

SCHOOL ADMINISTRATIVE UNIT #64
Milton School Board Meeting
Emma Ramsey Building
Wednesday, May 10, 2017

PUBLIC SESSION MEETING MINUTES

School Board Members in Attendance:

Douglas Shute- Chairperson, Stefanie Berry, Peg Hurd, Paul Steer, and Luella Snyder (by phone) Laura Noseworthy- Secretary

SAU Representatives:

Earl Sussman- Superintendent of SAU #64, Nathan Castle- Financial Manager, John Safina- Principal of Milton Elementary School

Public in Attendance: Bob Carrier, Larry Brown, Barbara Hughes, Mike Beaulieu, Brady Garlough and parent, Haley Bosch and parent, Anthony Tracia and parent

Public Hearing:

1. Called to Order/ Flag Salute:
 - a. Doug Called to Order at 6:00PM.
 - b. John introduces Brady Garlough, Haley Bosch and Anthony Tracia to lead the meeting with Pledge of Allegiance.
2. Public Comments/Visitors:
 - a. Public Comments- Brady Garlough, Haley Bosch and Anthony Tracia spoke about their trip to Nature's Classroom. The students gave the Board a folder of letters from their classmates. The letters were written telling the Board why the Nature's Classroom Trip should continue for the future 5th graders.
3. Minutes of Prior Meeting:
 - a. 4/12/17 Public Meeting Minutes: Peg motioned to approve the minutes with corrections. Seconded by Stefanie. Vote 3/0/1 Paul abstained vote passed. (Doug called Lue @6:09PM)
4. Superintendent Report:
 - a. Earl- The Admin Team met today. We looked at enrollment. Scott and John will brief the Board on the numbers at the next meeting. The posting for the Nute Principal position is closing on the 12th. I'm working on putting an interview committee together to include Union Rep Pat Favorites, a couple students, parents and community members. If you are interested in being part of this get in contact with me. The Board will be present with the finalists. The Admin Team talked about room changes. John has a list of room changes at MES. Nute room changes will be discussed when the new principal is on board. We will also wait to hire the needed positions after the principal is in place. Melissa Jean is back. Earl handed the Board a list of all stipend positions, time/hours and the pay range as the Board has been requesting this information and it is something they wanted to review. Tomorrow night we are having a joint Board with Wakefield at Nute. Doug- I would like to recognize Bob Adams, Nancy Shute, Deb and Peg for all their hard work at The Damon House. The Board said Doug, you too helped make it happen.
5. Administration:

a. Financial Reports- Monthly Expense Report- Peg - Nate the Budget Committee is wondering if you were aware and have looked into Emergency Funding for our overage in SPED under RSA 32:11? Nate- I am aware of the RSA but I have not looked into it yet. Bob C.- Nate what that would be is if your bottom line is going to exceed if there is an emergency. We wanted to know what it would be if you had to do it. You don't think this is going to happen now? Nate- At this time now I'm still cautiously optimistic it is starting to get a little better. We are keeping a close eye on it. I'm aware of the RSA and I'm planning on looking into it further just in case. Doug- The reason for that is because we had an influx of students, that we didn't anticipate, and weren't included in the budget. Nate- Yes, four students. Doug- Any other questions? We have a balance of \$31,579,06. Mike- There are a lot of lines here that have funds remaining 100%. Doug- We have used it. It's reflected in the bottom line. Stef- SATs are mandatory for all Juniors. The funds aren't available now for the kids to take the PSATs it is to help prepare them to do well on the SATs. The SATs are now the District's rating scale. Is that true? Nate- In my mind if it needs to be done it needs to be done. If they need to have that testing, we need to be paying for it. Earl- If it is a exam or something the students need to be successful that isn't part of the freeze. The principals will come to us. It is a case by case scenario. Stefanie- I had a misunderstanding it wasn't for this year. But if it is something isn't in the budget for next year they talk to you and Nate to get it approved? Earl- Yes. Peg- What line would it come out of? Nate- High Guidance ACH Test page 9 100-2120-53220-3. Doug- The Monthly Revenue Report any questions? Board- No. Doug- The Monthly Grant Overview Report any questions? Board- No. Doug- Café Services Financial Statement any questions? Peg- What is happening with the people with negative balances? Nate- We have sent out the Negative Balance Collection final notification a couple weeks ago. We are giving them until June 1st and then we will have to take the next step. Peg- Which is? Nate- We need to decide what the threshold is because we don't have one as far as taking someone to small claims court. Doug- Are these individuals sent the free and reduced application? Nate- Yes, every time we do it. Paul- How do we keep track of who has paid or who hasn't? Is there a program we are using? Nate- What we have now is Nutra Kids. At any time, I can look and see a student's balance is positive or negative. Paul- Does the cafeteria staff have access to that? Nate- They do. Paul- Are they not looking at it? Nate- They are. Stefanie- It gets sticky because they can't tell a student they can get lunch. Paul- I understand that but there is no reason their lunch accounts should be in the negative over \$100 before it's getting caught. There should be a \$25 threshold. Nate- We send out an email once their account gets to \$10 then we send out another email once it is below zero. Then the Food Service Director makes a phone call home when it hits under \$10. Then the letters start going out. They get notified twice by emails, twice by the principals by the letters and the SAU sends a letter out also. Paul- How does it get to this point of them owing \$150? Peg- We can't give them a P&J sandwich. Nate- We can't not feed them. And now we can't feed them a peanut butter sandwich because it is against the law. Doug- It is a new RSA. Paul- We need to be encouraging the families to fill out the paperwork. Peg- No one knows who gets free or reduced lunch or who is paying full price but the kitchen staff. Maybe the parents need to be told that their child isn't being earmarked because no one knows. Stefanie- When they are calling the parents' are they asking if they need help filling out the paperwork? Pride is an issue but so is them understanding how to fill out the paperwork. I think there is assistance needed to complete it. Paul- 180 days of reduce lunches is \$72. We wouldn't have the \$100 or \$200 in the hole. Earl- The grants we write is also geared to free and reduced lunch. There are so many areas that are to the benefit of the financial good of the District as well as the individual. Paul- There is a YouTube video showing how to fill out the free and reduced

paperwork. Larry- \$2.20 X 180 school days equals \$990 max you could be out if they family didn't pay. What is the deficit figure? Nate- \$39,000 last year. Peg- \$28,000 this year. Nate- Yes so far this year is \$28,000 but that doesn't include negative balances. It is just food shrinkage. Last I checked it was @\$6,000 for negative food balances. Doug- This issue isn't just here it is in all communities. This is why we raise the cost each year to compensate for the loss.

b. Meal Price List: Nate- Every year we have a Paid Lunch Equity Tool that is given to us from the State. It calculates price increases requirements from non-federal sources. The average daily lunch price should equal the free reimbursement rate minus the paid reimbursement rate if it doesn't, then we need to raise the prices. This year I recommend that we raise the prices by .10 cents. Paul- That is what we did last year? Nate- Yes. Doug- Does anyone have any questions? Do I have a motion and a second? Paul motioned to raise the price 10 cents. Seconded by Lue. Nate- Can I clarify that if we don't raise the prices we need to foot the bill and the tax payers are paying for it. Lue- 10 cents is what we did last year and I think it is comparable to this year that is why I'm seconding it. Peg- Will the reduce lunch change? Nate we don't set those prices. Peg- So it will remain at .40 cents. Nate- Yes. Vote 5/0/0 passed. Nate- Can I get clarification that it is .10 cents on lunch and breakfast or just lunch? Doug- Does it have to be on both? Nate- No, it just has to be on lunch. Lue- I suggest .10 cents on both. Stefanie- Why would we if it isn't needed? Paul- Does it affect the deficit? Nate- It would help us with the deficit. Peg- Breakfast up .5 cents? Nate- My goal here is that the .10 cent is required for lunch only. Doug- Where do we lose the biggest part of our money? Nate- Lunch. We get most of our reimbursement on lunch. Doug- Lue what did you want to raise breakfast by? Lue- .10 cents. Doug- Can I get a second? That one lacks a second Lue so that one doesn't go anywhere. Lue- What about .5 cents? Peg- I would second .5 cents. Vote 4/1/0, Stefanie opposed, motion passed. Barbara- When you start to hear from the people who are going to complain about the increase in prices, there is your opportunity to pitch did you know that you can fill out a free and reduced lunch application if you qualify? Stefanie- It is the people that don't qualify for it that need to pay it.

6. School Board Business:

a. School Board Meeting Schedule: Doug- We have two proposals, a regular schedule and Earl had suggested a modified schedule. I don't know which one the board wants to work with. Earl- The modified gives us some flexibility to get our committee work done. A lot of districts do this, one night the board meets and the other night the committees meet. It gives us a full night to work on the committee stuff. Paul- So basically the Board would meet once a month and just committees on the alternate weeks? Earl- Or a date that works for the committee. It would be more nights for me because I will have to meet with the various groups. But it would be less time prohibitive for you also. If we have the mandatory two, then you add in all the budget meetings. Paul- Can we as a Board afford to do away with one meeting a month, unless we call special meetings? Earl- We can always add them. Peg- I just feel we are having two meetings a month now. If we go to only having one a month, are we going to be here until midnight? I feel that there are many times things come up and waiting the two weeks for our next meeting kind of pushes it to the limit, we need to meet and make decisions. Doug- We have a problem there though. Earl- There are months that we only need one like July and August. Paul- I understand that completely. In the past we have gone without July and we only had August. Doug- If you want to hold the meetings here and want it be televised I need to reserve this space. I think we should stick to the old schedule. If we find that it doesn't work, we can change it next year. Paul- How about we adopt the two meeting a month schedule but have the option to cancel it if it isn't needed? First one is mandatory and the

second one is contingent if we have things to discuss. Earl- July, August, and a couple of other months we will only need to meet once. Doug- We are going to have a problem this year with July and August because we will have a lot of stuff we need to discuss. Do we want to meet on December 27? Board- No. Earl- I think you should only meet July 12th and August 9th. Peg- It is easier to cancel a meeting is what I'm hearing Doug say then it is to set it up. Paul- If we can get everything done on the first meeting then we can cancel the second. Peg- November 22 also should be cancelled. Stefanie and Earl will not be at the July 26th meeting and Laura will not be at the July 12 meeting. Paul motioned to pencil in the two meeting dates a month but November 22 and December 27. Seconded by Peg. Vote 5/0/0 passed.

- b. Memorandum of Agreement- Doug- We need to bring this with us tomorrow night and make whatever changes we want to make. If it is good we will sign it with Wakefield. Peg- Steere needs to be changed to Steer and Chute need to be changed to Shute. Nate- As I understand it they can move everything over but they can't work on their own server because their software for ADS isn't set up yet. Peg- When will it be set up? Nate- I'm still trying to figure that out. Doug- Number 8 bothers me 50/50 then on number 9 they have 57.56% and 42.44%. Peg- It should be a Memorandum of Understanding not Agreement. Stefanie- Number 3? Peg- That would be payroll and personnel. Nate- I want to know for clarification if that is saying all files. Peg- Relevant to Wakefield and others as needed. Stefanie- Number 4- It is clear that Wakefield would like to move earlier then later. If they want to move their stuff out of the SAU 64 I don't feel that the SAU 64 should any longer be responsible for the cost of repair if something breaks. Peg- Moved out prior to July 1st said District pays for the repair. Earl- Number 6- Wakefield doesn't want to have a yard sale. They want to donate it to a good cause. They have talked about donating it to some people in their town, other school districts or some place in this community. Stefanie- Nancy Wing is having a town wide yard sale, why not have it happen that day. Doug- We need volunteers to do it. Stefanie- We have students that need to do community service hours. I will be there running my own table. I would be willing to oversee it and help get the items out and set up. Laura- Why not consider the Boy Scouts as they need to find another fundraiser then Wakefield can pick a group they want also. Then if everyone agrees they can split the money 50/50? The Board agreed that they would be fine donating the items and money raised to a non-profit group. Each town to decide who they want. Stefanie- Number 2- SAU 64 will supply Wakefield with 10 pages or less. If the request is for more than they will supply the paper and staff person to make the copies. Barbara- Just realize you are going to get what you give. If the shoe was reverse how would you want it to be? Peg will make the corrections if Nate sends her the word document and will send it back to Nate to make copies for tomorrow. Paul motioned to accept the Memorandum of Understanding with changes. Seconded by Peg. Vote 5/0/0 passed.
- c. Asset List- Doug- Until the Asset List is approved I don't feel they can remove anything from the building. Nate- Sue's desk? Doug- Sue would like to keep her desk- item 201 taken off Wakefield's list. Stefanie motioned to approve the asset list except Sue's desk. Seconded by Peg. Vote 5/0/0 passed. Lue- Nate where is that used furniture place in Dover? Nate- I think it is on Horne Street.
- d. SIG Grant Purchase List- Doug- This is this high school's proposal of what they wanted to buy with the grant but I think there are going to be some changes. Barbara- Why is this on the agenda? Is it on for discussion or approval? Doug- It is just on here for discussion. Somethings were bought already. Room 11 Computer Room- 26 desktops, library- 9 computers, and room 132- 24 desktops. That is all that has been bought- 45 computers. Barbara- Mr. Sussman what changes are you aware of and can you talk about it? Earl- We talked about it at the

