

SCHOOL ADMINISTRATIVE UNIT #64
Milton School Board Meeting
Emma Ramsey Building
Wednesday, May 9, 2018

PUBLIC SESSION MEETING MINUTES

School Board Members in Attendance:

Douglas Shute- Chairperson, Paul Steer, Melissa Brown, Peg Hurd, Laura Noseworthy and Tammy Crandall - Secretary

SAU Representatives:

Earl Sussman- Superintendent of SAU #64, Nathan Castle- Financial Manager, Jan Radowitz- Principal of Nute Middle and High School, John Safina, Principal of Milton Elementary School, Bob Adams- Facilities Director, Melissa Jean Special Ed. Director

Public in Attendance: Angela Kane, Donna Marie Currier, Erin Murtagh, Kirsten Gowdy, Melissa Patch, Kayla Dunton, Elizabeth Druet, Erica Talbot, Bob Carrier, Lynette McDougall, Erin Murtaugh

Public Hearing:

1. Called to Order/ Flag Salute:
 - a. Doug Called to Order at 6:05PM.
 - b. Madison and Kayla Dunton led the meeting with Pledge of Allegiance.
2. Public Comments:
 - a. None.
 - b. Presentation – Trauma and its impact on schools and therapists put on by Erica Talbot, MES Guidance Counselor, Erin Murtaugh, K-1 Special Education Teacher, and Donna Marie Currier, Guidance Counselor at Nute Middle High School. This presentation focuses on Adverse Childhood Experiences (ACES) which is trauma in childhood development whether it be neurological, social or emotional from previous trauma. Erin- The survey for Special Education kids at the Elementary School had been done and out of 35 kids, 23 have had at least 1 ACE Risk Factor. Donna Marie- The same questionnaire was done to students in the Middle School and out of the 25 students all of them have had at least 1 ACE Risk Factor. We need to make sure teachers do NOT take these instances home with them which is very hard to do. We also need to make all staff aware of these Risk Factors and to provide training, so they will know what the signs are. We looked at other districts to see what they are doing, and Rochester has a grant. Erin Mahoney would like to get together to learn. Paul- In the short term, how are we going to take care the child with the 9 risk factors, are they just living with it? What can we do as a school district to take care of that, to help. Donna Marie – We do the best we can with what we have. I think we just need to support them. Peg- how are we helping the child with the 9 Risk Factors? Donna Marie- Some were born into it, we are supporting them the best way we know how. Some of these students, unfortunately, were born with some of their risk factors and were born into the situations they have. Sometimes it’s just working with them one on one and others - it is a matter of being aware of the out bursts and how to handle them. What we would like to do, as a district, is to make everyone aware. There is a great documentary called Resilience, that is in the Library at Nute, which would shed more light on ACEs and what is going on in the

school. Peg- Donna, you mentioned Erin Mahoney - have you been working with her as I know her real well. Donna Marie- Yes, I went to a showing of the Resilience Movie and she led the conversation afterwards and she is willing to come to the district, to help us to work together. Doug- Everybody all set, are there any more questions for them? Board- No.

3. Minutes of Prior Meeting:

- a. 4/11/18 Public Meeting Minutes: Doug- Had a couple of corrections. Laura- Did anyone confirm the question that she had in reference to the start time? Peg- Yes, I believe I did as I looked back at all the minutes. Paul motioned to approve the minutes with corrections. Seconded by Peg. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.
- b. 4/11/18 Non-Public Meeting Minutes: Peg motioned to approve the minutes. Seconded by Paul. Doug- Anyone have any corrections? Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.
- c. 3/14/18 Non-Public Meeting Minutes: Doug- Agenda needs to be changed to the 3/14/18. Paul motioned to approve the minutes. Seconded by Laura. Doug- Anyone have any corrections? Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.

