

**Public Notice**  
**Budget Committee**  
**Milton, N.H. 03851**  
**Special Session**  
**Joint Meeting with the School Board**  
**Thursday December 7, 2017**

**Minutes**

**1. Roll Call of Seating Members**

Chairman called the meeting to order at 6:02 pm. Shawn Perreault, Peg Hurd (School Board Representative), Bob Carrier, Chairman Larry Brown, Erin Hutchins, Stan Nadeau, Dennis Wing, Andy Rawson (selectman representative), and Shari Gaesser – Secretary. A Quorum was present. Tom McDougall arrived at 6:35

**2. Public Attendance**

Earl Sussman – SAU64 Superintendent, Nathan Castle – School Financial Manager, Melissa Brown – School Board, Laura Noseworthy – School Board, Doug Shute – School Board, Paul Steer – School Board, John Safina – MES Principal, Jan Radowicz – Nute Middle/High School Principal, Melissa Jean – SPED Director, Tim Eldridge – Transportation, Bob Adams – Facilities.

Larry – just finished the discussion regarding the town budget, which came in under the default. It was faced with 3 drivers; the cost of the new fire station, employee retention plan put into place by the police department and DPW, and state decreasing the cost of retirement system. All of these things had an effect on the town budget.

**3. SAU64 Budget Presentation**

- a. Earl – when you compare last year to this year, we are \$15,000 less than last year. The Default budget is down \$77,441.00, which is .14% below last year, and default is below that. First three lines pay for elementary, middle, high. 2 year contract was approved by the town \$92,000 that is included in this but \$25,000 below. Gave employees raise. The ELO coordinator at middle/high less district left and we did not replace her. Howie Drolet moved into that position. 7<sup>th</sup> - 8<sup>th</sup> rotation of 5 – 80-88 students. We saved \$74,000 here. When people leave and you don't replace them, this is where you can gain. Doing more with less staff so we had a reduction in staff. Net loss. People who did not have the longevity we then filled these positions. Movement in staff you can gain. Looking at other creative ways to move that. Next year we are looking into possibly sharing staff with area schools. Looked at enrollment and began discussions with other schools, where can we do this? But not at expense of the students. It may look like bare bones but students are still getting what they need. Still have afterschool program at MES, which is enhanced in the budget. Why is this line more? In saving money, being cost affective, we restructured this money and reinvested in our school and students.

- b. Larry - Define rotation as it affects the 80 vs. 88 students and going from 5-4? Earl – rotation of 4 compared to 5; if there is 88 children in a classroom instead of having 18 in class there is 21-22. It would be dividing them by 5 rather than 4. You still have a great class size.
- c. Larry - How does committee wish to proceed? Earl – I will speak and defer to those that may have any answers you need.
- d. **100 General Fund – 1100 Regular Education** - Elementary/High/Middle/Paras salary – any questions? Larry – for substitutes, has this figured stayed constant? Teacher’s regular in their attendance? Earl - Small pool but fairly consistence. Larry - Elementary, support staff and Para’s health info. Peg – Nate can speak to these. We went from some people having family etc. but Nate can speak about this. Nate – health increase of 7.8% and dental up 2.3%. is the increase at what we have for staff and what the staff takes. Middle/High health it is a function of fewer people receiving it. Earl – saving in their pay and saving in their health for those that have left. Larry – does district have single source or bid year by year? Nate- bid out every 3-4 years. Larry – anything on disability cost is a state cost based? Nate – Percentage of salary. Larry – who is provider? Nate - Provider is Boston Mutual for Disability. Larry - FICA automatic by percentage. Retirement dropped from what to what? Nate – over last year stayed the same at 17.36% for teacher 11.3% for support staff. Earl - Gone down as labor force has gone down. Larry - Page 1 ESOL/Community Partners - your contract providers for Behavioral Health Services? Earl - Community Partners assist with students that are in need of help in the ESOL as students transfer in. If you have 2 students then 3 or more transfer in then you have a larger need. Melissa J - NorthStar – assistance for the children with dropout prevention program. Social worker that helps build alternative plans. Another service that is offered in winter/spring. They offer courses English or math for those that need these credits and it has been really successful. Bob – health insurance, is there a buyout and is that included in that figure? Nate – yes. Dennis – impressed with what you have for a bottom line and that you have knocked out \$43,000 and added these additional digital resources and supplies, it is very impressive. Shawn - How many teachers are in each of schools? John - MES – 45-50 total staff; 2 teachers per grades so approximately 14 then a Title 1 teacher; ASOL teachers; SPED case managers. Earl – if you look at Page 21 it has a chart to look at. Larry – I would like to have a total of all staff, teachers etc. for pay, benefits etc. This is on page 21-23. Earl – looking at everyone in the district – total compensation.
- e. Page 2 & 3 – any questions regarding these items? Bob – Middle/High School supplies one allocated to high school and one to middle school, one is less and one is higher, why? Jan – moved from middle to high school as they have more of a need next year. Earl – Jan has done a great job in moving funds around. Peg – point out student are taking classes are at Great Bay for high school and college credit which I think that this is very important. Earl – important that we want to show in budget that we are using other opportunities as well.
- f. Larry - Digital information for sports entertainment and marketing, would someone speak to what this is. Jan – students interested in marketing - until we have textbook available we will use what is available. Larry - What is the middle school and high school fixtures?

