

SCHOOL ADMINISTRATIVE UNIT #64  
Milton School Board Meeting  
Emma Ramsey Building  
Wednesday, October 11, 2017

PUBLIC SESSION MEETING MINUTES

**School Board Members in Attendance:**

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

**SAU Representatives:**

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

**Public in Attendance:** Bob Carrier, Larry Brown, Amy Darling, Emily Meehan

**Public Hearing:**

1. Called to Order/ Flag Salute:
  - a. Doug Called to Order at 6:00PM.
  - b. Earl led the meeting with Pledge of Allegiance.
2. Public Comments:
  - a. Larry Brown- Larry Brown Library Trustee. The Librarian went to the State Library Book Conference last month. She scored a dozen books. The library is getting some, Nute, and MES also. Your Smithsonian subscription has been renewed.
  - b. Melissa Jean- Melissa gave the Board her Sped Report and went over it. There are 53 SPED Students identified at MES and 53 identified at Nute, 9 SPED students are placed out of District and 1 SPED student that is transitioning back so they are half out of District and half at NUTE for a total of 116 students. Our total student population is 520. The SPED students make up 22% of our population. The 1 student that is transitioning back we are planning on them being back by the end of the year if not sooner. Peg- Do you mean the end of 2017 or the end of the 2018? Melissa Jean- 2018. Earl- What they are doing is one at a time bringing the students back into District. Melissa- One period or two at a time. Peg- Are we paying less? Melissa- Yes we are paying less. The locations where the SPED students are placed has stayed the same. For Paras we are still in need of four at MES and five at Nute. I know we will be talking about the Partner Program as the Budget Season continues. I think Earl might have mentioned briefly about giving a seat up to another District if we have availability in the Partner Program. I broke down the cost for that discussion and what we could potentially charge. I have spoken to another Special Ed Director in Gilmanton. I know that Farmington is interested in starting up a Partner Program. Doug- Say we have our Partner Program filled and we get a student that comes in. What happens then? Melissa- I have spoken to a seasoned Director who has a Partner Program and says he never sells the last seat but always reserves it. At one point he did sell the last seat and he had a student move in. He had to tell that District that he could no longer take their student. He doesn't do it anymore as it doesn't make for nice relations. Peg- What does SLC stand for? Melissa- Strafford Learning Center. Earl- If you give us the authority to begin to go out there. Right now there are seven seats that we could have. We have four or five students involved there. Four currently attending and five could be one more seat. There are at least two or three seats open. We are looking for the go ahead from the Board to at least fill one spot. Like with a hotel or an airline, every open seat is finances deferred. We are paying \$165 to the behavior

specialist. It would make good business sense to fill one of those seats. One of the other ideas I have for budget parameters. I would like to meet with Farmington. Bring Melissa, Tim and Nate with me and look at what shared services we could have. In lieu of the Adequacy Aid being cut we would be defined on how we can share. We were frugal, we made some reductions in force, we did some restructuring, and we saved about \$300,000. There are limits to a small school in terms of restructuring. Now we have to go out and look at where sharing comes in. I have been in places where cafeteria, courses, staff, and the transportation director have been shared. There are many opportunities but it can only be done through discussion. Melissa also said they are looking at having a Partner Program. I'm not saying that we are going to share it but now is a good time for us to reach out. I will update you as we go and not make any deals until you are made aware. Peg- If we have a couple of seats what about the MES students that are out of District? Melissa- We don't have any out of District MES kids. Peg- OK. They are all High School Students? Melissa- All middle school and high school. Melissa- Three of the High School Students placed out of District will be leaving at the end of the school year. Earl- We will be investigating the other placements and seeing if we can create the least restrictive environment or if we can establish an Alt School between two of the schools. We could create our own shared Alt School. Melissa B.- I'm looking at the 22% of our student population is in special ed. It doesn't include any children that are home schooled and may be special ed as well. That is a huge percentage of our population. Melissa J.- It is higher than the State average. Melissa B.- Anything that we can do for the least restrictive environment while meeting their needs because that is such a high number? It is kind of shocking. Earl- Melissa J. is working really hard at wrapping her arms around it. For every student receiving assistance is why we have so many paras needed because of the IEPs that the students have. The problem with having 22% of your students identified drives the need for paras.

3. Minutes of Prior Meeting:

- a. 9/27/17 Public Meeting Minutes: Peg motioned to approve the minutes with corrections. Seconded by Paul. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes and Peg- Yes.
- b. 9/27/17 Non-Public Meeting Minutes: Peg motioned to approve the minutes with corrections. Seconded by Paul. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes and Peg- Yes.