4. Superintendent's Report:

- a. Capital Improvement Plan (CIP): Earl- CIP was discussed, at noon time today, whereby the school and the town are in the beginning stages of creating a master plan between the school and the town. On June 13, 2018, Bruce Woodward will be at the Facilities Committee at 5p and subsequently speak to the rest of the board. Paul Steer and Doug Shute will take the reins on that along with Bob, Nate and myself, as well as the Administrative team, but the main thing is that they will meet with us at 5p because the CIP plan is very important as the community and the school have to plan together for it and you can see years down the line of how that prescriptively will work out so that the taxpayers can understand 5 and 10 years down the line what it is that we have in mind and that the partnership is there. Just like everything else things evolve, people change within the town and the school, but it is incumbent to set a modus operandi, a process by which each year, regardless of whomever is at the commands of each respective area, that these procedures are there. There have been certain things that have been there, and the interchange is important. Doug- Main objective of this master plan/CIP is to prevent spikes in our tax rate in the future by planning everything out. The goal is anything over \$25,000 would be put in the CIP. Bob- within the mechanism of the CIP with all the departments, the town, and the school participating in it with the give and take process. Basically, to level fund expenditures from year to year. Additionally, it gives everyone in the town visibility on any project or piece of equipment over \$25,000 that would pop up in there and hopefully ask some questions and find out more about it.
- b. Last Day of School: Earl- Had some discussions at the last 2 months of school board meetings that we would compute hours vs. days because we are fortunate to have a long enough school day. As you can see there are some other school districts in the state that are trying to get their staff/school associations on board to extend their school day to try to make up for this and some of the attempts did not work very well. With that in mind, what we are looking at is that the calendar would have ended on June 14th and commencement on June 15th. We are now looking at June 20th being the last day of school with a half day. We will not change Senior Graduation, it will still be on June 15, 2018 at 6pm, and the Eighth Grade Commencement will now be on June 19, 2018 at 6pm. Doug- Motioned to

approve that school will be held on June 18, 2018 and June 19, 2018, with June 20, 2018 being the last half-day of the school year. Seconded by Paul. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.

5. Administration:

a. Financial Reports:

- i. Monthly Expense Report Through June 30, 2018: Nate- Dropped to roughly \$40,800.00 remaining. Doug- I think what is happening is that our budgets are being cut too much when we go into budget season. Need to discuss this at budget season. Nate- I do have some questions from Peg. Doug- Don't think we can cut too much more out of this budget. Peg- the Secretary under the School Board was over and we talked about budgeting more for next year. Nate- The School Board Secretary is split between both schools. Peg- Professional Development for the SAU. Melissa Jean is an Administrator and there is no line for Professional Development, but she does need some Professional Development, so we will put her in SAU. There is a double charge for disability insurance on the prior Principal that was charged and was never taken out? Doug- I will let Nate explain why our budget is down by \$52,000.00? Nate- it is throughout the whole expense report, but the biggest reason is Health Insurance because when we go to encumber lines the system will only let you budget for what you encumber. Earl- For example, when someone gets married and has a child you go from one person and two persons to a family and the rates get higher. Nate- Plus you are trying to guess 18 months in advance. Any changes this month, since it is open enrollment, and everyone makes changes, will affect next year's budget. Laura- Is there a way to change when Open enrollment is so that we can plan for this? Doug- Any more questions? Board- No.
 - ii. Monthly Revenue Report Through June 30, 2018: Peg- Do we still have a lot coming in? Doug \$2,061,000 is this right? Nate- Yes. Doug- Any questions? Board- No.
 - iii. The Monthly Grant Overview Report Through June 30, 2018: Doug- Any questions. Board-No.
- a. The Monthly Treasurer's Report of General Fund for June 30, 2018: Nate- There are still \$400,000 in checks that need to be cashed. Doug- How long do we carry those checks, do you ever reissue a check? Nate: there is no amount of time and we rarely reissue checks. Doug- Any questions? Board- No. Paul motioned to accept Monthly Treasurer's Report of General Fund for June 30, 2018. Seconded by Peg. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.
- iv. The Cash Reconciliation Report of the General Fund for June 30, 2018: Doug- Any questions? Board- No.
- b. Food Service Operating Cost for March 2018: Doug- So how much are we in debt for? Nate- \$49,000. Peg-We only budgeted for \$28,000. Nate- Yes, \$28,802 as of right now. Doug- Are thinking about raising the rate? Nate- That is another thing that I wanted to discuss tonight. Nate- I did the PLE (Paid Lunch Equity) tool which we do every year, according to that it suggested we raise the price of lunch by \$0.06 but throughout discussion with Café Services, we are one of the lowest in the area and would like to raise lunches by \$0.20 for both kids and adults. Peg- if we increase, will that increase unpaid charges? Chris- No because we are one of the lowest this will make us equitable to everyone else. Peg- So how much is it? Nate-\$2.50 for MES and \$2.75 for Nute. Melissa- what is the percentage of those that have filled out the forms for free or reduced lunch last year, do you know? Nate- Not off the top of my head I don't. Melissa- but it wasn't a very high number? Nate- I think it was a low of 30% that were accepted for free or reduced but I do not recall calculating those that

