi answered that one school board member would be on the interviewing committee and another member would be on the screening committee.
- Douglas Shute would like all the board members to read all the applicants information.
- Lue Snyder wants to see every applicant process, it's the law.
- Douglas Shute would like to see a brief summary of all the applicants.
- Paul Steer suggested that the board read the summary and should contain the name and experience of each applicant.
- Lue Snyder and Stefanie Berry stated that they wanted to see all the applicants.
- Douglas Shute made the motion to nominate Stefanie Berry for the *Principal Screening Committee*. Paul Steer seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)
- Douglas Shute made the motion to nominate Lue Snyder for the *Principal Interview Committee*. Paul Steer seconded the motion. The board voted as follows (5-0-0)
- Lue Snyder stated she has interviewed for a principal position before and would like to know as much information as possible.
- ◊ Michael Tursi stated that it will be a smooth process for interviews and finding a new principal.

Administration:

Curriculum Coordinator's Report:

- Mary Wilson explained to the board that the Year at a Glance will need the boards' approval. The teachers have worked continuously with each other to complete it.
- Douglas Shute asked when the board will see the finished copy.
- Michael Tursi replied that the Year at a Glance will be ready for the April 27, 2016 school board meeting. If members have any questions they are encouraged to ask. If they would like to speak with a teacher about the curriculum they will be available for questions and explanations.

Student Services Report:

◊ Anne Kebler explained to the school board members the work that the Crisis Committee has been doing to improve their crisis intervention plan. Members of this committee consists of district guidance counselors, school nurses and Wakefield staff members. They looked at the NH Disaster Behavioral Health

Response Team's (DBHRT) behavioral health plan developed in 2001. Anne Kebler personalized the plan and attended a suicide prevention workshop through a grant. Members of the Crisis Response team will present the plan to the board at the April 27, 2016 School Board meeting. The plan does not need board approval but the team would like to share the information with the board.

Principal's Report:

- Doug Kilmister Stated that the school nurse at Milton Elementary School, Susan Welch, was nominated by several staff members, as NH School Nurse of the Year. The student council members voted 7-4 for the school mascot to be the *Little Rams*.

- Four students have graduated from "Flight School". Flight School is a targeted intervention designed to reduce negative internalizing or externalizing behaviors through increased positive interaction with adults. This year the program has expanded and includes a larger number of students.

- Scott Currier was unable to attend the meeting because he had a new addition to his family, a baby boy!

- Lue Snyder asked why is Milton supplying schools and transportation for homeless students. Are the homeless student numbers up and down and are they considered homeless for a long period of time.

- Anne Kebler replied that the homeless student will attend the last school they attended regardless of where their temporary residence is at the present time. The school last attended is in the best interest of the student. The student may choose which school they want to attend.

- ◊ Michael Tursi also answered that the numbers increase and decrease at different times. Everything is done in the best interest of the student.

- Lue Snyder stated that she has never heard this topic discussed at a school board meeting before tonight. Lue would like to know more about the homelessness situation and the law.

- Anne Kebler answered that she would bring in the law containing the homeless situation and what the schools' responsibilities are in regards to students.

- Miranda Myhre asked if the homeless students' information is private.

- Lue Snyder replied that the information about each student is private and the board members do not know the students' names.

- Stefanie Berry replied that she wanted a better understanding of the homeless situation in the Milton Schools.

- Paul Steer stated that he was thankful to see people in the audience. Paul hopes the visitors understand where their tax money is being spent in the school, and what the law allows. Paul hopes they come again and ask questions and offer their own input.

- Miranda Myhre stated that everyone has a vested interest in the schools.

- Barbara Hughes asked as a board, what is an email response time.

- ◊ Michael Tursi answered that there is no time limit for a response. The full board cannot respond via email, that would constitute a quorum. Mr. Tursi will respond to the email questions. A person can also ask to be put on the agenda.

- Douglas Shute stated that if an item needs to go on the agenda, the information must be in on or before noontime Thursday, before the meeting date. An email can be sent to Mr. Tursi containing the information request.

- Lue Snyder asked if she could acknowledge receipt of the email.

- ◊ Michael Tursi replied that any board member can acknowledge that they received the email, but cannot answer a question.

- Douglas Shute asked for an updated list of the new members' contact information. The information can be found on the SAU website. *SAU64.org*

School Board Business:

SAU Planning:

- ◊ Michael Tursi hopes the school board will start planning for a new SAU. The date of the final separation is July 1, 2017. Mr. Tursi suggested creating a subcommittee, make a plan and decide staffing. Mr. Tursi provided a sample budget with examples of staff and cost.