Grant Committee. Scott, Jen, Peg, Nate, Doug and I met on Monday. We looked at what has previously been purchased. We agreed to meet again and have them come up with some ideas for approving student achievements. Peg- With all of this money we are buying all these computers. We have all of this technology so we want to see how it is helping student improvement. Lue- It isn't all for the teachers'. We need to implement something in order for the students to improve. Peg- Scott for the next meeting is supposed to present something. They are the administration and know what the students' test scores are and how we as a School Board and a Town are going to be able to see student improvement? Doug- August 2014 was the end of our last SIG Grant. We bought a lot of computers with that grant also. We also bought 100 other computers through other grants. Barbara- Previous Board minutes referenced inadequate bandwidth at the schools. The Board agrees this is true and Back Bay said it as well. The Technology Committee's Final Report commented on the lack of infrastructure as Milton Schools add more computers. What exactly has this last round of SIG funding done but add more computers without adequate infrastructures. The SIG funding cycles, every two to three years, that the monies available and the monies being spent all that seem to be done with it is technology being purchased, which ages out within two to three years. You are setting up a cycle that you will need to continue to purchase computers to replace the computers that were just bought the last time. I'm familiar with the general purpose of the SIG Grant and the parameters are written for that. I just can't believe that with the broad deep guidelines for SIG spending the default has just been to purchase computers. Doug- That question was asked on Monday to check with Back Bay about the problem with the Wi-Fi with not enough bandwidth. Barbara- Additional monies were spent out of the REAP Grant. Doug- We put fiber optics in. Barbara- To approve the accessibility in the gym. Nate- The REAP Grant was for MES only. Barbara- There just needs to be more forward ways of thinking to spending this much money. Community programs are allowed. Student enrichment programs are allowed. The list of possibilities to increase rural student achievements is enormous. You can make the defense that you put some new computers in there but given the extent of other possibilities it gets really repetitive. Peg- I totally hear what you are saying. I asked at the meeting if all of the students were going to be able to get on the internet to take a test? Are they going to be able to take the test in the time allotted? I would like to see software enhancements for the computers that will enhance the students' improvement. Higher tech things the kids can get involved with and expand their learning. Earl- This is why we met on Monday. There is \$270,000 in the grant. \$45,000 of it has been spent already. Lue and the Board have been quite clear with this. Making decisions on what is measureable improvement in terms of students' success. The question that you are raising is statewide. As far as the Nation is concerned the studies have shown that the majority of schools that have received the six school improvement grants really haven't shown the improvement that the spirit of it was intended. We are going to be working together to try to do that. The computers that were purchased were the ones we agreed on. Stefanie- I just really hope that the tech staff are being asked about it also not just Back Bay. Nate- We have been talking to the Tech staff. Lue- Stef we have to consult with the two teachers. They need bigger computers. It isn't just Back Bay because the teachers are in the trenches. They didn't get the computers that they needed. That made me angry that other people were saying what they needed when they can tell you what they need. I'm very pro the teachers telling us what they need in that classroom. Doug- What Lue is referring to they had fives in their rooms and they were given brand new threes it just wouldn't do the job so the teacher kept her five. Which was a waste of funds. Larry- What would be defined as cohorts which would be the

same group of students followed over time. What you are coming across is different groups of students coming in the same year of computer use. You're not talking about those aspects of improvement based on a software program developed either outside or generated within the school system which is trackable over time and can measure the improvement of the cohort. What you're not talking about is the regression analysis where you would be able to pick out that particular asset, the purchase of computers or non-computer issues that is driving change on the performance on tests. Peg- Larry, I brought the same question up in the meeting with Scott. They don't take a standard test 9-12. You have been out of 8th grade your all done taking a standard test that you have been taken since 1st or 3rd grade. That cohort group moves and you can't tell if there is improvement or not. At the high school level, the 9th graders don't take anything. 10th takes the PSATs. 11th takes the SATs and 12th doesn't take anything. I told Scott and Jen I wanted some way to show that this grant and what we are doing with this grant is showing improvement. Right now there is nothing.

- e. Attorney Graham Letter- Paul- The letter is just saying that we need to hold a Public Hearing to affirm the vote? Doug- Yes, Earl and I need to call Mr. Graham to clarify the procedure and Laura will be involved with it also.
 - f. Stipends- Earl handed out stipend packets to the Board. Stefanie- I would also like to know how many kids are being served by each of these. Earl- OK, we will add that. Stipends will be look at.
7. Old Business:
- a. None
8. Committee/Board Member Reports:
- a. Facilities- Paul- We toured Damon House tonight. The end is near. They are laying the flooring on Monday. All the fob work and security should be done by Wednesday. The State approved the sump plans to get the sump fixed. It will be a summer time job. Which pushes the phase two the roof project at MES back a little based on funding. Phase II is replacing the roof in the kindergarten area. That will be the last big project for the summer time. Doug- We need to find that contract for the roof. Nate- We are having trouble locating it. We also have the contractor looking for it. Paul- The Damon House is looking good and will be ready for move in. As we said before Thanks to those doing the work. We are going to be moving some classrooms around at MES and the Teachers' Room. We will also visit moving some offices around at Nute once the new Principal is in place- guidance and Principal office. So parents aren't walking through in session classrooms to get to guidance.
 - b. Policy- Stefanie- Policy met last Monday. I didn't get the notes in on time I apologize. We have like 50 policies to go over. Be ready for next School Board meeting for first readings. We have two Bullying Policies. Earl is going to follow up with the New Hampshire School Board Association lawyer about which one they are recommending to be used. This isn't a topic we are dropping anytime soon. We are all concerned with the culture that is going on in the schools. We all want to see some shifts and getting some more parents, students, and staff involved. We are trying to increase that committee. It will be discussed with whomever is going to be the new principal. There is not new a policy or a change in the policy as far as the plan for bullying. We didn't want to make any hasty decisions. We want the committee to form, be coherent, new principal on board, and want us all to come together on what would be the most appropriate for the school culture. Doug- We need to ask about reading the new policy aloud to the Public. I can't find anything written that says we need to. Earl- I'm also going to ask Barrett Christina to come in and meet with the committee.
 - c. Budget Committee- Peg- Nate please send them the excel file.

- d. Rec Committee- Stefanie- The geese are still a problem. They are looking into using a drone. They also need a new boat ramp. If there is anything you think needs to go to Rec then please email me. The new softball field is Rec going to be able to use it? I know if it is for the school. Board agrees that it is shared field.

9. Public Comments:

- a. None.

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

- a. Peg motioned to go into nonpublic session at 8:18PM. Seconded by Paul. Vote 5/0/0 passed. Stefanie- Yes, Peg - Yes, Paul- Yes, Lue- Yes, and Doug- Yes.
- b. Peg motioned to come out of non-public session at 8:44PM. Seconded by Paul. 5/0/0 passed. Stefanie- Yes, Peg - Yes, Paul- Yes, Lue- Yes, and Doug- Yes. (Lue off the phone at 8:44PM)
- c. Peg motioned to seal the nonpublic minutes indefinitely for personnel reputation. Seconded by Paul. Vote 4/0/0 passed. Stefanie- Yes, Peg - Yes, Paul- Yes, and Doug- Yes.
- d. Paul motioned to adjourn the meeting at 8:46PM. Seconded by Peg. Vote 4/0/0 passed. Stefanie- Yes, Peg - Yes, Paul- Yes, and Doug- Yes.

Respectfully Submitted

Laura Noseworthy

Secretary

Minutes Approved on: May 24, 2017