4. Superintendent's Report:

- a. Home School Liaison: Earl- Amy Darling called me. She was very concerned about helping her student. Amy has five children that she home schools. There are sixty registered home schooled students in Milton. Amy introduced her sister Emily who also homeschools her four children. Earl- Emily has also been a school principal. I would like to propose that Amy act as a liaison for the High Schools and the District Schools. This all came to because Amy wanted one of her children to play on one of our sports teams. By the time anyone got back to her to say that it was OK, the season was half over. The school hasn't made a good connection. There is a disconnect and the home schooling parents are unaware that they can take courses or play on the sports teams at our schools. This way the school will have Amy to get the information back and forth between the home schoolers and the schools. We have 540 students here. If we are looking at 25% to 30% more that are not educated in the public school system, I think we have to be aware of what their needs are, what their views, and how do we take a good look at it. This offers us a lens and a voice. At the same time there is a financial implication. I ask that the Board approve her to work with me. She will assist me with making a brochure of what Nute has to offer. Doug motioned to approve Amy Darling as the Home School Liaison to work with Earl. Seconded by Peg. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes and Peg- Yes. Melissa B.- I was not aware that we allowed students that are home schooled to take courses. A lot of Districts don't do that. Earl- Amy's daughter comes in to take a cosmetology course. NH allows it but other states don't. NH also allows homeschoolers to play on our sport

teams. Melissa B.- I would like to see some numbers on why are they home schooled. Is it because we aren't accredited or the child has special education or what is the reason why they are home schooling so we have an idea as to why. Amy- I can speak for myself. It is probably all those reasons. But for us we go away for a month every spring that doesn't work in traditional school. Melissa B.- If we could put some statistics together with such a high number of home schoolers and such a high number of special education students. If anything should happen we should have it in the back of our minds what would be needed. Earl- I don't think there is a classroom at the Middle and High School that couldn't fit more students, especially in the high school. Jan- Sixth grade would be very full. I think the middle school would be very full but the high school would have room. Earl- So there would be no need for extra staff. Melissa B- What I'm saying is just going on this number of 22% of our population is special ed and over 60 students are homeschooled. Peg- What I think Melissa is trying to get at is how many of those 60 are special ed students. Melissa B.- It is just for us to have some numbers and expectations. If they're being home schooled because we aren't doing something right it would be nice to know. Paul- You mentioned that you were trying to get one of your kids on a sports team and the sports season was half over by the time someone got back to you. How does that happen? Amy- I think that it happened because people didn't know who to talk to to get the OK. I knew she could be on the soccer team. Do I just show up? I just didn't know what to do. Once I talked to somebody people are very receptive. People were very receptive when I went to get one of my children tested. It is just trying to figure out the process and who the right person is to speak to. If I was the liaison I would be able to help with that. It would be interesting to get the statistics. The thing with home schoolers is some of them will be like it is none of their business. I think a lot of people will tell you why we don't that. Peg- Do we have a list of all of the home schoolers students and parents? Amy- Yes. Earl- I don't feel that it is a complete list. I think once we get more information out there more people may come forward. Amy- It used to be that we had to report to the Superintendent but the law changed so we no longer have to do that. Earl- It is very odd because you don't have to present a curriculum or this is the field of study my students has. You just need to say you were taught at home and that is it. Peg- There aren't any State standards? Amy- They are pretty loose. They need to do NH history. If they want to be considered as completed High School, they complete all of the core criteria. One of the schools my daughter is applying to requires a letter from the Superintendent stating she has completed the core criteria or the minimum requirements. Earl- Also letting them know that scholarships are available. Letting them know that Jan, the guidance counselor and myself are available to meet with them so we can make a recommendation for their own studies. She is interested in SUNY Purchase which requires the Superintendent's validation. Jan did a great job going through the transcripts so we could complete this for her.

#### 5. Administration:

- a. Monthly Expense Report Through September 30, 2017: Peg- I always have lots and lots of questions and Nate does an awesome job answering any of my questions that I have for him. If he doesn't have the answer he searches and gets back to me. I appreciate it. Doug- Any questions? Board- No.
- b. Monthly Revenue Report Through September 30, 2017: Doug- Any questions? Board- No.
- c. The Monthly Grant Overview Report Through September 30, 2017: Doug- Any questions? Board- No.
- d. The Monthly Treasurer's Report of General Fund for June, 2017: Doug- Any questions? Board- No. Paul motioned to accept Monthly Treasurer's Report of General Fund for June, 2017. Seconded by Peg. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Doug- Yes and Peg- Yes.

