

Town of Milton
Town Budget Committee
Special Session
School Board Budget Presentation
Thursday, November 8, 2018
Minutes

Call to Order

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

Pledge of Allegiance

ROLL CALL - PRESENT

Mr. Bob Carrier – Chairman, Ms. Peg Hurd, Ms. Tammy Smith, Mr. David Carpus, and Mrs. Shari Gaesser - Recording Secretary

Mr. Thomas McDougall – Vice Chairman arrived at 6:07PM

Mr. Mark Currier – arrived at 6:28PM

A Quorum was present.

School Board

Chairman Doug Shute opened the School Board meeting at 6:01PM. Present by roll call - Chairman Mr. Doug Shute, Ms. Melissa Brown, Ms. Laura Noseworthy, and Mr. Paul Steer. 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. Tim Eldridge – Transportation joined at 6:40PM.

Proposed Total Budget for the School District is \$10,542,797.07 (with federal grants taken out), which is an increase of \$266,332.27. A percentage of the budget which is mandated is 2.27%. .41% is controllable for a total of 2.68% increase over FY19.

Mr. Sussman thanked the Budget Committee for their hard work and recognized members who are no longer with the committee.

Mr. Castle advised the committee that he had received new information on Health Insurance. This change decreased the budget by approximately \$34,000. When creating the budget a 9% increase was estimated, as Health Insurance figures were not in. It was only 1.8% increase, which affects Default and Regular budget.

Mr. Carrier noted that Legislature has changed the items of what can and cannot go in the default budget.

Mr. Castle – General items in the proposed budget excludes warrant articles. The support staff salary is based on step increases. Teacher's salary and benefit changes are in negotiations. Health insurance information was based on 9% but actual came in at 1.8% with Dental 2% and Disability .37% of salary. Retirement decreased from 11.38% to 11%. Increase from 17.63% to 17.8% for teacher retirement

Default Budget - \$10,421,276.91, (\$87,748.77) under the proposed budget that is .8%

Mr. Brown – Are the step plans approved by legislation, from the deliberative session or by the School Board? Mr. Castle – by the School Board. Salary is not reflected in the default budget.

Mr. Sussman noted that a lot of work went into this budget. Mr. Carpus asked if the step increase is decided by School Board, wouldn't this fall under controllable. Is the student/teacher ratio mandated? Does that vary by elementary, middle and high school? May want to add this information to the presentation.

GENERAL COMMENTS

Mr. Carrier – on page 29, under Health Insurance, there are two rates. Does the school district use both? Mr. Castle noted that there are two different plans available. This is the rate per person with premium holiday. Bottom figure is the one we budget with. Mr. Castle advised the committee that the Premium Holiday rate is set by the financial group within SchoolCare and this figure is based on claims. If claims aren't filed, then the funds are given back to school district.

Mr. McDougall – if this is based on claims, we might not have the same next year. Mr. Castle – Rates were up high so the figures were overstated. It ended up giving back to district. These actual rates already have the Premium Holiday included.

Mr. McDougall - Page 40 – Is this the schedule for bus replacement? Mr. Castle – Yes.

Mr. McDougall - Page 31 Enrollments – what is the financial impact of homeschool students? Are these the numbers for all home schoolers or do they attend any classes at the school?

Mr. Sussman – The students are allowed to play sports, participate in plays, etc. This information gives the impression they are full time students. The District does provide afterschool activities for the students.

Ms. Noseworthy – I have heard the taxpayers ask about this so the information needs to be put out there. Ms. Radowicz – we currently have a homeschool student in the CTE program and 2 middle school students who participated in soccer.

Ms. Hutchings – how many participates? Mr. Currier - are homeschoolers required to meet with and report to school district? Mr. Sussman – It was that way but is no longer done. The requirement to show what curriculum is being used was removed from the system. Ms. Radowicz – The parent only has to send a letter saying they want to homeschool. Mr. Currier – Do they still have access to SPED, OT and PT? Mr. Sussman – They have this service until age 21.