Dennis – what did you have to give up or not include that could you want to have? Jan – I cut down on supplies. There were different areas that buy books each year, and we prioritize who needed what. Plus I also looked at what I can save in the supply line. Algebra books, we are trying to get a full set for 1 & 2. We don't have enough for each student in the class.

Larry – sequential from same author. Any other questions? Bob – middle school computer equipment, is this area phasing out? Jan – we are using SIG grant for this. Larry – do you need to keep it open with a dollar. Nate – as long as there is a \$1 in the function than you are ok. Bob – Replacement Equipment – is that based on same thing? Jan – I don't think that was on computers. Bob – looks like there is nothing in it. This line – 2015/16 was the last time any money was used. Larry – Nate was speaking to function line. Shawn – do we know how many students are in each area elementary, middle and high school? Please see page 36. Larry – school budget booklets will be available for public. Elementary school – 257; Middle School – 112; High School – 172 for total of 542 students as of 11/27/17.

- g. **1200 Special Education** – Earl – Special education is down from last year. Mandates are very great in this area. Despite those mandates we went line by line and sought every way we could to reduce the funding. Less than last year despite guidelines that we have to meet. Melissa Jean – looked at what we needed for supplies and added equipment and supplies as needed. Larry – BB? Please define the age range for this. Bright Beginnings is special education preschool. Services children – 3-5 until they go to kindergarten. Next year we may have a name change to an early childhood program that will not impact the cost but a different program. Earl – we have had many discussions about students that are in out of school placements. That is another goal we have in looking at alt ed. and looking at it in a way. Not to add expenses but look at what the special needs are as well as out of school placement needs are. Talked about - looking at the partner program to assure that it is doing what it needs to do. Extrapolate out what it would cost if those students were not in our facility. Melissa Jean – partner program is school within school and run by the New England Center for Children. Created to service needs of those students with autism but not all have students that have autism. It deals with difficult behaviors, communication it basically helps prevent students from being sent out of district. Give students opportunity to be a part of the regular classroom as much as they are able as opposed to out of district as their peers have disabilities as well. Larry – ABA? Melissa Jean - Applied Behavior Analysis – theory and principal on how the program teaches students to help solve difficult behaviors. What is used to help find the root of the behavior? Tutors understand that principle and can respond to that behavior in a positive way and work to prevent it. Dennis – Bright Beginnings? Middle SPED and High SPED, I am seeing one jump up 100% up and one cut in ½ - lines 142 and 143. Adding more in one and cutting one in half. Has there been a change in needs or size of the class. Stan – BB line 140 has doubled. Nate – page 32 will give synopsis of what the changes are. Bob – partnership how many students can we have in there? Melissa Jean - we have room for 7 but at this time we have 5. Bob – you mentioned that if we had someone out of district you may be able to bring them in and help with the cost. Earl - If we took

someone from outside of district that would help costs for SAU go down. If the seat were open we would “sell” the seat. If seat is open then we could discount it. If we are paying NECC for 7 seats then we want to assure ourselves we are using the empty seats. Partner program is embedded but you can’t have both ways – board looked very closely that the elementary and middle school did not have additional funds in there for outside placement. Want to maintain integrity of Partners. If we don’t have the Partners then a student would be \$100,000 if Partners not there. Melissa Jean has gone out to Strafford Learning; problems arise because you have to have people trained in that area. The plan at current time and have a plan to go in that direction. Bob - Contract services, they will they train someone to teach that person? Melissa Jean – NECC provides the teacher that is highly trained and we provide the ABA tutors and NECC trains the ABA tutors and also comes with a curriculum, family support and a BCBA Board Certified Behavior Analyst.

