

# MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 52

Greene, Leeds, and Turner, Maine

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## Minutes of the Tenth Regular Meeting of the Board of Directors for 2016-2017 January 19, 2017 Turner Elementary School

Members present: Elizabeth Bullard, Chairperson; Yuri Kowalski; Robert Allen; Peter Ricker, Pamela Sirois, JoAnn Nickerson (6:11pm); Richard Gross; Jon Woodard (6:43pm)

Members absent: Carlos Gnipp

Others Present: Kimberly Brandt, Superintendent of School; Thomas Ambrose, Assistant Superintendent; Del Peavey, Director of Special Education (6:07 P.M.); Deborah Roberts, Business Manager, Eben Shaw, Leavitt Area High School Principal; Gail Marine, Tripp Middle School Principal; Kelly Marston, Turner Elementary School Principal; Theresa Gillis, Turner Primary School Principal; Mark McDonough, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Karen Potvin, Technology Education Coordinator; Razell Ward, Adult Education Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:00 P.M. and the Pledge of Allegiance was led by Peter Ricker.
2. The Minutes of the Ninth Regular Meeting, January 5, 2017 were approved under general consent.
3. Communications:

3.1 Superintendent Brandt reported the following resignations:

Bonita Kenny, District Wide Bus Aide, effective January 4, 2017.

Tammy Rioux, Tripp Middle School Special Education Teacher Day Treatment Program, effective January 12, 2017.

Cindy Lanquest, Turner Elementary School Special Education Ed Tech II, effective January 20, 2017.

Chelsea Cunningham, Leavitt Area High School Special Education Ed Tech III, effective November 14, 2016 to accept a position as Special Education Teacher at Leavitt Area High School.

JoAnn Nickerson joined the meeting at 6:11 P.M.

4. Adjustments to Agenda – None.
5. Committee Reports:
  - 5.1 Finance Committee – Peter Ricker reported the committee has not met.
  - 5.2 Plant/Transportation/Building Committee – Peter Ricker reported the committee has not met.

- 5.3 Curriculum/Policy Committee – Richard Gross reported that the committee met and reviewed a number of policies that will be presented to the board at the next meeting.
- 5.4 Student Representatives Report – Madeline Hanscom reported that it has been quiet at the high school due to mid-term exams. She noted that Winter Carnival is coming up and that there will be more to report in the future.
- 5.5 Tri-Town Education Association Negotiations (Teacher) – Superintendent Brandt reported that the teams met to share proposals on the 12<sup>th</sup> of January. The next meeting is scheduled for January 26<sup>th</sup>.
- 5.6 Administrators Report – Turner Elementary School Principal Kelly Marston shared that the school has 267 students enrolled. She shared that 19.5% of the students are in special education 37% have free and reduced lunch and that 38% of students met their growth goals on NWEA reading and 35% met their growth in math.

Mrs. Marston talked about her entry plan. She shared the common themes associated with Turner Elementary after asking staff and parents five entry questions. She talked about a variety of themes including culture, communication, and staffing needs. Mrs. Marston presented some short-term responses to the needs staff and parents expressed during entry meetings.

Adult Education Director Razell Ward handed out the spring course offerings. Mrs. Ward gave an overview of adult education using a Prezi presentation. She talked about a variety of topics including literacy, college preparation, work force preparation, and enrichment courses.

- 5.7 Superintendent's Report – Mrs. Brandt talked about the \$3 million earmarked for grants for regional programs in the Governor's proposed budget. She also talked about the work that has been done on a possible regional autism and behavior program.

Mrs. Brandt shared a letter from Maine School Management Association (MSMA), written by Andrew Dolloff, regarding an abundance of positive data on Maine schools. She shared that the Governor's biennial budget proposed raising some student-to-teacher ratios, and restructuring of the funding formula for schools removing system administration.

Mrs. Brandt shared with the Board a thank you letter from a District substitute teacher who appreciated the increase in the professional staff substitute rate of pay. Mrs. Brandt talked about her open forums for people to talk to her. She provided an update about the budget process including individual meetings with principals and directors and the upcoming administrative team meetings that will be held. She shared with the Board the Country Courier article on this year's Patience Norman Award recipient, April Hartford. Mrs. Brandt talked about her progress on her entry plan and the meetings she has scheduled with the staff in each school starting in February. She reported that she and Chairperson Bullard attended a meeting with the Leeds selectmen.

John Woodard joined the meeting at 6:43 P.M.

6. Public Comment: None.

7. Old Business:

7.1 Business Manager Deb Roberts presented information regarding the pros and cons of a June referendum. She answered the Boards' questions as follows:

1. How often are there primaries in June? She said there is one primary every two years (on average).
2. How much does our referendum cost? Mrs. Roberts stated that the referendum costs approximately \$1,200 per year for the ballot clerks. All other expenses are the same.
3. What would be the impact of a June referendum on our work as a district? Mrs. Roberts noted that a June referendum would affect the following:
  - a. The date of ordering big equipment purchases;
  - b. Timing of capital repair projects;
  - c. Not having enough time for a second referendum in the event that there is a budget that is not supported by the communities.