- e. The Cash Reconciliation Report of the General Fund for June, 2017: Doug- Any questions? Board- No.
  - f. The Monthly Student Activities Statement Report through September 30, 2017: Doug- Any questions? Board- No.
  - g. Nate- This is a letter of engagement from Vachon, Clukay and Company PC from the auditors that Doug and I need to sign. They were in last week for three days. They got everything they needed. They are very scarce, they are overworked, and don't have a lot of help so it will take some time. It is in the works for our audit. I don't anticipate any issues either. Doug- I was asked as chairman to sign a document and asked some questions. One of them was possibility where fraud could be. Nate- It is basically a survey they do to see how engaged the board is. Doug- And what questions we ask. Peg- I hope you told them I ask a lot. Doug signed the letter and handed it back to Nate.
6. School Board Business:
- a. Budget Season: Doug- We need to make a determination of what we want to see for an increase this budget season. Peg- Are we doing scheduling too? Doug- No, not yet. Earl- What Doug is referring to is as the budgets are constructed let's be realistic, cut to the chase, say to ourselves where do we want to come in as an administrative team, and so forth in all of the departments. Adequacy Aid is going down. There is a good likelihood the push the Bill for portability for home schooled children, religious schools, and private schools. Right now we lose the adequacy aid for those students if this Bill passes. With the adequacy aid going down, with the portability factors. Our aid per student is \$5,000 per student. The State average is \$4,500. You're losing \$5,000 for the 150 not attending. Now if 5,000 more goes with them it is \$10,000. You're looking at 150 students which is 1.5 million. It isn't tomorrow that we will have to come up with 1.5 million but we have to be prepared, proactive, and thinking ahead. Two things we are looking for, Nate, the Administrative Team and I are what are the parameters 0%, 2%, or 4% and is there any desire for any new positions at all. Before we start the discussion off we should have this or we should have that and put us in different positions, hope and dream lists unless it is a complete safety issue or an incredible need we get 15 students in a grade. We are just looking for some guidance in terms of the parameters, the percentage, the criteria if at all if they are any new positions. Cuts in personnel is where we got the \$300,000. We are going to try to be creative but there is only a certain amount of bites you can take from an apple when you have a District this small as ours without impacting students. Which we haven't done to this point and we don't plan to. It is your call. Doug- Does someone have a percentage that you would like to increase in the budget this coming year? Melissa- You're saying that there is a proposed Bill for home schoolers and we will lose funding? Peg- Not so much for homeschoolers but any private schools, school of choice of charter schools. Earl- It does include home schoolers the Bill changed. It had not included religious schools. This past month it was added back in. Melissa- If we are losing funding for home schooling, then how do we justify them coming in to the school to participate in our courses? Earl- We get a percentage back for that. Melissa- Oh OK. Earl- Right Nate? Nate- Yes, I believe so. Earl- We don't get it for sports but we get it for coursework. Melissa- If you had five home schoolers coming in a classroom it could impact the number of teachers needed for that subject. Earl- Possibly in the lower grades but not in high school. It is mostly at the high school where they would come in. Jan- AP psych course or French course. Peg- If all of a sudden we have two second graders, two or three fifth graders leaving it isn't going to impact the classroom size, we have to maintain the same level of instructors but we lose all of that money. I did some figures it is scary. Larry- What is most vicious of this Bill is that it does nothing for rural Districts with small resources, and limited options. It will not cut in for another year it represents a double loss. Not only do you lose the adequacy aid but that money is being taken out of your budget. Pick any number you want, \$3,500 you're looking at \$7,000. That is the best thing

you can hope for. At least the ACLU will attack based on the absolute you're constitute says no money is to go to support religious education. When you have \$3,500 it does nothing for a regular family, a working family, a family trying to survive on one or two paychecks, and bring their kids to public education and make them productive citizens. You take \$3,500 and that does for their cost at putting their kid in private school. What is does do is take the private school money and give it to a family in the upper level. There is no income cut off amount to not get it. If you make \$250,000 you can still claim your private school costs. Earl- I think they are purposely putting the religious part in so they can take it out to get it passed. When you're negotiating you need to cut something out to get what you want. Doug- Does anyone have a parameter we want to set for the budget season? Peg- 2%? Doug- What would 2% be? \$200,000? Nate- Yes. Doug- Another thing you are going to be voting on this year is the second half of the teachers contracts. Peg- \$68,000. Nate- It is already included. It isn't a vote but the increase will be affected. Earl- It was standardized with their prior agreement. Earl- The raises will be a little bit less because of the changes in staff we made. Peg- 2% is Half of that \$200,000 doesn't give us anything. Paul- Why don't we have a little study session first instead of throwing numbers around so we have something more concrete. Earl- There are other personnel whose raises weren't reflected in the current budget but we were able to absorb because we saved \$300,000 in other areas. So raises are going to go with us for next year. Doug- How much of that savings do we have left? Earl- \$77,000. Doug- I would like to discuss that we make no new positions for next year. I would like to make that a motion. Paul- Except for those ones that we need to fill. Doug- Correct. No new positions other than the ones that are vacant that need to be filled. Earl- Or ones that are created because of IEPs. Doug motioned no new positions are created for the coming school year unless they are needed by law. Seconded by Paul. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Peg- Yes and Doug- Yes. Paul- We need to start thinking about warrant articles. We will need the 3<sup>rd</sup> Phase of the roof. It will depend on the grants that we get.

- b. Teacher Absenteeism Study: Doug- I included the Teacher Absenteeism Study in your packets just for information.
- c. Damon House: Bob- At the next Facilities Committee Meeting we will have the roll up of the Damon House project.
- d. Facilities and Transportation Attendance at Meetings: Earl- We are going to have Bob and Tim attend the meetings in case we have any questions. We will rotate them. Paul- If we could have them at the beginning of the meetings so they can leave when they are done if not needed for other reasons. Earl- As needed basis they will be asked to attend the Board meeting.
- e. After School Program Information: Peg- I looked at the programs list being offered. This is awesome. Melissa- I don't receive this for either of my kids. Doug- I looked at her list today and it is full. Last year we extended it for a fifth session. I hope we get the participation. I hope we are able to do that again this year. Paul- The summer program with all those trips. It was an incredible experience for all those that participated. I know that very few did. They really missed out. Peg- The problem was the grant didn't come out until the day before. Maybe we just need to say there is a possibility if approved to get the information out there. See how many want replies to participate. Doug- Melissa how do we find out why you didn't get the forms? Melissa- I don't know. But I can say I also haven't gotten to my emails that were sent to the school. Laura- Ms. Coffey is the one that runs it so you could try contacting her to see if there are any openings. Melissa- I will.
- f. Data and High School Goals: Jan- The 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> is from Smart Balance. 11<sup>th</sup> is from the SATs. The chart shows you where we were the last couple of years, where the State was last year, and how below the State average we are. The teachers this year are making two goals. One of their goals has to be what are they going to do to help raise the scores 10% toward the State Average this year. Doug- You are saying that our scores were down? Jan- If you compare 15-16 to 16-17 it was

dramatic drop. The chart is showing you the percentage of students that are proficient in reading, in math, the third column is what the State average is, and the fourth column is how we rate compared to the State. Part of the issue was the testing was set-up differently. We will look at that and how we do the testing with the students, how are we gearing up for it, and what will the teachers be doing in the classroom every day to try and raise those skills. Peg- Smarter Balance I can understand in the lower grades but the SATs are for the kids if they want to get into college. Jan- It is the Statewide test. Melissa B.- I was approached by my neighbor today that has young children. He asked me why the reputation at Nute is so bad. Being new I told him I really didn't know either. He asked me what was being done to improve Nute. What I have heard from a few people is that they are either considering moving out of the District or sending their children to private high school because of the reputation. I expressed to them that we have a wonderful new principal that was implementing a lot of things but they would like to have more information as to what is being done to bring it up. Jan- OK. I'm considering have a parent night to discuss topics like that.

- g. Jan- We are having an evacuation drill tomorrow at both schools. MES will be at 9AM and Nute will be 1PM. If it rains it will be cancelled. We will get bused back to school. It will be overseen by both the Fire and Police Departments.
- h. Jan- Mr. Carleton the shop teacher's wife works for Special Olympics of NH. They have several projects they would love some help on. He has asked permission to allow our students and himself to work on some of the Special Olympic projects during their shop class. We can then advertise that we did some work for the Special Olympics. Doug- Would we need to get material? Jan- Since it would be part of our curriculum we would not need to. Paul motioned to approved Mr. Carleton's request to work on the Special Olympic Projects. Seconded by Peg. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Peg- Yes and Doug- Yes.
- i. Faculty Handbook: Jan- I have made changes to the Staff Handbook. Mainly it was only updated of things that weren't in the handbook. I added common planning time, what the purpose is, and what their focus should be, cell phone to match the student handbook says, competency base grading, ELOs added in, field trips what they need to do before, during, and after, update grades in Powerschool every two weeks, purchase orders approved first, and student lead conferences. Paul motioned to approve the Staff Handbook charges. Seconded by Melissa. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Peg- Yes and Doug- Yes.

7. Old Business:

- a. Doug- School Board candidate interviews will be at 5PM on 10/18. We have a fifth one Emily Meehan. Doug- Do we want to make up the questions? Paul- Do you have the ones from last time? Doug- I have to look. Do we want to change the time? Board decided to change the time for 6PM. The interviews will be at Nute.

8. Committee/Board Member Reports:

- a. Facilities Committee- Paul- The committee met tonight. We will bring one thing forward to the Board at the next meeting in reference to parking. The tree work is all done. We will doing the roll up for the Damon House and Oil Sump. We talked about vehicles. We need a motion to put the van out to bid. 2002 full size van with 18,000 miles, it isn't being used and it is rusting out. Bob- We got it when we needed to bring lunch to Nute from MES. Paul motioned to put the van out to bid. Seconded by Peg. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Peg- Yes and Doug- Yes. Bob- We are looking a grants with the Grant Committee for infrastructure updates. I will report more at the next facilities meeting. Parking was tabled until Facilities Committee speaks to John. Peg- There is a dead limb going across the street that is on the neighbor's property in front of the Damon House. Bob- I will talk to Pat Smith to see who needs to take care of it.

- b. Friends' of Nute plaques printouts were given to the Board for approval. Paul motioned to approve the two plaques to be hung. Seconded by Peg. Vote 4/0/0 passed. Peg- Yes, Doug- Yes, Paul- Yes and Melissa- Yes.
  - c. Peg- Jan did Ben share with you that I posted on the Facebook pages asking for tool donations? Jan- He wasn't sure where the pages were. Peg- All of them. I have had great response so far. Paul- Yeah Town. Jan- Will people bring the tools in the office so we know where to send a "Thank You" to? Peg- What I told them was let me know if you want them to be picked up or they can arrange a drop off at the school. Melissa- I told them to drop them off at the office.
  - d. Greenhouse- We had pizza with the students that helped clean the greenhouse last week.
9. Public Comments:
- a. Larry- It was back in May when Paul said it was important to get the open School Board spot filled. On the use of sick leave it doesn't matter what y is doing. If you have 3% inflation and you have a teacher who is using up their sick leave. At the end of fifteen years you are buying their salary at half price when it comes to figuring out their retiring cost. Block Grant that is something that Medicaid is going to be hitting the District if things continue. Right now Medicaid for special ed is continuous. If you spend \$3 you get 30% or \$4 you get 40%. If you go to a \$10 Block Grant you get \$3 this year and it cost you \$4 next year. Someone else is only going to get \$6 and they will be fighting you for that increase in your special ed. How does special ed work and why there are already the rates there are? Here is the list of factors- Coding is sometime the path of least resistance to avoid litigation, suspicion has to be financial advantage to the District to have more coded students, epigenetic factors that operate longitudinally in the genetic pool combined with the environment, then there are the stresses of norm which are familiar, financial, and societal, cultural liability when you consider schizophrenia it runs about 1.5% in the world wide population. When you get into cultural factors men in Spain use six times more aspirin than Norwegians- cultural factors, and unidentified environmental factors.
10. Non-Public Session: Pursuant to RSA 91-A:3, II (a), (b), (c)
- a. Melissa motioned to go into nonpublic session at 7:22PM. Seconded by Paul. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Peg- Yes and Doug- Yes.
  - b. Paul motioned to come out of nonpublic at 8:03PM. Seconded by Melissa. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Peg- Yes and Doug- Yes.
  - c. Doug- I will contact the five that applied for the open School Board position and let them know what time on 10/18 we will need them.
  - d. Paul motioned to adjourn the meeting at 8:05PM. Seconded by Peg. Vote 4/0/0 passed. Melissa- Yes, Paul- Yes, Peg- Yes and Doug- Yes.

Respectfully Submitted  
 Laura Noseworthy  
 Secretary

Minutes Approved on: October 25, 2017