

# MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 52

Greene, Leeds, and Turner, Maine

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Minutes of the Eleventh Regular Meeting of the Board of Directors for 2012-2013

January 31, 2013 6:00 P.M. Turner Elementary School

Members present: Elizabeth Bullard; Diana Morgan; Jon Woodard; Catherine Carey; Robert Allen; Richard Gross; JoAnn Nickerson; Peter Ricker

Members absent: None

Others Present: Henry Aliberti, Superintendent of Schools; Becky Foley, Assistant Superintendent of Schools; Deborah Alden, Special Education Director; Deborah Roberts, Business Manager; Eben Shaw, Leavitt Area High School Principal; Gail Marine, Tripp Middle School Principal; Cynthia Alexander, Turner Elementary School Principal; Theresa Gillis, Turner Primary School Principal; Pam Doyen, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Razell Ward, Adult Education Director; Glen Reynolds, Facilities/Transportation Director; Karen Potvin, Technology Education Coordinator; Dave Roberts, Food Service Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:03 P.M. The Pledge of Allegiance was led by Catherine Carey.
2. The Minutes of the Tenth Regular Meeting, January 17, 2013 were accepted under general consent.
3. Communications:
  - 3.1 Superintendent Aliberti read a thank you note from Sheila Coleman for the district's donation to North Turner Presbyterian Church in memory of her father Vinton Hutchins.
4. Budget Work Session
  - 4.1 Work Session on the 2013-14 budget
    - 4.1.1 Superintendent Aliberti gave an overview of the budget process. Warrant Article summaries will be presented later in the evening. The purpose is to give people a sense of what it includes and the proposed changes for next year. The budget process began in November 2012 with a budget workshop session between administrators and Board members as well as employees. In December, various departments submitted requests. A preliminary budget review was completed by the Superintendent, Assistant Superintendent, and the Business Manager. The administrators provided the rationale for budget requests. At that time, some adjustments were made which included both reductions and additions in some lines. This budget was a 4.5% increase,

reflecting all requests. Next, the administrators met as a group to make reductions. The current proposed budget is a 2.04% increase. There are several unknowns including: state level funding for general purpose aid, and questions about employee retirement contributions at the local level which we are estimating to be an increased impact of \$325,000. The District also has not locked in fuel costs and an additional unknown is health insurance. Administrators presented overviews of each warrant article. An adjustment page was distributed to Board members with an impact of \$582,263. Budget materials and timelines are posted on the website. The scheduled Board meeting for February 14<sup>th</sup> has been rescheduled to February 12<sup>th</sup> and the Board meeting in March from March 21<sup>st</sup> to March 19<sup>th</sup>. Town of Greene selectmen will appoint a replacement for Ron Nadeau's seat at the next selectmen's meeting. The Board meeting dates were changed under general consent and the revised budget meetings will be distributed to town offices. The regular scheduled meeting for March 7<sup>th</sup> is still on March 7<sup>th</sup>.

5. Adjustments to Agenda – None.

6. Committee Reports:

- 6.1 Finance Committee: Jon Woodard reported the committee has not met.
- 6.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee had met. Nothing to report out.
- 6.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has not met, but has a meeting scheduled for next week.
- 6.4 Student Representative's Report: None.
- 6.5 Administrators' Negotiations: Peter Ricker reported negotiations will be discussed in executive session later this evening.
- 6.6 Administrator's Report: Special Education Director Deb Alden presented a draft proposal from Michael Opuda. Presented examples of what he has done for other districts. For the \$5,000 proposal, it would be less than the examples provided as they paid for more extensive audits. Superintendent Aliberti can send out a request to other superintendents to see if they have used other people for similar audits.

Adult Education Director Razell Ward made a PowerPoint presentation to the Board. The program's core belief is that everyone has a right to an education and there are alternative pathways for learners. Adult Education offers career certification, diploma, enrichment classes, and online courses. The Adult Education program offers a MSAD 52 District diploma which includes credit courses, financial literacy and career exploration, resulting in a work ready certification. The program also offers ABE/ESL, GED, college ready, and college coursework. An increasing number of academic courses are taken by students. Shown on the PowerPoint presentation were new trainings that are

being offered. They are: patient support agent, C.N.A., welding, and ServeSafe® Food Protection, and a three week training NotifyMD. MSAD #52 Adult Education is the only adult education program offering this training. Thirteen people completed the welding course. Seventeen people participated in the ServeSafe training. The State mandates anyone who works in restaurants to be trained in this area. Unemployment rate for the three communities is at 7.1%. Based on the U.S. Census Bureau, 20% in Greene, 16% percent in Turner and 19% in Leeds do not have a high school diploma. Our program does a needs survey taken at the end of every course. Mrs. Ward showed a slide on enrollment data by age. She also showed the challenges Adult Education is facing. They include: MaineStars – a new state mandated data management system, career pathways planning process, GED changes (all web based tests), and Diploma server (test scores accessible online). Some of the celebrations for the adult education program includes: differentiated ESL, MSAD 52 was the EL pilot site for the Learning Center model, college classes being offered through partnerships with Central Maine Community College and New England College, FAME grant through collaboration with RSU 9 and RSU 73. Mrs. Ward also shared with the Board that Josee Castonguay was awarded a State Professional Development Scholarship to attend Consul and Adult Basic Education (COABE).

- 6.7 Superintendent's Report: Superintendent Aliberti shared with the Board that he had the opportunity to attend an appropriations committee meeting at the state level on Friday, January 25, 2013. The meeting began with a presentation of funding changes in the proposed budget for education. Commissioner Stephen Bowen reviewed those budgetary changes. Many of the changes were related to positions that were adjusted from one account to another to reflect the responsibilities or roles of the individuals involved. Public participation was limited to 3 minutes per person. Testimony provided to the committee included: the impact of reductions in revenue sharing funding to towns and cities, an appeal to maintain parental choice for children attending Child Development Service programs for those children to stay another year in CDS programs if unready for public school kindergarten, and loss of casino funding for public education. Respondents included the president of the Maine Teachers Association, past president of the Maine Superintendents Association, and Mayor Michael Brennan of Portland, representing a regional consortium of mayors. Curtailment for this year will cost us \$110,000.

7. Public Comment - None.

8. Old Business - None.

9. Consent Agenda:

9.1 Non-Instructional Appointments

A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to approve all Non-Instructional appointments as presented.

9.1.1 Donald Sawyer, Adult Education Enrichment Instructor.

9.1.2 Ken Walsh, Adult Education Enrichment Instructor.

9.1.3 Jolene Hall, Adult Education Enrichment Instructor.

## 10. New Business:

10.1 A motion was made by Diana Morgan, seconded by Peter Ricker and approved unanimously by those present to approve the December Operating and Expenditure report.

10.2 State of Maine now requires auditors to present to the Board of Directors. Mr. Bruce Nadeau with RHR Smith and Company presented the 2011-12 audit. He reported that the MSAD 52 staff is very proactive. Any questions about the finances can be e-mailed to Mr. Nadeau. He reviewed page 6 of the audit which shows the District gained equity position and became stronger which improved our position. On page 8, he explained about the general fund balance. He reminded the Board that it does not want to use the fund balance to decrease the budget for one year, as it will place the District in a less effective/efficient place in subsequent years. It is best to use those types of funds for capital items. Having a healthy fund balance is a positive as it will help to ride out storms or to fund capital projects. He also reviewed page 13: general fund is essential operation for all your funds. It is good to have a fund balance of three months of equity. Currently, the District is not at that level. Mr. Nadeau went over the management letter. His recommendations included:

- Adult Education fund balance deficit continues to increase, despite annual budget appropriations from the general fund. The District's management have taken steps to reverse the deficit fund balance and plant to achieve this goal sometime in fiscal 2013.
- Bank Reconciliations: Ensure that there are bank reconciliations done within 15 days of the month, initialed, and dated.
- Capital Plan: puts it out as cleanly as possible with funds identified. Puts things on the radar. Five and ten year plan.
- Adult Ed Accounting: More checks and balances.
- Question of investment policy: should look into this in the next year or so.

A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the 2011-12 audit.

10.3 Superintendent Aliberti reported the completion of probationary period for David Grimmel, District Wide Computer Technician.

10.4 A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to enter into Executive Session for discussion of Administrative negotiations pursuant to 1 M.R.S.A. § 405(6)(D).

The Board entered Executive Session at 8:06 P.M.  
The Board returned to Open Session at 8:29 P.M.

No action taken.

11. Other Business – None.
12. A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present to adjourn the meeting at 8:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Henry Aliberti". The signature is written in a cursive, flowing style.

Henry Aliberti, Secretary