Mrs. Roberts noted that she felt it would be worth \$1,200 to have a May referendum. Mr. Ricker asked if there is still a cost if we had a June referendum. Mrs. Roberts noted that the District did pay half of the referendum when we had the track vote last year. Mr. Ricker agreed with Mrs. Roberts that the Board should continue to have the earlier referendum. He noted that it might affect staff in addition to the purchasing. Mrs. Roberts noted that having an earlier vote helps with hiring as well. Mrs. Bullard also agreed that saving \$500 is not enough of a savings to justify the disadvantages.

## 8. Consent Agenda:

8.1 Non-Instructional Appointments: A motion was made by Yuri Kowalski, seconded by Peter Ricker and voted unanimously by those present to approve the following Non-Instructional appointments:

8.1.1 Erika Rivard, Greene Central School Special Education Ed Tech III.

8.1.2 Jessica Cloutier, Turner Primary School Special Education Ed Tech III Autism Program.

## 9. New Business:

9.1 Instructional Nominations – A motion was made Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the following Instructional Nomination.

9.1.1 Michelle Grimбилas, Turner Primary School/Turner Elementary School Teacher (assigned as a Special Education Resource room teacher).

9.2 Presentation of the FY 15-16 audit by Bruce Nadeau with RHR Smith & Company:

Mr. Nadeau presented information regarding the audit of the 2015-2016 budget. He noted that we are in a stronger position in this audit than the previous year. The current assets and infrastructure is up by \$4.3 million due mostly to the energy performance contract project.

Mr. Nadeau reviewed the following pages of the book he presented to the Board:

1. Balance Sheet for Governmental Funds (P. 12)
2. Statement of Revenues, Expenditures and Changes in Fund Balances (P. 17)
3. Statement of Fiduciary Net Position (P. 19)
4. Budgetary Comparison Schedule (P. 48)
5. Schedule of General Capital Assets by Function (P.66)

Mr. Nadeau noted that he would be happy to meet with the Finance Committee and/or other Board members to answer questions or to go deeper into the process.

He also said that the District is a big operation and needs to plan for stability to avoid a large tax increase or financial issues in the future. Chairperson Bullard asked Mr. Nadeau what he would recommend to help plan for facilities maintenance. He said that the District should use any excess capital to support the fund balance to help with doing capital projects to avoid debt on those projects. He said that the undesignated fund balance should be used as a means to handle an emergency. Mrs. Bullard asked about transparency with the fund balance and Mr. Nadeau said that the funds should be clearly outlined in the budget in an explicit line that is shared with the communities. He said the funds for construction (from the state) would become harder to get. He also noted that replacement parts for some mechanical items would become more challenging to get. Some of these items may need to be replaced before they reach their planned lifespan.

Robert Allen asked what average percentage he would recommend the district save to support the budget in the event of a calamity. Mr. Nadeau said that the board should take incremental steps to get there over years. He said there should be hundreds of thousands of dollars in the reserve accounts. He said that it is much better for the district to pay for issues than to borrow. Mr. Nadeau said that 3 months of operational expenses would be optimal for emergencies. Leavitt Area High School Principal Eben Shaw asked, "What does our fund balance look like compared to the three month recommendation"? Mr. Nadeau said that we should add \$600,000 plus the \$400,000 that was transferred on July 1 so the total would be an additional \$1,000,000.

- 9.3 A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve the donation to Tripp Middle School's Robotics Club for two laptops from IDEXX.
- 9.4 A motion was made by Peter Ricker, seconded by Richard Gross voted unanimously by those present to approve fundraiser for Tripp Middle School and Leavitt Area High School for calendar raffle sales for Androscoggin Special Olympics.

Hearing no objections, Chairperson Bullard moved to agenda item 10.

10. Other Business – None.

Hearing no objections, Chairperson Bullard returned to agenda item 9.5.

- 9.5 A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously by those present to enter into Executive Session to discuss the Tri-Town Education Association Teachers (TTEA) contract pursuant to 1 M.R.S.A. § 405(6)(A).

The Board entered Executive Session at 7:33 P.M.  
The Board returned to Open Session at 8:10 P.M.

9.6 No action taken.

9.7 A motion was made by Richard Gross, seconded by Robert Allen and voted unanimously by those present to enter into Executive Session to discuss Tripp Middle School's Effective School Surveys pursuant to 1 M.R.S.A. § 405(6)(F).

The Board entered Executive Session at 8:13 P.M.  
The Board returned to Open Session at 9:10 P.M.

9.8 No action taken.

11. A motion was made by Richard Gross, seconded by Robert Allen and voted unanimously by those present to adjourn the meeting at 9:11 P.M.

Respectfully submitted,

A handwritten signature in black ink, reading "Kimberly Brandt", is enclosed in a thin black rectangular box. The signature is written in a cursive style.

Kimberly Brandt, Secretary