

Town of Milton
Town Budget Committee
Special Session
Milton School District FY 2019-2020 Budget Presentation
Tuesday, November 13, 2018
Minutes

CALL TO ORDER

Meeting called to order at 6:00PM by Chairman Bob Carrier

PLEDGE OF ALLEGIENCE

ROLL CALL - PRESENT

Mr. Bob Carrier – Chairman, Mr. Thomas McDougall, Ms. Tammy Smith, Mr. David Carpus, Mr. Larry Brown, Mr. Mark Currier, Ms. Erin Hutchings, Ms. Peg Hurd, and Mrs. Shari Gaesser – Recording Secretary.

A Quorum was present.

PUBLIC ATTENDANCE –

Mr. Mark Gaesser

SCHOOL BOARD

Chairman Doug Shute opened the School Board meeting at 6:01PM. Present by roll call Chairman Mr. Doug Shute, Ms. Melissa Brown, and Mr. Paul Steer. Ms. Laura Noseworthy was excused. A Quorum was present.

The school representatives present: Mr. Earl Sussman – Superintendent, Mr. Nathan Castle – Financial Manager, Mr. John Safina – Elementary Principal, and Ms. Jan Radowicz – Middle/High School Principal, Ms. Melissa Jean – SPED Director, and Mr. Bob Adams, Facilities Manager.

Mr. Castle provided the committee with following budget updates:

Line 1100-55610 – High Tuition – the Student attending has graduated so now shows a reduction from \$14,116.02 to \$2,100, which is a decrease of \$12,016.02

Line 1200-151140-2 – Middle SPED Support Salary notes updated.

Line 1200- 51140-3 - High SPED Support Salary notes updated.

Line 2710-58900-1 and 2 – Transportation notes updated.

2610 - Operations and Maintenance

Mr. Carrier asked in regards to Line – 2610-53200-1 – 2 contracted services for the elementary and high school phones - is this without the E-rate. Mr. Castle noted that we still get the E-rate at \$30,000. Mr. Brown mentioned that the reimbursement for E-rate takes forever. Mr. Castle noted that it comes around September of the following year. FY is closed before revenue comes in.

Mr. McDougall asked about Lines 2610-54200 1 and 2. Mr. Castle noted that this was for roof snow removal just in case we needed to outsource.

Mr. McDougall - Lines 55310-1&2 – Phones – This doesn't appear to be lot of money to pay for phone service. Has the school looked into going to voice over IP. Mr. Castle responded that the District was currently looking at this and would be having a phone conversation on Friday. Mr. McDougall noted that there are 2 components – Internet access as well (pipeline for high speed internet) and that the Town is up for negotiation with Atlantic Broadband.

2610 - \$833,608.67 an increase of \$26,568.85.

Technology Services – what is the coverage for IT \$60,000?

Line # 53200 – 1, 2, 3 Mr. Castle – Backbay does all the IT tickets and supports all issues that occur. They also assist when the wiring is done. Mr. McDougall asked how many tickets were generated per year. Mr. Castle responded that he could find the answer for the committee by the next meeting. Back Bay was the only one that bid. Mr. Carrier noted that an in-house team would need a large suite of expertise to support desktop, laptop, and network issues. By outsourcing the District is able to have layers of support based on services needed. Upgrade of the wireless not typical on day-to-day basis and would need to bring in other services/skill set. Mr. Shute noted that by bringing someone in full time you spend more to include salary and benefits.

Mr. Carpus asked for an approximate-number of computers that is being serviced. Mr. Castle noted that it was somewhere between 100-500. The standard cost is per PC and not based on tickets. Mr. Steer noted that that his recollection was it was 250 computers and that there was 100% warranty on the machines due to use by students etc. Mr. Castle said he would provide an answer for the total number. Mr. Currier asked about the contracted services and if that included monitor repairs and maintenance and if there was an extended warranty on all computers. Mr. Carpus noted that PowerSchool is \$47,000 for the software. Hosting for all data is kept off site.

Mr. Sussman advised the Budget Committee that a feasibility study had been done about bringing in-house and the District would take a look at that.

Mr. McDougall- Tech 53400-0 – Are items broken out differently from previous years? Mr. Castle – yes

Total \$107,847.31 for an increase of \$13,887.96

Support Services – not in our control

Workers Comp 52140 – 1 & 2

522220 Wellness incentives

FICA – Incentive

526000 – Unemployment 1 & 2

Total \$66,437.67 for a decrease of \$2,897.99

5100 – High Bond

58300-High Bond Principal – construction of high school 8/2020 last payment

58400-High Bond Interest

Mr. Brown noted that it was down \$2,800 and what was that contributed to? Mr. Castle - Workers comp and workers – fewer claims.

59100 – Transfer to Food Services – Contract

Every year, the Food Service fund (200 fund) must be reported as zero but noted that it would be in negative \$27,000. If there is a deficiency for Food Services then that will come from this line.

Total \$27,462.00 for a reduction of \$13,396

5222 – Transfer for Grants – reductions came up with IDEA, TITLE I and Title 2

Total of \$339,137 for a reduction of \$16,481

2000 Food Services

3100-53100-4 - Contracted food services – went down but this was budgeted for a less amount this year. The District had them restructure the contract.