- h. Larry – any other questions on page 3. Shawn – SPED budget was higher than anticipated, it is hard to anticipate, what is the feeling for this year? Are we relatively certain that we won’t get a substantial increase; budget went down like 3%? Any major concerns on that? Earl – always a concern, but also, need be that there is a fund in a warrant article that we could use and that would not cause an issue on taxation. Melissa B – how can you predict that a family with a special needs student moves into town? How do you predict that a student will have an accident? There is no way you can predict this. Shawn – I understand and want to be cautiously optimistic. How many students are in the SPED program? Melissa Jean – Movement lately but over 100-110. Earl - That is different needs. Board looked at that and the fund is there and hopefully we don’t have to use it. Shawn – first time on the budget committee but that number does stand out. Dennis – is it because the definitions changed, are they including more of the population? Melissa Brown - Definitions have not changed; not clear on why we are at that % but I am confident that each person that is identified requires that specialized level of instruction. John – Rochester had 25% special education population 10 years ago. Earl - level of assistance that you have; doesn’t means it costs \$100,000 you need only 1 disability to become a statistic. Could be the style of how the student learns. Different students learn different ways. Melissa Brown – 20 years ago how many children had autism versus how many has autism now? There is a change as way students are identified. Dennis – it clicked when he said different style of learning. Earl – we are getting the students early on. John – Special program called WIN (What I Need) is an intervention program looking at intervention programs, have a SAT (Student Assistance Team) that meet and discuss students that are struggling. If we put programs in place and see that student isn’t successful at first then do intervention before we pass it on SPED.
- i. Stan – Line 1200-55630-3 High SPED Tuition non-public there was a \$70,000 increase? Can you explain what made that jump? Melissa Brown - Cost of sending 1 student out of district. Melissa Jean - Last year was not appropriately budgeted. All those students were there last year. Melissa Brown – that was the cost of sending 1 student out of district. Stan – don’t make the statement if it is not true. Melissa Brown – Sorry, I misspoke. This was not

correct last year. Bob – Partnership Program (pg. 4) Notes - when does catastrophic aid comes in? Melissa Jean – catastrophic aid is per student – if you broke it down by student it is not likely we would reach a threshold based on the cost. Ginny – SPED secretary – is entering invoices for court ordered students and Medicaid so if we reach that threshold we will be getting the reimbursement. Bob – did see in revenues we got some money from catastrophic aid, just curious the level we have to hit. Earl – about a month ago we got a check back for about \$150,000. There are areas that may have not been thoroughly exhausted. Bob – Document from Ann Kebbler and not revised and that is why questions are coming out. Tom – Page 4 line 53210 – 53230 – Can these services be shopped around? When is that last time we shopped and is school getting a return on its money? Earl – constantly being done. Looking at different areas i.e. Partner Program, Strafford Learning Center etc. Melissa Jean – we are a member of Strafford Learning Center – which is an organization run by local school districts, it is difficult to obtain these services. Tom – sounds like not easy to shop around. Earl - Shared services by other areas. Fringe is built in health insurance. Are looking at other avenues by looking at shared services.

- j. Larry – Please explain what the SPARK Program is? – Melissa Jean - we have not had the SPARK program in a long time. Nate – next year we will not have this line. Melissa Jean – equipment that we need will be going into a grant. Larry – who will use it? Stan – Bright Beginnings – is that in house or a contract? New lines? Melissa Jean- increases in speech therapy. Have student with complex needs. Melissa Jean– new chairs small because children falling out. Dues – conference – law conference. Dennis – BB is not a contract but created in house. You’re creating a program. How many pre-school involved. Melissa Jean – we have 20 but up to 25. By law we have to have this from age 3-21. If we didn’t have that program – we would have to pay to send these kids out. Nate – use to be embedded in another. Nate – can add an informational sheet to help with breakdown. Larry – chair would this be something. Erin – are taxpayers paying? Melissa Jean - least restricted, only have to pay to leave district if needs can’t be met. Dennis – by adding non sped students that displace the cost. Melissa Jean - at this time we are not charging but working with consultant but down size as it inhibit number 50/50 then it’s a special needs program. Tom – Milton we have a mandate to take care of kids that may be special so we have opened up early childhood program. We would have to pay for student going out of district along with the transportation. Earl – like Barton program – must assure our selves that it is most cost effective. Andy – is there some grant or state money that could help? IDEA – Melissa Jean - \$150K in grant money that helps. This would help for psychologist or therapist. Tom – Early Childhood is new? Melissa Jean - slowly transitions. Is here a way to track those that have gone through versus those that haven’t gone through this program. Is there other data that you can gather? Melissa Jean – PALM; we don’t need to have a certified teacher for preschool; kindergarten teachers’ notice that those going through this program are better prepared.

