

SCHOOL ADMINISTRATIVE UNIT #64
MILTON BUDGET WORK SESSION
WEDNESDAY, NOVEMBER 29, 2017
COMMUNITY ROOM - NUTE HIGH SCHOOL & LIBRARY
MEETING MINUTES

School Board Members in Attendance:

Douglas Shute- Chairperson, Melissa Brown, Peg Hurd, Laura Noseworthy, Paul Steer, Shari Gaesser-Secretary

SAU Representatives:

Earl Sussman- Superintendent of SAU #64, Nathan Castle- Financial Manager, Jen Leavitt – Assistant Principal of Nute Middle/High School.

Public in Attendance:

Barbara Concaugh

Salute to the Flag lead by Laura Noseworthy

1. Call to Order – 6:00 PM

2. Public Comments

Barbara tended her resignation before the Board. Doug suggested that this be in non-public. Barbara explained her reasoning.

3. Approval of the Default Budget

Final number is \$10,242,231.79, which is higher than last years budget by \$188,942.48. Doug Shute made motion to approve the Default Budget. Second by Paul, as there was no further discussion.

- a. \$203,233.70 over the proposed budget as it includes Federal Projects. Peg – How do you get to a default budget? Nate – take last year's (2018) expenses, then add contractual then take out modular. Nate – not in proposed and not in default. Paul – does this include SAU (Yes); is it always higher? \$11,000 higher than last year.
- b. Earl – look at first page – look at pay – \$20,000 less than last year. Peg - Why is default always more? Nate- because of all changes we did last year. This will not be affected in default budget. Contractual obligation is not in there.
- c. Earl – we will look at more information in non-public. There are more things to come. Doug – anymore questions. Default Budget was passed. \$10,531,780.62 Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura – Yes.

4. Purchase technology for high school – SIG Grant

Assist. Principal Jen Leavitt presented the following.

- a. Need to have 3 quotes to present for SIG Grants. Would like to purchase the following: Lenovo ThinkPad for staff, Lenovo ThinkPad's for students (4 carts) Apple MacBook for 24 staff and 6 SSC, Replicator and Desktop 3D Printer for shop, and software. Get replacements and printers.
- b. Did a survey with staff - regarding new computer for staff. Then older ones go to students. Doug – is there a master list on who gets replacements? Jen - Yes we do.

Under SIG grant? Computers bought with SIG dollars. Extra were given to MES. Not everyone got one. 8 PC's and 24 apple computers to include Para's. Jen - have to look into the Grant as this one was done before I was involved. Doug - when would you be able to get a list together? Jen - I could have a list tomorrow of those that received computers. Survey was completed and it was noted that there is no guarantee all staff will get one. Survey status of computer (SIG money 4 years ago) Strictly for the HS and other will get. Lenovo larger for students. 4 brand new carts. On Pg. 2 - quotes that is required; Pg. 3 what computers we have, and upgrade to those; Last page is miscellaneous - 32620. Paul - \$109,000 price are just for the 4 carts? Jen - yes but there are 30 per cart plus the cart itself. Carts spread out throughout the school. Doug - has Back Bay said Wi-Fi will be able to handle this many? Jen - Grant funds will not pay to upgrade Wi-Fi. E-grade will upgrade.