Total - \$243,721 for a decrease of \$45,827.83

Grand Total of \$10,497,009.66 for an increase of \$204,068.86

Page 12 - Salary - shows an 8% increase for the High School Assistant Principal. Mr. Castle provided a job description showing what she is doing. Items were not getting done or done by someone else. Grant writing used to be a stipend. Ms. Brown noted that the school was awarded \$684,453 due to the AP's Grant writing. Mr. Brown inquired which grants going down most, State or Federal and overall \$ amount or is each grant going down. Mr. Castle noted that Title 1 goes down, IDEA is more of a moving target, and safety grants are new. The State is coming out with certain mental health grants.

Mr. Steer left the meeting at 6:43 PM.

Mr. McDougall asked about copiers, how many and what was the maintenance agreement amount as well. Mr. Currier asked if the copier rental and maintenance was based on how many copies are made. Mr. Castle - It is both maintenance and the number of copies. What the difference is the rental of the copier is the amount we would pay for copiers. Maintenance fee is for copier and printers. Mr. McDougall - who is charged with making sure the copier and printers are working? A third party does it; Backbay makes sure they are connected to printer/computer.

Mr. McDougall – 58100 why are the elementary dues higher then middle/high principal dues? Mrs. Radowicz noted that Nute is not part of principal association as the figure is too high.

Mr. Carpus – why is there a 22% increase salary increase. Mr. Sussman – the secretary for High school went from 1.5 to 2 full time positions.

Total \$694,778.62 for an increase of \$32,289.57

2724 - Field Trips

This is for the driver's pay when doing different runs.

2724 - Field Trips \$10,712.70 with no increase.

1100 – Regular Education –

Page 2 - 53220-2 ESOL - English for Speakers of other Languages. What is Northstar service? Mrs. Radowicz noted that they provide counseling type services for dropout prevention. Mr. Currier asked if Community Partners, John Powers, or Northstar provided those services. Melissa Jean noted that they could but not specialized.

Mr. McDougall – 57340 - \$40? Why not keep this open with \$1. Mrs. Radowicz – it was used to buy extra software for a computer (memory card). Why would it not be under the IT new equipment line? Mr. Castle – it's been done that way and hasn't been fixed. Look to change this in the future.

Page 2 58100 – 2/3 Middle and High Dues - These are for the teachers
55800-3 – High School Travel - why is this going up. Mrs. Radowicz noted that this is based on conferences and courses the teachers expect to go to.

1100 - Regular Education

Motion was made by Mr. Brown to accept 1100 Regular Education budget at \$3,237,569.87. Seconded by Ms. Smith. Discussion – none. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

1200 - Special Education

Motion was made by Ms. Hurd to accept the 1200 SPED budget at \$2,576,666.86. Seconded by Mr. Brown. Discussion – none. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

1299 - Medicaid Fees

Motion was made by Mr. McDougall to accept 1299 Medicaid Fees budget at \$9,200. Seconded by Mr. Brown. Discussion – none. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

1300 Vocational Programs

Motion was made by Ms. Hurd to accept 1300 Vocational Programs budget at \$96,406.51. Seconded by Ms. Smith. Discussion – none. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

1400 - Other Instructional Programs

Motion was made by Mr. McDougall to accept 1400 - Other Instructional Programs budget at \$202,124.96. Seconded by Mr. Carpus. Discussion – How many sport teams are in co-curricular? - Basketball, volleyball, softball, baseball, soccer, football, Spirit team.

Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.

2120 - Guidance

Motion was made by Mr. Carpus to accept 2120 - Guidance budget at \$321,051.24. Seconded by Ms. Hurd. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.

2130 - Nurse

Motion was made by Ms. Hurd to accept 2130 - Nurse budget at \$154,259.98. Seconded by Mr. McDougall. Discussion - Mr. Currier asked what the supplies would be for. Mr. Castle - Thermometer scale, batteries, repair refrigerator and Stethoscope. The equipment is also used for high school testing. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.

2210 - Improvement of Instruction

Motion was made by Mr. McDougall to accept 2210 - Improvement of Instruction budget for \$44,000. Seconded by Ms. Smith. Discussion - None. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.

2220 - Library

Motion was made by Mr. Brown to accept 2220 - Library budget for \$154,278.29. Seconded by Ms. Hurd. Discussion - Mr. McDougall - Page 11 56400 - 2 Library Software is there a reason this specific number is going up? Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.

2310 - School Board

Motion by was made by Ms. Hurd to accept 2310 - School Board budget for \$52,140.13. Seconded by Mr. Brown. Discussion - none. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.

2320 - SAU Expense

Motion was made by Ms. Hurd to accept 2320 - SAU Expense for \$413,035.34. Seconded by Mr. McDougall. Discussion - None. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0..