- Douglas Shute would like everyone present at the SAU planning meetings. Mr. Shute would like to schedule a tour of the Damon House.

- ◊ Michael Tursi suggested visiting the Damon House at the next facilities meeting which will be held in two weeks at 5:00pm at Nute High School.

- Paul Steer agreed and wants to start planning.

- Stefanie Berry stated that the information should be shared with the town so they can work together for a long term plan.

- Douglas Shute would like to send out a survey to the community to help decide what will be needed for the new schools.

- ◊ Michael Tursi stated the board should have all the information together to share with the town and then send out the surveys. Information to be shared is:

- 1) Hire a new principal for Milton Elementary School
- 2) High School Choices
- 3) Sending out students

- Lue Snyder asked Mr. Tursi to explain contracting a SAU.

- ◊ Michael Tursi explained that schools can use another schools' SAU and set up a contractual amount of time SAU staff spends at a district.

- Douglas Shute asked which SAU should Milton use.

- ◊ Michael Tursi suggested using some one local like Farmington, Alton or Rochester.

- Douglas Shute stated there is no money set aside in the budget for a superintendent search.

- Barbara Hughes asked Mr. Tursi which subcommittee he was referring too and if there was a present SAU withdrawal subcommittee

- ◊ Michael Tursi replied that it was the previous SAU withdrawal committee. Wakefield School District has a present SAU withdrawal committee.

- Larry Brown stated the SAU website is a legal representation of minutes. The minutes only need to contain motions and voting results.

- Stefanie Berry would like the meetings to be more transparent.

- Lue Snyder would like a better record of minutes.

Old Business:

- ◊ Michael Tursi stated that the board voted for the monies to come out of the Capital Reserve Fund.

- Lue Snyder stated that no money should be taken out of the fund balance.

- ◊ Michael Tursi replied that projects are funded, then the money is received from the trustees and returned to the fund. The money must be spent first in order to get the money back. The Trustee of Funds puts the money back into the fund.

- Douglas Shute could not recall the RSA that stated the process.

- Barbara Hughes would like the school to include on the school warrant articles the cost, tax impact on the town.

- Douglas Shute stated the school should produce a voters' guide to help explain the warrant articles to the community.
- Paul Steer made the motion for the tax cost be put on the School Warrant Articles. Lue Snyder seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)

Committee/Board Member Reports:

None

Public Comment:

- Barbara Hughes asked if the tally information could be put into the Milton Annual School Report before voting.
 - ◊ Michael Tursi stated that the books are completed before voting day and the school information is not ready.
 - Thomas McDougall stated that people in town like to see board members have an informal setting like a “Meet and Greet”. Board members should make themselves more accessible to the public.
 - Lue Snyder suggested live streaming, people enjoyed watching the budget meeting.
 - Paul Steer asked if there was a way for the board to get together and not have it be considered a quorum.
 - ◊ Michael Tursi stated that there is no way of getting together and not be a quorum. Two school board members can get together for an informal talk.
 - Stefanie Berry suggested having the meetings recorded and getting the minutes on the website.
- ◊ Michael Tursi explained that there are two types of meetings; a meeting in public, such as a school board meeting, where school business is conducted, and a public meeting, which is a meeting open to the public.
- Lynette McDougall asked what is the definition of transparency? Lynette wanted to make sure ground rules are set so everyone is on the same page.
 - Stefanie Berry replied that transparency is sharing information with the public. More minutes shared with the public.
 - Brandy Banks stated that everything is on the table for all to view.

- Douglas Shute commented that people have different interpretations of transparency
- Paul Steer stated that it is hard to get feedback from the community when no one attends the meetings. Paul thanked everyone for coming to the meeting.
- Paul Steer made the motion to enter the nonpublic session at 8:35pm pursuant to RSA 91-A-3II a,b,c,d. Lue Snyder seconded the motion. The board voted as follows: Shute – yes, Banks- yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)

- Brandy Banks made the motion to adjourn the public session of the Milton School Board Meeting at 8:45pm. Lue Snyder seconded the motion. The board voted as follows: Shute – yes, Banks – yes, Berry – yes, Snyder – yes, Steer – yes (5-0-0)

Respectfully submitted,
Mary Collins
Milton School Board Secretary