Mr. Carpus – What is the financial impact of the homeschool on the budget? Just having a rough idea would be good. Mr. Safina – MES has students that are involved in the Unified arts and we do have SPED referrals. Students that participated in the Unified Arts program are now fully enrolled. Ms. Brown – Having the number is important and a student can take a class if a parent requests. It could be core classes and therefore affect the budget. Mr. Castle – The District has to report to DOE so this information is captured. Mr. Carpus – This could affect the numbers mandate on teacher/student ratio. Ms. Brown – It is important to keep in the back of the mind but could happen.

Mr. Castle presented the updated budget for the District and Default. He asked that the committee keep in mind this is mostly based on the changes in the Health Insurance numbers.

LINE-BY-LINE REVIEW

1100 Regular Education

Mr. Carpus regarding Page 1– Are you using a 3-year average? If done for a couple more years how close has this prediction been? Mr. McDougall – line 1100-5210-3 FY18 actual and now is up \$25,000. Mr. Castle responded that this is the budget of what we have at this point in time. May is open enrollment so with turn over and those that change plans we have to base the information on what we have now. Any changes done netted to 0 but not case in the high school.

Mr. Carrier - Page 2 –100-1100-5562-3 – High Public Tuition, what is this? Mr. Castle – The District has a student that has been going to Dover for a couple years and is still going. We have to have it remain in budget as she was approved to go until she graduates.

1100 – \$3,249,585.89 with an increase of \$52,581.93

Mr. Brown - Page 2 1199-56100-3 – Appears to have taken a hit. How close to a problem will this be? Ms. Radowicz – We receive many supplies from the community. This is where cut \$12,000 from our budget. Many of the supplies come from church groups and PTA. We don't actively solicit.

1200 – SPED

Mr. Currier – Page 3 SPED – Are all paras IEP driven and only working with students that have an IEP. They do not work as substitutes? Ms. Radowicz – the 1-1 Paras remain with their students but classroom paras may be pulled. Mr. Currier-How do you move that money? Ms. Radowicz - If they cover a class they are paid out of the substitute line. Mr. Currier – Is the District keeping track of the money, are you in compliance with the IEP? Ms. Jean – Actually 3 paras are paid out of the regular budget. Ms. Radowicz - Every 2 week's paperwork is supplied and the money is being moved.

Mr. McDougall – Page 3 – 1200-51140 – 3 High SPED – Did a SPED para move to regular para line? Mr. Castle – It is more complicated then just noted. Breaks down to FY19 regular Education Para but then it was changed. There are two 1-1 and two general paras but this year we moved out one general education para, one para from middle school and had turn over on 2 positions. Someone left and someone filled that position.

On Page 5 – 1200-55610-1/2 – SPED Elementary and Middle Public Tuition There is now a dollar amount but also don't remember 0. Ms. Jean – SPED most students have been identified as having special needs. We have students that have remained in the public school system. Mr. Sussman

explained that there are currently 7 spaces available for students with special needs. Currently 5 are being utilized by MES. There may be an opportunity to rent out one of the SPED seats as another source of income. Another school would pay our District public school tuition and we will maintain 1 extra seat for us.

Mr. Brown – Not practical to be out of compliance on grants. How do you address the daily variable change on an IEP? Ms. Jean - Communication is important. We meet weekly and documents are used that track the timeline where staff and Paras are. It helps the staff to be more efficient and assist with tracking Medicaid.

Ms. Brown noted that the SPED staff was able to get back approximately \$115,000 from Medicaid due to SPED due diligence. Mr. Currier noted that getting revenues back is not part of the budget. This is revenue but not the budget. Mr. Carpus noted that the FY14 showed large dollar items. Isn't it better to budget for what they have?

Mr. McDougall on page 4 – There appears to be a wide flux due to changes. Is this due to things not budgeted in right place? Ms. Jean - As students get older they require less service. There is a reduction on Occupational Therapy services in the middle and high school, as these students don't need as many. Flux is due to where we see the services are needed.

1200-53240 – Diagnostic tools – why is the request twice as what has been spent? Ms. Jean – The number of student needs drives the request to look at what protocol materials are needed. Specific test may need to be updated.

1200-53300 – 1, 2, 3 – What are Membership dues? Mr. Castle – Just like health insurance we budget at 8%, as we don't get the amount until after budget is done.

Mr. Carpus – Is there a list of students of how many are on IEP's? Ms. Hurd provided the committee with the numbers of 7 Pre-K, 46 at MES and 52 at Nute. Out of district is 1 Dover, 2 at Maplestone, 3 at Seacoast and 1 at John Powers.

1200 - SPED \$2576,666.86 - with a variance of \$129,051.52

1299 - Medicaid Fee – \$9,200 with a variance (\$2,646.38)

1300 -Vocation – \$96,406.51 variance \$9,639.32

1400 – Other Instruction Programs – No questions

1400 - \$202,124.96 with a variance of \$11,334.14

2120 - Guidance

Mr. McDougall – 2120-53220- are the 2 ALEKS tests paid out of a grant. Ms. Radowicz – There is no grant this year. We have a math intervention program.

Mr. McDougall – Page 7 51120 -2 and 3 – Middle and High school salary increased, why? Mr. Castle – They were previously allocated incorrectly. I am trying to condense them.

Mr. Carpus – The middle school position shows approximately \$16,000 rounded as does the \$54,000 but not the \$24,000. Mr. Castle – The middle school came out of 3 lines. Mr. Currier noted that the middle school position was grant funded 50% two years ago. Mr. Sussman explained that at the time there were 3 guidance counselors and the 1 was 50% grant funded. When the high school guidance left, the middle school counselor moved to high school position and the grant funded staff member moved into the middle school position.

Mr. McDougall – Page 8 -2120–52120 – The middle and high school counselors are showing an amount for dental but not elementary? Per Mr. Castle - She doesn't require it.

Mr. Carpus – Is the Guidance teacher/Guidance counselor the same? Mr. Sussman noted that they are under the CBA contract.

2120 – \$321,051.24 with an increase of \$11,868.28

2130 – Nurse

Mr. Carpus Page 9 – 2130-57350 – What medical equipment needs to be replaced? What does the \$700 amount include? Mr. Safina – thermometer scale, batteries, repair refrigerator and Stethoscope. The equipment is also used for high school testing.

2130 – \$154,259.98 with an increase of \$572.43.

2210 – Improvement of instructions.

Mr. Brown – Is part of this is contractual. Mr. Castle – All 6 are contractual. Mr. McDougall – Contractual? Mr. Castle noted that the continuing education falls under contractual obligation for the teacher. He noted that Elementary is now over.

2210 - \$44,000 with an increase of \$2,000.

2220 – Library

Mr. Carpus questioned on page 10 – 2220-51120 what tracks are? Mr. Castle explained that the Librarian moved from a B.A. to a MA.

2220 - \$154,278.29 with an increase of \$2,655.77

2310 – School Board

Mr. McDougall – Page 11 2310-53820 – 1 and 2 asked as to why there was a large difference. Mr. Castle explained that FY17 was last the last year with SAU64 and Wakefield combined. FY18 & 19 budgeted same amount but the Auditors were not required to be at the office as long as in previous years.

Mr. Carrier – 2310-52310-1 and 2 – 3.7% retirement for FY17, 18 and 19. Mr. Castle noted that this was for the School Board members. Mr. Brown asked if the payment for the Board was a stipend or a salary. Mr. Castle noted that they could be seen as interchangeable. Mr. Brown asked if the School Board Treasurer was non contractual. Mr. Castle reminded the board that the Treasurer is an elected official.

Mr. McDougall - 2310 – 53800-1 and 2 – Legal services. Appears to be a large jump, was this due to break from Wakefield and will the amount for next year enough?

2310 - \$52,140.13 with a reduction of \$1,344.97

2320 – SAU Expense

Mr. Carrier provided a job description for the Finance Manager to Budget Committee. Mr. Carpus asked if the salaries were not mandated, and are they comparable with other schools? Mr. Castle noted that within the state this is at the lower end.

Mr. Carrier – page 12 – 2320-51170 – shows an increase of \$2,537. Mr. Castle noted that this wasn't budgeted correctly. Mr. McDougall asked if this was a shared position? Mr. Castle - yes - with Nute.

Mr. Currier asked about the increase shown on Page 11 of 2% for the Superintendent and Business Administrator of 5%. Mr. Castle is currently a Financial Manager. In May he will complete certification for the Business Administrator. If he doesn't get the certification then he will not get the 2%.

2320 - \$413,035.34 with an increase of \$19,049.07.

2410 – Office of Principal

Page 13 – 2410-53200-3 – dues for accreditation. Mr. Currier asked how would Nute become accredited if old Nute won't be ADA compliant? Ms. Radowicz explained that the direction is different than in past years. It's not just on the building but what are we doing with students, teachers and community. Mr. Currier asked what the accreditation would gain us? Ms. Radowicz explained that it would improve students' chances if the accreditation were shown on their transcript. It would also improve town property values. Mr. Brown asked if there was no minimum average vs. classroom size. Ms. Radowicz reiterated that the accreditation would be looking more at what goes on inside. Mr. McDougall asked if the \$3,200 for dues would be for every year. Ms. Radowicz explained that once the school had obtained candidate status then the dues would begin. The Accreditation review was every 10 years. The school is required to do a self-evaluation then a 1-year, 2-year and 5-year report is due.

2410 - \$694,778.62 with an increase of \$32,289.57

2710 – Transportation

Mr. Currier asked in reference to page 17 2710-55140 -1 and 2 if SPED transportation was provided by the District or was most of this contracted out. Both Mr. Eldridge and Ms. Jean noted that this was not contracted out.

Page 16 – 2710-51100 1 and 2 – has to do with the DOE and MS25. Some drivers are for SPED. Some drivers are for Voc. This is specifically reported to the DOE and makes the information more accurate.

Mr. McDougall on page 17 – 2710-58900 1&2 – In adding up numbers, not they do not appear to be correct. Mr. Castle noted that MES is 40% of the total and he will update the information for next time. Radio repair some can be repaired and some can't.

Mr. Brown asked if 2710-56260-1&2 were contracted or state rates. Mr. Eldridge noted that the rates are from the State. These are not locked in.

Mr. Brown asked regarding Page 17 – 2710-58900 – 1 Seat repair – Mr. Eldridge - glue and patch stuff and heat gun. SPED transportation - \$15,000 is not an increase.

2710 - \$621,492.76 with a decrease of \$6,716.04

At 8:15PM Mr. Carrier stopped the workshop and told the School Board and Budget Committee that it would be picked back up on page 13/14 Operation and Maintenance at the next meeting. He also noted that there currently were issues with the calendar. Mr. Shute noted that the School Board still needed to meet to discuss the Warrant articles.

The next meeting will be on November 13th at 6:00PM and this will be to finish up the School Board presentation.

Adjournment for the School Board

Mr. Steer made a motion for adjournment at 8:29PM. Seconded by Ms. Noseworthy. The Board approved the motion unanimously. Motion passes 4/0.

The Budget Committee continued the meeting at 8:33PM.

Financial Report – Ms. Hutchings

Mr. Carrier met with the Town Administrator – the adjustments were Response Training and wasn't a line for Budget Committee training.

Mileage – code enforcement officer had a vehicle then it was reassigned for government buildings.

Ms. Hutchings provided the committee with copies of the Veterans Park well invoices. Well costs were \$5,580.25. There were 2 bids - water district \$3,641.31 but did not include the loam and seeding. Etc. The other one did. Mr. McDougall asked if the town did not have a backhoe to provide services for the upgrading of the Park. Mr. Carpus noted that the one bid didn't include grass and loam and this was only \$750. This was probably the better bid. Mr. Currier asked about the water sprinkler system and the trenching for laying sprinkler system. Ms. Hutchings noted that the company that did this free.

Mr. Carrier noted that a committee member would no longer be able to call in by speaker phone It must have the committee approval - thus the by-laws would have to be changed. Mr. McDougall noted that a motion from the committee should not be a problem.

Meeting Minutes

Motion was made by Mr. Brown to approve the minutes of October 16, 2018 with amendments. Seconded by Ms. Hurd. The committee unanimously approved the motion. Motion passes

Mr. McDougall reminded the committee that if an email goes out to all of the members then it is considered a public document.

Mr. Brown made a public announcement regarding the ceremony at the Veterans Park on November 11th for Veterans Day.

Adjournment

Motion was made by Ms. Hurd to adjourn at 8:43PM. Seconded by Mr. Brown. The board voted unanimously in favor of the motion. Motion passes 8/0.

Respectfully submitted

Shari Gaesser – Budget Committee Recording Secretary



Bob Carrier <rpcarrier@gmail.com>

Re: questions from school budget

3 messages

tammy smith <bttj_1@msn.com>

Sun, Nov 4, 2018 at 2:11 PM

To: Bob Carrier <rpcarrier@gmail.com>

Cc: "mdtcurrier@metrocast.net" <mdtcurrier@metrocast.net>, Peg Hurd <hurd@metrocast.net>, David Carpus <david.carpus@gmail.com>, Erin Kelly <erinyld1@icloud.com>, Thomas McDougall <thomas.mcdougall@gmail.com>, Shari Gaesser <slgaesser58@gmail.com>, Susann Brown <sfb@metrocast.net>

I also have a question. Am I interpreting the budget incorrectly, or do we have 3 nurses and guidance counselors, one each for elementary, middle and high school? Is that necessary, required?

Tammy

Sent from my iPhone

> On Nov 4, 2018, at 10:38 AM, Bob Carrier <rpcarrier@gmail.com> wrote:

>

> Good Morning BC Members

> These questions come from Tom McDougall he gave me permission to share with the committee. Peg would you forward these questions to Nathan and if we can have an answer for the Nov 8th meeting.

> Chairman Bob Carrier

>

> <Questions from the school budget.pdf>

mdtcurrier@metrocast.net <mdtcurrier@metrocast.net>

Sun, Nov 4, 2018 at 2:55 PM

To: tammy smith <bttj_1@msn.com>

Cc: Bob Carrier <rpcarrier@gmail.com>, Peg Hurd <hurd@metrocast.net>, David Carpus <david.carpus@gmail.com>, Erin Kelly <erinyld1@icloud.com>, Thomas McDougall <thomas.mcdougall@gmail.com>, Shari Gaesser <slgaesser58@gmail.com>, Susann Brown <sfb@metrocast.net>

Since we are in the question asking mode

4% pay increase for Sped Director?

5% pay increase for BA?

2% for Superintendent?

Are we becoming administrative top heavy since the workload has decreased since the SAU split?

It states health insurance was based on a 9% increase

High School Teachers health is closer to 18%

How much \$ cushion/padding or ghost positions were added to allow for changes?

SPED

There are 9 paras directly related to IEPs (Individual Education Programs) I understand they should be in the SPED section.

However they have 10 General Paras in SPED? They are not tied to a IEP. They should be there?

Why the increase for fuel oil when the US Energy Information Administration pretty much shows a flat line increase for the next year?

These are a few of the questions that I have.

Mark

[Quoted text hidden]

Peg Hurd <hurd@metrocast.net>

Tue, Nov 6, 2018 at 8:22 AM

To: Bob Carrier <rpcarrier@gmail.com>

Bob,



Bob Carrier <rpcarrier@gmail.com>

Questions from School Budget

3 messages

Thomas McDougall <thomas.mcdougall@gmail.com>

Sat, Nov 3, 2018 at 8:19 PM

To: Bob Carrier <rpcarrier@gmail.com>

Bob,

Here are a few questions I have regarding the school budget. I wanted to make sure I got them captured and hopefully they can be addressed at the 11/8 meeting.