2410 - Office of Principal

Motion was made by Mr. McDougall to accept 2410 - Office of Principal budget for

\$694,778.62. Seconded by Mr. Brown. Discussion - Page 13 53200-3 – Mr. McDougall asked if the amount would be enough to cover. Mrs. Radowicz noted that it would. Mr. Currier – what are the yearly dues \$3,200 for? Mrs. Radowicz noted that this was for accreditation and to keep resources available. The report is for every 10 years and is on a cycle. Accreditation helps students get into college. People look to see if a school is accredited. It also helps with property values. This holds us accountable. The review is no longer looking at just the structure of the facilities but also more important as to what is going on inside the classroom. Mr. Carpus asked if the dues were paid once candidacy was given. Mrs. Radowicz confirmed. **Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.**

2610 - Operation & Maintenance

Motion was made by Ms. Hurd to accept 2610 - Operation & Maintenance budget for \$833,608.67. Seconded by Mr. McDougall. Discussion - Mr. McDougall – page 15 2610-54110 – is this enough for the softball field? Mr. Shute noted that the scoreboard was donated and needs to be installed. This will be added to a warrant article. **Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.**

2710 - Transportation

Motion was made by Mr. McDougall to accept 2710 - Transportation budget for \$621,492.76. Seconded by Ms. Hurd. Discussion – Mr. McDougall - Page 17 56260 – asked if the District participated in WEX program. Mr. Adams confirmed they did. **Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.**

2711 - SPED Transportation

Motion was made by Mr. Brown to accept 2711 - SPED Transportation budget for \$15,000. Seconded by Mr. McDougall. Discussion – Is Mr. Eldridge providing this transportation? Mr. Nate noted that they are not using any providers yet but this is a buffer. **Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0..**

2725 - Field Trip

Motion was made by Ms. Hurd to accept 2725 - Field Trip budget for \$10,712.70. Seconded by Mr. McDougall. Discussion – None. **Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd - yes, Ms. Hutchings - yes, Mr. McDougall - yes, Mr. Brown - yes, and Mr. Carrier - yes. The motion passes 8/0.**

2820 - Tech Services

Motion was made by Ms. Hurd to accept 2820 - Tech Services budget for \$107,847.31. Seconded by Mr. McDougall. Discussion – Backbay was the only bid responded to for Tech Services. **Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier - yes, Ms. Hurd -**

yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

2900 - Support Services

Motion was made by Ms. Hurd to approve 2900 - Support Services budget for \$66,437.67. Seconded by Ms. Smith. Discussion – none. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

5100 - Sale of Bonds & Notes

Motion was made by Mr. Brown to approve 5100 - Sale of Bonds & Notes budget for \$276,078.75. Seconded by Ms. Hurd. Discussion – None. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

5221 – Transfer to Food Service

Motion was made by Mr. McDougall to approve 5221 – Transfer to Food Service budget for \$27,462. Seconded by Ms. Smith. Discussion - None. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

5222 - Transfer for Grant Expenditures

Motion was made by Ms. Hurd to approve 5222 - Transfer for Grant Expenditures budget for \$339,137. Seconded by Mr. Brown. Discussion - none. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

3100 - Food Services

Motion was made by Mr. McDougall to approve 3100 - Food Services budget for \$243,721.00. Seconded by Ms. Hurd. Discussion – None. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

Grand Total – FY 2020 \$10,497,009.66 which is an increase of \$204,068.86. Without Federal Grants it is 2.21% increase.

Motion was made by Mr. McDougall for FY 2020 to send Grand Total of \$10,253,288.66 to the town public hearing on January 10, 2019. Seconded by Mr. Brown. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

Mr. Shute noted that some items were pulled out and will become Warrant Articles. Also the state is coming out with unfunded mandates. This information will be presented to Board once he finds out. This will affect the bottom line.

Default Budget \$10,421,276.91. Difference between Default and Proposed is \$75,732.75

Mr. Shute stated that the School Board and the District would be working on Warrant articles.

Mr. Carrier closed the special session at 8:00PM.

Motion was made by Mr. Shute to adjourn the Board session at 8:00PM. Seconded by Ms. Brown. Ms. Brown – yes and Mr. Shute – yes. Motion passes 2/0.

Meeting Minutes

Motion was made by Ms. Hurd to approve the meeting minutes of October 16, 2018 with changes. Seconded by Mr. Brown. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – abstained, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 7/0/1 with one abstention.

Motion was made by Ms. Hurd to table the meeting minutes of November 8, 2018. Seconded by Mr. Brown. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

Mr. Carpus noted that the budget for the school is right in sync with the state inflation rate.

Next Meeting November 20, 2018.

Mr. Carrier noted that the Budget Committee would be using up all meetings in December for budget presentations. We will also discuss the Budget Committee's Budget.

Adjournment

Motion was made by Ms. Hurd to adjourn at 8:18PM. Seconded by Mr. McDougall. Roll call Mr. Carpus - yes; Ms. Smith - yes; Mr. Currier – yes, Ms. Hurd – yes, Ms. Hutchings – yes, Mr. McDougall – yes, Mr. Brown – yes, and Mr. Carrier – yes. The motion passes 8/0.

Respectfully submitted,

Shari Gaesser – Milton Budget Committee Recording Secretary