actually applied but will get the information for you tomorrow and send you an email. Melissa- It is very important to fill out the reduced/free lunch form as it impacts how much federal money we get for our program. Chris- Amongst other programs, Title I, Grants, and even Utility Rates are all effected by the percentage of students that qualify. Earl- It is also beneficial to your students, parents, the taxpayers, the Town/Community. One of the goals for Administration is to come up with a definitive plan to increase free and reduced lunch and how that is going to happen. Laura- It might be nice for the Principals to put that in their letter saying if you need help filling out these forms and who to contact. Melissa- There is a lot of negativity out there on facebook, would like to see some positive with people putting messages out to get these forms filled out so it is up to the parents to fill them out. We can get someone to help if needed. Doug- Are there any more questions? Board- No. Paul motioned to raise the Café Services lunches \$0.20 Cents. Seconded by Melissa. Passed. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes and Laura- Yes.

v. The Monthly Student Activities Statement Report through June 30, 2018: Doug- Any questions? Board- No.

b. Principal's Report:

i. John Safina, Principal Milton Elementary School:

1. Board Report:

a. Enrollment Report: The beginning of year the numbers have fluctuated down to 257 but then back up to 259 in the winter. We are now back down to approximately 256 students.

b. Discipline Report: Explains the drop in referrals over the years. Attached.

2. 5th Graders at Natures classroom: They went to Natures Classroom this past week and have gotten a report that the kids were phenomenal and representing MES very well.

3. Scholastic Book Fair: We received recognition from the Scholastic Book Fair thanking us for participating in 10 years of reading and appreciates our commitment and partnership.

4. Questions: Laura- what are the numbers for new kindergarteners enrolled? John- No, did not bring them with me, will get them to us.

5. Conference (hand out which I was not given): John- There is a conference that I would like to attend in Chicago, it is for Professional Development. The conference is for 3 days for approximately \$500.00. It has to do with Standard Based Report Cards. It will be covered by our Priority School Grant in which there is \$2,262.04 left which was set aside for the Professional Development. Melissa- What is the cost? John- well the cost for the conference itself for 3 days is \$500 person and with all the other costs would be approximately \$1,000 (air fare around \$300). Melissa- I would still like to see a cost factor for the 3-day conference. John- approximately \$500 for the conference, \$350 for the air fare to fly out of Portland, ME, \$600 for the hotel, and transportation/meals to and from the airport. Probably about \$1,500-\$1,600. There are hotels all around the area and they shuttle you everywhere. Doug-are there any more questions? Board- No.

ii. Jan Radowitz, Principal Nute Middle-High School

1. Community College Courses on Transcripts: This year we have a few of the students who have taken courses at the community college and I have checked

with Guidance and we do not have any past history of students taking college courses, so I asked several months ago as to how it will go on their transcripts, by letter grade or a percentage or any extra weight? I called around to some other schools and most of them do not use a weighted scale. My question to you is what bump should we use to put on the student's transcripts? Earl- What is your recommendation? Jan- In speaking with Guidance, it should either be Honors or AP Classes. Earl- My past experience is AP as it is a College Course and it is equivalent of an AP Credit? Jan- I looked in the policies and there was nothing. Earl- We need to solidify this. Need to put this on the Policy Committee agenda to add the policy. Melissa motioned to take it as an AP Level Course on Student Transcripts. Seconded by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.

6. School Board Business:

- a. Bus Purchase: Doug-this needs to be put in the CIP Program. Melissa- still concerned as we have a brand-new bus and the radio is still not working, the Milton Mills Route. Nate-to both schools or just one. Melissa- I believe it was to one school, unsure of both. Laura- Could be dead spots and that is why the radios are not working. Doug- This is the second time we are hearing about this and it needs to get resolved by the time we get report. Nate- Yes, of course. Earl- Tim needs to come in at least one time per month to give us a report. Nate- will get him here.
- a. Business Finance Trust Fund: Peg- Do we have a balance for the Trust Fund? Nate- We bought a Van, so we have \$2,600.00 left in that account. Laura - Is there any money coming in? Nate- We replaced Bus #16. Earl- Planning on having Tim in within the next 3 months. Informed Administration about starting everything earlier with regard to the budget. Paul motioned to Approve the Bid from W.C. Cressey and Son in the amount of \$83,173.00 for the purchase of a 47-passenger school bus. Seconded by Laura. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.
- b. Special Education Trust Fund Discussion: Nate- Melissa Jean and I have gone through old records and basically, we can't just go requesting funds for a flat amount, we need an invoice. My recommendation is for the amount of \$84,649.83 out of the trust fund and that will cover all of the unanticipated costs. Will request that specific amount at the public hearing at the next meeting to request this amount. Basically the \$65,493.00, out of district costs which were not anticipated, I was originally going to request that amount, so really, we are looking for anywhere in between the both costs. Melissa- Like I always said, with Special Education we never know what anticipated costs we are going to have, and we need to be prepared so that we are not caught in any unnecessary situations. For instance, how many unanticipated Special Education Students did we receive this year? Earl- It is a result of new IEP's, as you well know, so that when the least restrictive environment is ascertained per student and are classified then and amount of intervention that you need will now be increased. Doug-this is why we need to be extremely cautious with 2019/2020 Operating budget. Earl- We really have to take a look at it during the May 23rd meeting.
- c. Old Business: Doug does anyone have anything. Board. No

7. Committee/Board Member Reports:

- a. Facilities Committee- Paul- Bob presented to us the Air Handler that we talked about at the last meeting at the Elementary School, we have a Services Scope of Work letter from Harriman referencing the two-phased project that this is right now, we talked about phase I

the Initial Investigation/Site Investigation reviewing the layouts, verify well and floor types, etc., to figure out what we are going to do to replace the Air Handler in the Elementary School so that we can get Phase II started, putting out the bids . The cost of the whole engineering part of it is \$2,850.00 with an additional \$200 for above and beyond reimbursable expenses we need to present this to the board to get the engineering portion of it approved. It will come out of next year's budget which will be effective July 1, 2018. Doug- We need to realize this is for 6 rooms and the Library at Milton Elementary School. Laura- Motioned to Approve \$3,050.00 to start Phase I. Seconded by Doug. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.

i. Other Items (which will happen after July 1, 2018):

1. Under Ground Oil Tank at Nute, monitoring system has a glitch and they need to replace the wiring underground. This will be presented at the next meeting.
 2. Water leak at the Elementary School is all taken care of.
 3. Floor scrubber machines for Nute (under next year's budget)
- b. Budget Committee: Peg- We met with the budget committee chair to go thru the schedule for next year to move everything up as this past year was zoo getting things done. Shawn Perrault is a very proactive fellow as well as Bob and Sean put together a fantastic schedule and calendar for the town and school next year.
- c. Rec Commission: Laura- I was supposed to attend a meeting and there is a question as to Reference of the Rec Commission since they haven't been in operation for over a year, so the Selectmen were looking into that. They still had a meeting, I am unsure if they really had, but there was question as to how members they actually have. I was sworn in the other day and Les has also been appointed by the Selectmen to the Rec Commission as well. We have a meeting on May 16, 2018.
- d. Other Comments: Jan- Did you get anything in the facilities committee meeting that Earl forwarded to you about the letter we received stating that they did grant us the \$46,000.00 for the 911 phone system? Laura-Yes, I believe we did. Earl- Doug and Paul are the QB's on this and I indicated that once it is done it needs to be paid out by April 21, 2019. Paul- This is to be done July 1, 2018. Peg- Have you heard of any other monies received in all of the other things that are on hold? Jan- No, still awaiting funding.
- e. Non-Public Session: Melissa- An issue that has been brought to my attention is that they are upset that they come and have to leave for 2 hours then can come back in. I don't think it is fair that they have to leave. So what we are looking for is private session regarding certain issues being put at the beginning or at the end of our sessions. Paul- Like for instance, what? Melissa- Like when we have student hearings. Paul- We have brought this up before, for instance on the agenda tonight we have Chris Faro on the Agenda for 7pm, what time is it? We can't set times. Melissa- I understand, what I am saying is when we have public meeting I don't think it is fair that they come in for 2 minutes then have to go out for 2 hours and people have been complaining. I just wanted to bring this up. Laura- can you set our regular meeting at 7:00pm? And then have those other meetings start at 6pm. Paul- We can have them start in the beginning or at the end you are going to wait one way or another unless it goes smooth and it never is.
- f. School Policies: Where are they posted? This is something that has come up. Paul- Online. Laura- on the school website. Nate- Kathy has spent a lot of time cleaning up the SAU Website.

8. Public Comments:

- a. None at this time.
- 9. Non-Public Session: Pursuant to RSA 91-A:3, II (a), (b), (c)
 - a. Paul motioned to go into nonpublic session at 6:51PM. Seconded by Peg. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.
 - b. Doug motioned to come out of non-public at 8:48PM. Seconded by Peg. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.
 - c. Paul motioned to adjourn the meeting at 8:48PM. Seconded by Peg. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg- Yes, and Laura- Yes.

Respectfully Submitted,
Tammy L. Crandall, Secretary

Minutes Approved on: 05/23/2018