1. line: 100-1200-51140-3-03 If they moved one para to another line and that line increased by 18,000 then who did this line actually increase by 1800 vs decreasing by 16,000?
2. line 100-1200-52110-3-03, essentially same question as 1. If one para position was moved to another line then why did this line increase by 11,000 rather than decreasing? should have been one less person getting health insurance.
3. The above questions are applicable for all lines associated with the high speed support.
4. line 100-1200-53230-1-00, why the wide year to year variance?
5. lines 100-1200-53300-2,2,3 what makes them expect an 8% increase when previous actual was just under 3%?
6. LINE 100-1200-53240-0-00, Why nearly double from latest actual?
7. line 100-1300-52110-3-00, seems low for health insurance
8. line 100-1400-51202-2-02, last actual was less than half of the current request, why the drastic difference?
9. line 100-1400-52320-3-00, this is more than double last actual and what teacher salary lines is this associated with?
10. Line 100-2130-52110-1-00, line seems low for health insurance
11. lines 100-2220-52110-1,2,3-00, why less than previous actual and the number seems much lower than should be
12. line 100-2220-56400-2-00, why nearly 3x than latest actual
13. lines 100-2310-51110-1,2-00, why variation from actuals?
14. line 100-2410-51140-3-01, a 22% increase? really?
15. line 100-2410-51120-3-00, again a 8% increase?
16. line 100-2610-54110-1-00, if 900 is included for field, does this imply the water usage for the school is decreasing?
17. lines 100-2610-56240-1,2-00, really, a 37,000 increase over the last actual especially when that actual was a cold december/january.
18. lines 100-2711-55140-1,2-00, should these be raised given latest actuals?

I'll let you know if I have any other questions.

TThanks,

Thomas

Bob Carrier <rpcarrier@gmail.com>

Sat, Nov 3, 2018 at 9:52 PM

To: Thomas McDougall <thomas.mcdougall@gmail.com>

Hi Tom

I'm going to print these questions and I'm going to submit them to Nathan if it's ok with you, so he will be able to give us an answer on 11-8 meeting. Do you want me to share this with the committee?

Bob

[Quoted text hidden]

Thomas McDougall <thomas.mcdougall@gmail.com>

Sat, Nov 3, 2018 at 11:06 PM

To: Bob Carrier <rpcarrier@gmail.com>

Feel free to share them. I am certain I'll have other questions as I look in more detail.

I have forwarded all the questions regarding the SB budget to Nate. He will take a look at them today but I do have a few answers to the more general questions...

Tammy: There are only 2 nurses in the District – MES and Nute. The nurse at Nute is categorized with an ending designation of "02" and "03" to delineate middle school and high school. This needs to be done to determine per pupil cost at each level for the State. There are 3 Guidance Counselors – one for each level. Middle school aged students are in need of the emotional and social support provided by a guidance counselor. As a former middle school teacher, I can certainly vouch for the demands put on a counselor!

Mark: The increase of 5% for Nate depends on him completing his certification to earn the title of Business Administrator. The increase can be broken down into a 2% raise and an additional 3% raise for the certification. This will be the first raise for the Superintendent in 3 years. Since the split from Wakefield, the District has reduced total personnel – the current positions are critical in operating a school district. Health insurance costs are not always in line with the % increase from the insurance provider – fluctuations are due to employees changing from a single plan to a 2 person or family. I am deferring to Nate for answers to your SPED, fuel, and "padding/ghost positions" questions.

Tom: Nate had already started looking into your line item questions yesterday afternoon so I will defer to him to continue.

Thank you for being proactive and taking the time to look at the budget booklet! Nate spends a lot of time putting it together.

Peg

From: Bob Carrier

Sent: Sunday, November 04, 2018 10:37 AM

To: mdtcurrier@metrocast.net ; Peg Hurd ; tammy smith ; David Carpus ; Erin Kelly ; Thomas McDougall ; Shari Gaesser ; Susann Brown

Subject: questions from school budget

Good Morning BC Members

These questions come from Tom McDougall he gave me permission to share with the committee. Peg would you forward these questions to Nathan and if we can have an answer for the Nov 8th meeting.

Chairman Bob Carrier