- c. MacBook to be replaced by Lenovo. Will buy new parts. Netbooks really old. Upgrade the batteries. Try best to spend wisely spend all but \$296. \$210,279 total.
- d. Do some adult education classes and CTE work - state - that was a stretch but give specifics and we could put it back in. With what ever is left we would offer to our struggling or advanced kids other type of classes. We would add college courses. Doug - what do you want from us tonight? The vote on the \$210,279? Yes. Paul - grant was approved? Jen - yes. Approved last year. Computer part already approved. If you do this we will approve the purchases. Get purchased done by Christmas and get carts into the rooms. Policy says 3 different quotes; kids 4 full carts; getting the MacBook 1 Cart for teachers. Vote to approve the quotes and also do you approve of the 210K; Peg - 3rd page replacing the Mac's with Lenovo's? Will there be an issue with the kids? Jen - No. We did replace middle school a few years ago with Lenovo's as you can get more for you money, plus they are easier for Back Bay to work on. Peg - all the replacements are? Jen - \$32,620 shown on page 3. Replacement upgrade 1 cart then total for upgrade for all. Evidence shows that will improve student achievement. Evidence based research based information put together. Peg - Testing? Jen - per the state it is the school responsibility. Jen will add back in to see if it will fly with state. \$1,125 per kid for testing.
- e. Laura - state says no, is it in the budget? Is there another grant we can use? Jen - Not any title 1 or 2 grants. Try to find another way to assess (maybe reports etc.). Peg - I feel that it is important to test the kids and that is what this whole grant is about. Jen - I agree.
- f. Doug - what first number to approve? Jen - 109,680. Doug - motion to approve the \$109,680. Second by Peg. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura - Yes.
- g. Doug - motion to approve the \$29,059.95. Second by Paul. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura - Yes.
- h. Motion by Peg to approve \$210,279 - final total amount. Second by Melissa. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura - Yes.
- i. Peg - what happens if they won't do the NWEA? Jen will add to ALEKs. This is to help with smarter balance and in-between smarter balance.
- j. Doug - when do you order? Jen - After I put it into the grant system. It takes a week and I also have to put in evidence. It then goes through budget committee, auditors and then make sure the Evidence based practices are real. Jen - my goal is in two

weeks to have it ordered. Doug – Is Back Bay is aware? Jen – yes. We will set up and store in a classroom upstairs that is locked.

- k. Earl – heads up and awareness all presentations have been done. What we have been doing for cross walks over last 2 weeks \$25,000 warrant article. Met SPED \$2,000; \$5,000 found. Reviewed everything with John and Christy, Jan and Jen; Tim athletic director and Bob Adams. Jen called state. Warrant for \$25,000 for technology. Peg – what do you mean Crosswalks? Earl – crosswalks are when you apply one area to the next area. Not a grant. Different ways of instruction and combine things. Ascertain what we can use the grants for next year. Doug – we are good with this figure? Earl – yes. Peg – from John’s original and Jan’s original budget, was anything taken out? I know we took out technology to go against the \$25,000 warrant article. Nate – too out misc. things to put into warrant article. Nate – John took out couple computers; Jan took out things and Melissa took out a couple of things and put it into her ICA grant. Jan going to get real quotes – Nate have to have public hearing, which cost \$100. It cost \$100 for advertising to have hearing.
- l. Earl looked into lots of options and exhausted many possibilities. Laura – Nature’s classroom? Nate - Stays the same. Peg – Field trips? Earl – raised question on that that there was a surplus; per John going to be more students. Melissa – \$150 for nature’s classroom per student? – Fund raisers to cover cost. Peg – \$7,000 budget? Nate, do we keep track from grade to the next. Money follows up to next level. Laura – do you know if the funds that are left over follow up to next grade? Nate - fund raising done in 4th grade moves up to 5th but I don’t know if it moves up to 6th?
- m. Barbara – if the money were spent why would it follow up to next level? Laura – why is there a surplus? Nate – there are bills still need to be paid. Earl – Funding by school helps some; keeping some of the fund raised money. Nate – was a small balance but it has been absorbed in this. Melissa – are we using excess funds that 1 student raises; are we using these to help fund someone that doesn’t raise enough. Nate to check into. General account – but keeps track of individuals.
- n. Peg – field trips Casey road; hopefully town will pass warrant article and be available by next fall. Earl – no change. Peg – did we add money into the field trips? Nate – yes; wage for bus driver (Unless Tim does) Laura – how is money billed for CTE buses? Wouldn’t this still consider the same? Doug – they put it on the time card. Laura – wouldn’t this be a classroom? Nate - Still need bus and pay someone to do the trip. Melissa - if he is on the clock then have Tim do it. Doug – he is only Part time. Nate – not a huge cost cause it only down the road. Peg – just making sure we didn’t cut anything out. Earl – what you agree to pay for? Last year – Elementary asked for rotation. Nate had cost it out to \$18,000 for 4 rotations. Nate – \$20,000 with all the stipends. Stipends not extended. \$20, 225. Doug – should be divided by 5. Nate - remember stipends are still in there.
- o. Earl – looking at bare bones; but have the parents ask- what have you cut from the kids? We extended the afterschool program. Earl – we know this well enough and I think Nate and I not taking anything away from the student.
- p. Laura - Susan’s nurse’s station? We haven’t had facilities meeting so it was never added back in.
- q. Earl – we have saved \$300,000 but spent \$200,000.