- k. Medicaid Fees – 53290-1 – MSB charges 9.75% to do the billing. Every time we get a student we pay them %. Stan – S1300-51120 – 3 school to work – change of track on salary schedule.
- l. Vocational Programs – any further questions. ROTC; Cosmetology; Building Trades; Mechanics. Jan – looking at what we had and looks the same going forward.
- m. Page 7 – Stan 51130 – what is the reason for the jump. Earl – very good participation in the afterschool program. Board took a good look at it. John – 6 teachers and para’s in 6 week sessions; it’s the actual spending from last year and spent this year. These are the real numbers. Earl wanted to make this as transparent as we can. (Page 37 has breakdown with stipends for MES). Doug – we were at a budget crunch; last year we had to turn them away. As long we have the participation we will fund the program. Larry – CBA is what? Collective Bargaining Agent. Bob – 53200-3 – Nate we trying to clean it up as we had supplies in this area.
- n. Stan – wall pads and scorer’s table. Isn’t there a warrant area that this can be taken out of? Nate – no not for equipment. Peg – 56501 – concussion testing – very important that we get a baseline. Jan – explained the concussion testing for cognitive. It can be any sport. Shawn – 1 opportunity to baseline? Is cost based on test; Jan – should be unlimited.
- o. Stan – 51120- Middle school counselor went to the high school. Middle school was being paid higher than who left. – Page 28 movements; Middle school counselor is making less than the one she replaced.
- p. Jan - Printing and binding – course of studies for the students. More of a 4 year plan – gives all courses that we offer.
- q. 2130 – Nurse – contractual – step
- r. 2210 – Improvement of instruction – Earl – self explanatory – CBA allotted as function of the numbers. Professional Development. Stan 53210 – NexGen – State will be testing. Not teaching it but will be testing this spring. Nate – we try to anticipate based on history and survey the staff.
- s. **2220 – Library** – Earl – theme – replaced a higher staff paid person with a lower paid staff person. As with guidance – we lost ½ person. Larry – culture grant? No comment. EBSCO – Stan - books on line and audio
- t. **2310 – School Board** – School board district reports – the books for election – Doug – we made a cut.
- u. **2320 – SAU Expenses** – Stan – salary – contractual obligation or negotiated. Took a look at what the pay was and to compete what that pay should be. Same as Office Employees. Doug- Financial manager we originally were paying out 90K under a contract.
- v. Doesn’t matter what you take out taxpayers are still paying it. Larry discussed how the tax payers were driving what the school does. Shawn – Nate appreciates his work. Stan – not if you’re worth it but how you came about the numbers. Paul – the only people that are here are those who are for the kids. But the next day everything blows up; Stan is here to state what the general public will be saying. Shawn – Well said. Larry – if you listen to Stan’s

questions, then you will understand the number. Paul – Earl has taken many hats. Doug – we negotiated with board and Earl did not take a pay raise. Peg - \$19K per student. People need to need to understand that \$14K to send them out and that doesn't include transportation. Tom – 2320 – Maintenance on the SAU – Bob – minor repairs are still in the budget line. Didn't move. Stan – what is the number to having Wakefield (35K a year) .43% SAU64 paid. Nate – look at FY17 – 53110-1 & 2 – Down \$15K –was 407 went down 395. Larry - \$ spent forward to bring Damon house to be used as SAU64. You are not going to operate the Damon house for nothing. Lines show what it is.

