

**Nantucket School Committee
Meeting Minutes
December 19, 2017**

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2 Present Members: Zona Butler, Jennifer Iller, Tim Lepore, Melissa Bonvini Murphy
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4 The meeting was called to order by Chair, Melissa Murphy, at 6:00 PM in the Large Group Instruction room at NHS.
5 Mrs. Murphy welcomed Mrs. Libby Gibson Town Administrator and Brian Turbitt, Town Finance Manager to the
6 meeting, presenting the Town of Nantucket Budget for Fiscal Year 2019 at the start of this meeting. Tim Lepore
7 made the motion to approve the agenda, and Jenn Iller seconded, the motion was approved and Mrs. Murphy
8 welcomed all the attendees to the meeting.
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10 **Comments from the Public**

11 None
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13 **Presentations and discussions of interest to the Committee**

14 **Town of Nantucket Budget Presentation Fiscal Year 2019 – Libby Gibson and Brian Turbitt**

15 Mrs. Gibson and Mr. Turbitt presented the General Fund Budget recommendations to the School Committee and
16 pointed out that this would be an abbreviated version of the same presentation made days before to the Board of
17 Selectman. They reviewed the current and new initiatives and unveiled the projected total revenue is \$94,830,397
18 and the projected total expenses is \$94,581,813. It was discussed that some funds in the tax levy could generate a
19 little more than the original number and Mrs. Gibson reviewed the process, the timelines, and was positive about her
20 meetings with the Superintendent, explaining that they were agreement as they all move forward with the final
21 upcoming presentations to the Board of Selectman, the Capital Committee and Finance Committee. The increase for
22 this year was 1.5% overall, with instructions in the Town Charter to support a Level Funded budget while following
23 specific mandates and cost savings where possible. Mr. Turbitt reviewed the major revenue categories: Property Tax,
24 local revenue, motor vehicle tax, license and permits, rooms/meals tax, allowance for abatements, and state aid,
25 noting that state aid is always a difficult calculation because we never know what we are going to receive until very
26 last minute. He then outlined the general fund expenses of which the school is 30.9% of the overall budget.
27 Expenses include operational expenses, salaries, and the fixed costs associated which include health insurance,
28 general insurance, debt service, retirement costs and enterprise fund subsidies which includes the solid waste
29 facilities, Our Island Home and the land fill. The Town Expense increase requests show a total sum of \$3,729,089 in
30 submitted requests, with \$1,256,900 to be recommended and which can be funded through available tax levy, budget
31 adjustments/reallocations, alternated funding sources, free cash, potential revenue increases – the majority is ongoing
32 expenses, with a small portion as a onetime cost. The Special Appropriations representing a 1.6% increase is
33 significantly down from the previous year which was 7.3%. It is a very low number, but still impacts the bottom
34 line. Mrs. Gibson and Mr. Turbitt then reviewed the goals for Fiscal Year 2019, with the primary goal of a balanced
35 budget within projected revenues. Another priority is staffing increases to meet service and seasonal demands that
36 are needed in response to our growing community and ‘bigger city’ issues that we are facing in our small Town.
37 There is also discussion about how to handle the costs and funding alternatives associated with Our Island Home.
38 With efforts to reduce expenses and increase efficiency as always, Mrs. Gibson went through the routine list of
39 personnel efficacy, combining positions and/or cross training, reviewing positions when they become vacant (i.e.
40 retirement), internal controls, professional development (increasing professional qualifications and expertise) so we
41 do not have to outsource as much, and looking to grants as another source of funding which has just recently
42 provided fruitful.
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44 There are unknowns such as the Strategic Plan impact, possible tax overrides, federal tax reform or legislative
45 changes, Collective Bargaining, State Aid, Chapter 90 (town road work), and the Harbor Place Project (the tank farm
46 opportunity for redevelopment). The Preliminary Free Cash estimated at \$6,215,883, breaks down into categories of
47 Town Expense requests of \$192,900, School Expense requests of \$133,000, Capital Projects of \$4,605,416,
48 Affordable Housing Trust Fund of \$800,000, and unallocated Free Cash of \$484,567, and Mrs. Gibson reminded
49 everyone these numbers are still fluid and subject to change and recommendations until approved by the Board of
50 Selectman. As Mrs. Gibson and Mr. Turbitt wrapped up their comments, they offered an opportunity for questions
51 and reiterated the date of the Public Hearing for January 4.

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Budget Development for NPS Fiscal Year 2019 – Superintendent Cozort and Administrators

Superintendent Cozort reviewed with the School Committee the first steps in the school budget process and how the administrators begin in September, working with their School Councils to discuss needs and wants and that the preliminary work is critical to the overall final numbers. In total, the District team put forth requests equaling \$1.6 million which includes rolling over the existing \$650,000 in contractual agreements. The Superintendent reminded the Committee that Technology and Facilities had already presented their budgets and now for presentation will be the individual schools, Central, SPED, ELL, Athletics and NCS. With more requests than projected increase, priorities need to be categorized, and “addition by subtraction” will become necessary to add any needs beyond the basics.

NES - Principal Kimberly Kubisch

Mrs. Kubisch presented her proposed budget, representing 16% of the overall budget for 2019. The Elementary School payroll is 97% of their budget and she outlined her requests based upon working with a smaller number of students and staff now that the NES has split into two with Nantucket Intermediate School, but supporting requests that are aligned with the student numbers. She explained the Pre-K numbers are exploding and currently we only offer part-time PreK. With students being integrated with Special Needs students they would like to move to a full time teacher and increase a Teaching Assistant by .2 to better differentiate programming and teaching for students. Mrs. Kubisch additionally would like to have an increase to the reading intervention teacher by .5 so they can better prepare students in reading prior to matriculating to NIS. Finally, she is wishing to add another full time Special Needs teacher. Mrs. Brady, Special Services Director, reiterated the numbers warrant an increase of staffing to appropriately accommodate the needs of children.

NIS - Principal EveMarie McNeil

Mrs. McNeil rolled out her first budget, with NIS representing 14% of the overall budget for 2019. Her payroll is also 97% of the budget based upon contractual agreements. Mrs. McNeil reviewed her proposed changes, starting with adding a new full-time Language Arts Coach. This person would model and co-teach, do curriculum mapping with staff, meet with teams, assess students and provide an overall support system to the current teaching staff. She also hopes to add an additional fulltime ELL teacher, to support the student enrollment numbers; a .2 Spanish teacher to take full advantage of language immersion at an early educational level (a carryover request from last year) and also, to add another full time 5th grade teacher as the large 4th grade class moves up. Mrs. Iller asked how many students receive reading intervention help, and Mrs. McNeil said while she did not have the exact number, it is a lot and NIS needs more support in this area.

CPS – Principal Peter Cohen

Dr. Cohen reviewed his numbers with 15% representing the schools overall budget of the district and with 97% representing payroll. He stated the growing student population is impacting class sizes in the unified arts classes and also an increasing popularity of World Languages. He therefore would like to request a full-time Chinese Teacher which is an increase from the previous part time offerings; an additional .2 for PE; and another full time SPED teacher (several intensive special needs students will be coming into CPS next year). These requests only amount to a modest increase number for the budget as there are offsets by a retirement for Spanish, movement of a Latin teacher to NHS and the previously mentioned Chinese teacher.

NHS – Principal John Buckey

Dr. Buckey shared his numbers for the high school are 20% of the overall budget and also 97% as payroll. His proposed changes are adding .2 to the Chinese teacher and .4 to the Latin teacher making those two full-time positions; increasing PE by .2 to have three full time PE teachers to accommodate the student numbers and to fulfill the required Wellness semester obligations; and .2 in the Landscaping program expansion. An offset for NHS is reducing one full time Teaching Assistant for SPED as some students are aging out of our system and no longer need the one to one.

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Central Office – Director of Finance, Martin Anguelov

Central Office is 16% of the overall budget and 52% of the budget is payroll. Central Office provides the following services as a district wide umbrella: Special Services (broken out below); Curriculum & Professional Development; Technology; Bus & Food Services; the Superintendent’s Office and the School Committee. The key to changes represents a 4.8 % increase. The ELL staff will need to add another Interpreter as we have seen a 600% increase in the last 10 years for our ELL population. Technology was already reviewed with the requested increase for .4 repair and support specialist and some money to increase hardware funding of \$133,000. Finally, the projected medical insurance which is based upon the increase when Town of Nantucket renegotiated for additional hires, along with the contractual and at will provisions, all add to Central requests.

Special Services – Mrs. Michelle Brady

Falling under Central Office, but with a bit more detail, SPED represents 21% of the budget and 78% for payroll. Mrs. Brady illustrated that 14% of our students are on IEPs and our SPED numbers continue to increase as our enrollment increases. In order to provide solid and timely IEPs and offer oversight and support in the departments it will be prudent to add to our fulltime staff. Therefore, the addition of a Team Chair to work between the CPS and NHS schools. This cost would be offset by a reduction in the out-of-district tuition line as several students presently in placement are aging out. Other additions include an on-staff Speech and Language Pathologist and a .2 Occupational Therapist. The latter two positions will be balanced by reduced costs in our consultant fees. There was some concern expressed by the School Committee that these related services cannot be reduced and Mrs. Brady and Mr. Cozort concurred.

Athletics – Mr. Christopher Maury

Mr. Maury presented the athletics budget at 3% of the overall budget and 63% representing payroll. A large portion of the budget expense is our travel. This year we moved from a part time Athletic Trainer to a full time, and we also elevated our cross country club team to a varsity level sport. Restructuring the stipends for coaches and increased numbers for participation fees has helped to cover costs such as coaches’ salaries, travel and equipment costs. Mrs. Murphy asked about insurance outlays and if we bid them for competitive rates. Mr. Maury reminded her this is a Central office cost. She also wanted to publically thank the Hyline and Steamship for always helping the district with travel expenses – an enormous dollar savings. The participation numbers are very high with 371 students in NHS and 169 students in CPS participating in at least one of the interscholastic teams last year. There were an additional 55 students from grades 6-12 participant in a club level program, by far an all-time high in participation numbers. The athletic successes were abundant, with 10 of 15 varsity athletic teams qualifying for state level tournament post season play. The academic successes were also terrific with 163 students achieving honor roll status and 52 students achieving Principal’s list status. The Committee asked about more concentrated outreach to our ELL population and if we are sending out information in Spanish, to which Mr. Maury affirmed we are doing a better job with this outreach. Dr. Lepore asked about Martha’s Vineyard having a football team (we all hope they do next year) and Mr. Maury stated they will be in our league. Mrs. Butler asked about participation fees and why they are not broken out by collecting fees and waiver (or scholarship) fees. Mr. Maury responded that it is all considered income.

Nantucket Community School – Director of Finance, Martin Anguelov

Mr. Anguelov and Superintendent Cozort talked about the meetings they have had with the Community School Core Staff/Team Leaders to review the original projected budget numbers. They were concerned that the numbers were not an accurate representation and asked the NCS staff to dive in more deeply, learning this was the first time they actually had some contributions and information to offer about their budget needs. With adjusted numbers, a well-rounded budget has been submitted, increasing from last year by approximately \$11,000. What makes up the NCS Budget: the Town Appropriation, Income and Expenses, Grants and Gift Accounts and Personnel and Benefit Costs. The Second Quarter budget numbers for NCS in particular (currently showing slight improvement) is a bright light as we move forward. The Superintendent stated the NCS is in the midst of a transition and that changes need to be made in programming that reflect the changes in the community. Examining and determining how to best serve the community is the key to success.

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As a wrap up for all the budget presentations, Mrs. Murphy stated this is the first time the School Committee is seeing all of this information and they will need to digest the numbers and review the proposals. Mrs. Murphy acknowledged all the donations and support from the community, and thanked everyone for all they do for the NPS district.

Committee discussion and votes to be taken

MOU with the NTA and NPS is tabled to the next meeting

Vote to Accept Anonymous Donation of Miscellaneous Clothing items to NHS Accidentals & Naturals, approximating \$2,677.00. Tim Lepore made a motion, seconded by Jenn Iller, with none opposed, the motion was approved.

Vote to Approve the December 5, 2017, Meeting Minutes. Tim Lepore made a motion to approve the minutes, Zona Butler seconded, and the motion was approved.

Vote to Approve the December 12, 2017 Workshop Session Minutes. Tabled to the next meeting

Vote to Approve the Transfers & Invoices

Tim Lepore made a motion to approve the transfers and invoices, Jenn Iller seconded, the motion was approved.

**Superintendent’s Report–W. Michael Cozort
Strategic Plan**

With much of the last month dedicated to Budget work, the Strategic Plan meeting is slated for December 28.

Annual Report – Superintendent Cozort offered the Annual Report as he typically does in December with direction to the School Committee to please review and offer any suggestions. This report is always submitted to Town for the Annual Town Meeting book and is compilation of submissions from each department and the Administrators. It is a synopsis of the previous year.

On the Horizon

Discussion of moving the January 2 meeting to January 9th, even though there is a Math Night at NIS. Mrs. Murphy thought moving the meeting might be a smart idea. The first meeting in January will have the NHS students from Quiz Bowl coming to challenge the School Committee. There will also be a 2nd quarter budget updated, a bullying update and projected enrollment.

Subcommittees & Acknowledgements

Sub-Committees:

The Committee has requested a Safety and Security update and Superintendent Cozort mentioned that we will be happy to offer some review on the initiatives, although we are reluctant to offer too much of the details in order to best protect our students and school community.

At 7:22pm the School Committee adjourned on a motion made by Tim Lepore and seconded by Jennifer Iller, and unanimously approved.

Respectfully submitted,
Logan O’Connor, School Committee Clerk