- r. Melissa – are the phones and two-way radios in the budget? Nate – not in the budget but either will be a grant or a warrant article. Melissa – I have submitted a grant. UHF quotes – 280 vs. Digital, which is \$209. Vendor will come and demonstrate on the 8th. Paul – do we need 40 radios? Melissa over estimated the request. Earl – at 200 each we could get 10 with some funds (grant) we have. Melissa – they would need to be able to communicate – not limited to school it self but can reach SAU office (using the digital).
- s. Melissa – we have to figure out minimal amount. Earl – agree on budget tonight and we come in \$10,000 under. Doug – no reason we can't change it at the budget committee.
- t. Doug – motion to approve. Melissa - with all cuts made are you not leaving us in the hole? Doug – Motion to approve the budget. Peg – I make a motion to approve the FY 18/19 budget \$10,328,546.92. Second by Paul. No more discussion. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura - Yes.
- u. Nate will get packets tomorrow and they will be at town hall tomorrow.
- v. Peg – should we go through warrant articles? Earl – looking at warrant articles that do not included taxation? In loo of current events look at what they are and then make a determination. Peg – look at what we have left facilities, SPED etc. Nate – SPED not based on surplus. Paul – need to do roof this year. Peg - not in budget. How much is left in Trust fund? Could take out of trust fund, which is around \$85,000. The cost of the roof is \$32,000.
- w. Nate – we need to look at software for accounting system – warrant article. It was taken out of budget. Doug – lets do that for next year. Add in \$30,000 for software for accounting. Laura – this is not considered technology? Nate – considered software \$31,000. Melissa – doesn't town use the same software? Nate – No, there are different requirements. Paul – only 2 warrant articles that would raise taxation. Melissa – can't we put accounting system under budget? Laura Can we take the software out of surplus?
- x. Peg – when we giving back to the town they love it. Put through a warrant article but take from surplus; but doesn't effect taxation? Doug motions to take out of Surplus; SPED - \$50,000; Maintenance - \$25,000; Software - \$31,000; Technology - \$25,000 and Transportation - \$15,000. Second by Peg. No more discussion. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes – Laura - Yes.

The warrant articles should be in this order following the Library at \$5,000:

1. SPED - \$50,000 - surplus
 2. Maintenance - \$25,000 - surplus
 3. Software - \$31,000 - surplus
 4. Technology - \$25,000 - surplus
 5. Transportation - \$15,000 - surplus
- y. Peg – I make a motion to approve the Library for \$5,000. Second by Paul. No more discussion. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes and Laura - Yes.
 - z. Doug motions to take \$332, 000? That is out of Trust Fund. Paul motion to take \$332,000 out of Trust Fund. Second by Laura. No more discussion. Vote 5/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes – Laura - Yes.

- aa. Nate – Contingency fund. – Keep a % of surplus and hold on to it. If we keep that (2 1/2%) Look at budget that we have to go high on, then use contingency. Is this the right time to do this? Peg – you should present this idea to budget committee to see what their reaction is to it. Paul – steer clear for 1 more year on contingency funding. All agreed to this.
- bb. Nate to get warrants articles and run them by attorney etc. so we will have them on the 14th.
- cc. Paul Motioned to go to non-public at 7:35 pm. Second by Melissa – No more discussion for Public. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes – Laura – Yes.
- dd.

Paul made a motion to end meeting. Seconded by Peg. No more discussion. Melissa- Yes, Paul- Yes, Doug- Yes, Peg - Yes – Laura - Yes.

Public session ended 8:45 pm

Respectfully Submitted
Shari Gaesser
Secretary

Minutes Approved on: December 13, 2017