- w. **2410 – Principal** – Stan – Middle principal high up (split up into) Salary = \$19K Questions regarding the salaries.
- x. Melissa – Principal has been here late, well worth it. Earl – look at overall compensation. Stan we have to look at everything. Melissa B. We are in line with other towns as far as principals. Shawn – agree with Stan to look at total compensation. Dennis – you're saying that you're trying to be competitive. Paul – trying to keep good people, turn over every two years. Tom – equipment – copiers -54420 – Elementary have 4 and middle/high has 1; Maintenance – upkeep; toner etc. Nate – we do look at bids when lease is up. Earl – John is looking at a grant for ordering new books. John – we do not have textbooks in math. Everyday math that people are getting away from. Language arts – units that teachers make copies. Larry – math being taught. Dennis – can you split raises and put that into text books. John – title 1 funds there is a grant to get new math books. Doug – Melissa Brown and Peg are on grant committee and looking everywhere. Stan – careful with that. Doug we are very careful. Shawn – commitment for grant? To continue the program. Stan explained what the commitment grant was. John – position federal grant proven that it was effective that it is now a supplement. Tom – Printing are you really going to print a lot more than last year. Do you really expect these expenses to go up? Lines 55500-2 through 56100 – 1 on page 14. Supply line used to be 27K this year it is 10k.
- y. **2610** – Salary involved in each salary line – 1=3; next line 3.6. Increase of \$19,273.80 increase. Had to bring up to what was competitive.
- z. Larry goes through each line. No real questions. Earl – what is the upkeep of ball field? - \$2,000. Bob – town shutting down Lockhart – backflow, heads, bleacher etc. Came to elementary. Stan – what is that? Bob – it gets towed behind the tractor and picks up leaves and grass. And will protect the new field. Dennis – jumps on salary – anyway we can split this up over a couple years? Earl – worked with staff concerned and used money from positions that were no longer filled. There is a competition to drive the bus - you had to retain. Andy – we did that with the police and fire department over several years. Paul – we had a lot of crises. We have the money due to other positions not being used. Doug – made separation from Wakefield - bus drivers were offered to go over but we gave bus drivers and custodial staff an increase. Earl – look at what happened at Northwood. Larry – if you look at transportation salaries and maintenance salaries have been changed to bring those up to what would be the cost of living.

- aa. Stan – motion to go past 9:00 to finish the budget discussion and second by Andy – Shawn – no, Peg - yes, Bob - yes, Larry - yes, Erin - yes, Stan - yes, Dennis - yes, Andy – yes Tom – yes. Stan – Health insurance up 27.5% - Tim – instead of buyout. Nate \$6,000 is a single plan.
- bb. **2710 – Transportation** – replacement – Tim – there is a 5-year lease (page 43) then you own it. Stan – sale after – Tim we put it out for bid. Andy – fuel line town lines all went down 10K; Tim - we buy from town and WEKS; larger buses fuel at the state pumps because there is no diesel in town. Tim – we can. Have increased # of trips that we have been doing. Stan – SPED Transportation – currently no students. Why? Tim – if we have to have a contractor come in then that would be 30K; 15K we felt that it was best to put it in.
- cc. **2820 – Technology Services** – Stan 53400-0 was 0 13,340.35 pretty specific based on notes. Moved one line up and new line. Nate – back up Alert Now etc. was not a new cost. PowerSchool – takes information from old system and backs up to new. Nate – lost the server and back up server both went down. John – server – SAU there was a problem with the information and with the back up server so info was corrupt. Larry - Any further questions?
- dd. **2900 Support Services** – Larry – wellness incentive is? Nate – school care has a program incentive –
- ee. **5100 – Bonds & Notes** – Doug - this goes away.
- ff. **5221 – Transfer to Food Services.** Stan – lose money – Nate – putting out to bid for next year.
- gg. **5222 – Transfer for Grant expenditures**
- hh. **100 - General Fund -**
- ii. **200 – Food Service** – going out to bid; Bob – freezer repair
- jj. Looking at FY16; FY17; Budgeted FY18; FY19 Proposed – reduction of \$140,211.23. Total request for \$10,328,546.92. FY16-FY17 did not have Grant expenditures.

**Meeting Minutes** - Motion to approve meeting minutes from 11/22/17 with changes Stan and second by Peg. Shawn – yes, Peg - yes, Bob - yes, Larry - yes, Erin - yes, Stan - yes, Dennis - yes, Andy – yes Tom – yes. No minutes from Dec. 4<sup>th</sup>.

December 14<sup>th</sup> - Discussion and possible reductions and vote on warrant articles.

**Meeting adjourned** – Motion to adjourn by Stan and second by Larry. Shawn – yes, Peg - yes, Bob - yes, Larry - yes, Erin - yes, Stan - yes, Dennis - yes, Andy – yes Tom – yes

Respectfully submitted

Shari Gaesser – Recording Secretary

Minutes Approved: