

**School Administrative Unit #64
Milton School Board Meeting
Wednesday, October 8, 2014
Nute High School Community Room and Library**

Milton School Board Members:

Ann Walsh – Chairperson, Brandy Banks, Andy Crone, Douglas Shute, Paul Steer

Administration:

Michael Tursi – Superintendent of SAU #64, Nathan Castle – Business Administrator

Visitors:

Miranda Myhre, Kelly Eaves, Lue Snyder, Jeff Berry, Tim Eldridge (Transportation Coordinator), Bob Adams (Maintenance Director), Aaron Bronson (Principal of Nute Middle and High School), Douglas Kilmister (Principal of Milton Elementary School)

Andy Crone called the meeting to order at 6:00pm. Jeff Berry led everyone in the Pledge of Allegiance.

Public Comments:

No comments

Minutes of last meeting, September 24, 2014:

Paul Steer made a motion to approve the minutes of September 24, 2014 as written. Douglas Shute seconded the motion. The board voted as follows: Crone – aye, Shute – aye, Steer – aye (Ann Walsh was not present at this time.)(Brandy Banks just arrived and did not vote.)

Douglas Shute made the motion to approve the nonpublic minutes of September 24, 2014 as written. Paul Steer seconded this motion. The board voted as follows: Banks – aye, Crone – aye, Shute – aye, Steer – aye

High School Discussion:

No updates at this time.

Warrant Article to be discussed at the next meeting.

Douglas Shute made a motion to allow Friends of Nute to participate in the search to find out if the school can be listed as a historical site. Paul Steer seconded this motion. Mr. Tursi said that it was not necessary to take a vote.

Administration:

Financial Reports:

Mr. Tursi introduced Nathan Castle. Mr. Castle is currently working for MRI. He is at the SAU as our business administrator.

Expense Report:

- Several line items were discussed.
- Sales have increased this year with Café Services according to Mr. Bronson. It might be possible with the increasing sales that the projected Café Services deficit could be lower than anticipated.
- Summer school salaries should have been taken from the Title 1 budget instead of the General Fund. This will be corrected.
- Salaries have been encumbered but benefits have not.
- Salaries and benefits should be coming from the payroll line. Then everything will be encumbered. This will also be corrected.
- Extra bus driver was added mid-year due to an additional student being placed out-of-district.
- Also bus driver's salaries line is deficit due to a loss of some drivers. Replacement drivers were hired at a higher rate due to experience.

Revenue Report:

- Grant monies have not been encumbered on this report. This will be corrected.
- The school has until November to use the SIG account.

Grant Overview:

- The SIG encumbrances have not yet been noted on the Grant Overview report. This will be corrected.

Cash Reconciliation Report:

No comments

Report from the Town of Milton Trustees of the Trust Fund:

Once all monies for building maintenance have been received, the fund balance will be \$5000.00

Superintendence's Report:

None

Old Business:

- Mr. Shute stated he would like to attend the hot lunches at both schools.
- Mr. Shute has begun to cut down trees at the elementary school.
- The school has a new vender for the paper in the new dispensers.
- Mr. Shute informed all that the dispensers were given to the school by the vendor.
- Mr. Shute asked if the Park and Recreation information would be placed on the school website. Mr. Tursi responded, yes. Just send the information to Kathie Vigue.
- A question was posed if individual e-mail notices could be sent to parent's e-mail addresses. The response – not at this time.

Committee/Board Member Reports:

None

School Board Business:

School Board Budget for Fiscal Year 2016:

- The board members would like Mr. Tursi to put together a book of information similar to last year's book.
- Some information to include in the book:
 - ❖ Spreadsheet with all the salaries and a column containing the current salaries for all employees.
 - ❖ Retirement information
 - ❖ Health benefit information
 - ❖ Replacement schedule of busses and each vehicle's current mileage.
 - ❖ Tax impact
- Regular Education and High School teacher's salaries have been reduced. This will automatically reduce the FICA and Retirement lines.
- Middle School Special Education Support staff show reduction in FICAS and Retirement.
- Bottom line amount in 100 General Funds new balance for 15/16 - \$9,462,878.50 budget which is a 3.4% increase instead of the previously projected increase of 3.8%.
- Grand total: \$9,753,752.56 is a 3.7% increase over last year. May have a variance due to Café Services.
- Transportation Budget:
 - ❖ Last year's budget was deficit in the salary line due to increase in hours for some drivers.
 - ❖ Regular Education and Special Education driving must be reported to the state separately.
 - ❖ Increase in health insurance is estimated to be at 9%.
 - ❖ An estimated 5% increase for bus maintenance.
 - ❖ Lease on a van expires this year and there will be a new lease contract.
 - ❖ Major repairs this year included but not limited to power steering mechanisms and transmission replacement.
 - ❖ Cost of gas in proposed budget based on the rate of \$3.35 per gallon. (This was last year's cost.)
 - ❖ Transportation DOT drivers medical cost includes the following: new driver physical, current driver's annual physicals, drug and alcohol screenings.
 - ❖ Transportation miscellaneous: additional radios, seat repairs, dues for association, first aid equipment, inspection of fire extinguishers, and training.
 - ❖ Transportation Special Education Elementary contains \$15,000.00 in case a middle or high school student requires transportation.
 - ❖ Field Trip: pay for drivers to do the field trips. Some money for field trips comes from the SIG or ELO.
 - ❖ Elementary level does not have funding for field trips. The PTA raises funds for some trips.
 - ❖ High School and Middle School charge students for field trip expenses.

- ❖ Some teachers place the cost of a field trip into their line budget
- ❖ Transportation supplies: vehicle fluids, office supplies, other vehicle supplies such as adding lettering to the back of vehicles per state requirements.
- Maintenance Budget:
 - ❖ Contracted services lines have increases of \$2000.00 and \$3000.00 respectfully. The increases are based upon actual contracted services last year. Nothing was budgeted to the current year. There is not a line for contracted services in this year's budget.
 - ❖ 2% increase in salaries for custodians, supervisor and support staff based upon COLA.
 - ❖ Currently full salary is in the budget. This needs to be divided between the Milton and Wakefield budgets. This will be reflected in updated paperwork.
 - ❖ The 0.062 FICA and 0.0145 Medicare are combined on the expense report.
 - ❖ Water and sewer cost: 3 years of history were looked at in order to come up with an amount for the budget.
 - ❖ \$38,000.00 – 40% to the elementary school and 60% to the middle and high school provides for snow and lawn maintenance.
 - ❖ Proposed to outsource care of lawns. Last year a tractor was not working for 3 weeks, thus putting lawn care behind. Currently, we have two custodians to take care of the buildings plus the mulch bed, weed whacking, and mowing.
 - ❖ Snow removal suggested being outsourced to keep the two custodians inside the building to handle that maintenance. The outsourcing would be just for the plowing and treating, sidewalks are not included.
 - ❖ Overtime pay is for snowstorms on weekends and holidays.
 - ❖ Bob Adams divides his time as follows: 1/3 in Wakefield and 2/3 in Milton.
 - ❖ If lawn and snow maintenance are outsourced then it is possible the overtime may be decreased.
 - ❖ Residents are more aware of what this facility can provide. Therefore requests for the use of the school building for meetings/gatherings have increased.
 - ❖ The tractor needs to be replaced at an estimated cost of \$9000.00. The cost of a new John Deere tractor is not in the budget. The old tractor is about 17 years old. If we outsource, then we will not have to purchase a new tractor.
 - ❖ Modular lease.
 - ❖ Insurance increase.
 - ❖ Phone – amount does not include the E-Rate. A new phone for Mr. Adams is included. E-RATE is budgeted at higher rate as we do not know what the E-RATE will be.
 - ❖ LP gas and fuel oil increased based on a 2 year average.
 - ❖ Repair of buildings lines (2 lines) – based upon regular maintenance schedules.
 - ❖ Additional project \$4,200.00 for cabinets in the teacher's lounge.
 - ❖ Sink to be installed in elementary school.
 - ❖ \$22,000.00 increase over last year's budget. Increase based on actual cost plus cost of sink and cabinet.
 - ❖ The school board asked if they could have a list of last year's projects.
 - ❖ Multipurpose room needs painting, but this cost would come from a warrant.

- ❖ Library floor repairs are not in operating budget and can be placed in a warrant.
- Regular Education Budget (Mr. Kilmister and Mr. Bronson):
 - ❖ Teacher salaries show a \$21,000.00 savings in the elementary budget. But this will change as it is proposed for the technology teacher to have an additional 5 days at a cost of \$1,106.27.
 - ❖ The \$38,165.00 salary for the Student Assistant Counselor is divided between middle and high school. This position is currently on a grant. Hoping to receive a grant of 50% towards the salary. Then the counselor could see elementary students.
 - ❖ Credit Recovery Program for students in high school. This is for students who are off track for graduation. This program allows students to recover missing credit(s). The \$8,350.00 covers the cost of the software and licensing. The cost this year included the software, licensing and paraprofessional to oversee the program. \$1,000.00 is the stipend for the support staff.
 - ❖ Middle and high school health benefit line does not contain a ghost benefit. (Ghost benefit covers people leaving and new hires having different health insurance requirements.)
 - ❖ High School tuition is lowered for the student attending school in Farmington. Last year the cost was approximately \$10,000.00. \$14,000.00 was the projected cost in the budget.
 - ❖ Increases in the budget include:
 - High school software for the Credit Recovery Program.
 - Middle school and high school furniture and fixtures plus workbenches for the shop.
 - Middle school computer equipment cost: 2 printers plus the art room needs 2 laptops.
 - Elementary replacement furniture – need round tables, set of Grade 5 classroom furniture, 3 white boards and 10 stackable chairs.
- Vocational Programs:
 - ❖ Tuition increased by \$12,500.00.
 - ❖ The School-To-Work Coordinator has an increased salary due to 5 days at a cost of \$1,585.00 being added to the work year.
 - ❖ Students who attend Spaulding High School: to have 5 students have access to AP courses and other programs/resources.
 - ❖ 21 students attend the CTC (Career Technical Center) at a projected cost of \$35,000.00.
- Office of the Principal:
 - ❖ Adjustments based on a 2% salary increase.
 - ❖ Increases in FICA and retirement due to salary increases.
 - ❖ Health savings due to change in plan.
 - ❖ Copy rental is based on the actual year 2014 costs.
 - ❖ Maintenance increase and postage increased.

- ❖ One of the principal's repair lines is budgeted for \$1.00. This is case there is a need to transfer money to that line.
 - ❖ Increase in high school principal supplies is based on the FY14 actual.
 - ❖ Elementary discipline software cost has increased.
 - ❖ Principal Replacement Equipment: the laminator needs to be replaced as the current one is so old supplies for it are no longer available.
- Technology:
- ❖ All lines left at \$1.00.
 - ❖ Contracted services – Milton's portion on the Back Bay contract. Amount may change as contract went out to bid. This will be discussed at the Joint Board Meeting on October 23rd.
 - ❖ 30 IPADS and software, sound system for the gymnasium and projectors are needed.
 - ❖ \$8,800.00 for the purchase of Chrome Books.
 - ❖ Each school building has a technology committee. The committees will develop a technology plan. Each principal has been asked to join their school's committee.
 - ❖ Chrome Book is like a small laptop that has access to Google Chrome only.
 - ❖ Grades 5 – 12 students have their own e-mail account. One of the account benefits allows access to teachers for communication
- Other Instructional Programs:
- ❖ Increases: Co-curricular increase based on FY14 actual. Middle and high school have an extra \$5,000.00.
 - ❖ Middle and high schools have an additional week in summer school plus the needed supplies.
 - ❖ \$14,000.00 for contracted services with AmeriCorp. AmeriCorp offers student mentors for young-at-risk students. Applying for a 50/50 split grant for 2 AmeriCorp students.
 - ❖ High school Spirit Mats are needed due to a safety issue.
- Guidance:
- ❖ Elementary and middle school testing reduced due to NWEA testing. Reduction is due to accounting for a 3 year bill instead on dividing the bill over 3 years.
- Nurse:
- ❖ Replacing 10 year old equipment in nurse's office.
- Library:
- ❖ High school desktop needs to be replaced. Desktop to be replaced is located at the main desk.
- Special Education, Workman's Compensation, Unemployment, Food Services, Warrants and the School Board to be discussed at the next meeting. Next meeting to be this coming Tuesday at 6pm.

Brandy Banks made a motion to enter Nonpublic Session at 8:55pm pursuant to RSA 91-A-3II a, b. Andy Crone seconded the motion. The board voted on this motion as follows: Walsh – aye, Banks – aye, Crone –aye, Shute –aye, Steer –aye.

While in Nonpublic session the board discussed a resignation and multiple nominations.

Andy Crone made the motion to adjourn at 9:07pm. Paul Steer seconded the motion to adjourn. The board voted to adjourn as follows: Walsh – aye, Banks – aye, Crone –aye, Shute –aye, Steer –aye.

Respectfully submitted,
Beth Seldin
Recording secretary

These minutes are a proof until approved.