

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 52

Greene, Leeds, and Turner, Maine

Minutes of the Fifth Regular Meeting of the Board of Directors for 2016-2017

November 10, 2016

Turner Primary School

Members present: Elizabeth Bullard, Chairperson; Yuri Kowalski; Robert Allen; Carlos Gnipp; Peter Ricker

Members absent: JoAnn Nickerson; Richard Gross; Jon Woodard

Others Present: Kimberly Brandt, Superintendent of Schools; Thomas Ambrose, Assistant Superintendent; Deb Alden, Director of Special Education; 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; Kim Long, Facilities Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:30 p.m. and the Pledge of Allegiance was led by Elizabeth Bullard.
2. The Minutes for the Sixth Regular Meeting, October 20, 2016 were approved under general consent.
3. Communications: None
4. Adjustments to Agenda: None
5. Committee Reports:
 - 5.1. Finance Committee: Elizabeth Bullard reported that the Finance committee met on October 11, 2016 and discussed financials including the need for reimbursement from title grants and communication to local legislators regarding supporting this need and increases in special education positions to cover until positions are filled.
 - 5.2. Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met.
 - 5.3. Curriculum/Policy Committee: Robert Allen reported the committee has not met.
 - 5.4. Student Representative's Report – Madeline Hanscom had no report.
 - 5.5. Tri-Town Support Staff Negotiations (ESP)- Peter Ricker reported that executive session (agenda item 9.8) would be needed.
 - 5.6. Tri-Town Education Association Negotiations (Teacher) – Superintendent Brandt reported that the Board is ready to begin and is waiting for the teachers. She also reported that the executive session planned for this meeting would not be needed.
 - 5.7. Administrator's Report –Special Education Director Deb Alden presented information regarding special education programming, costs and recommendations. Yuri Kowalski asked

if the number of out of district placements has been reduced as a result of in-district programming. Mrs. Alden said that the number of placements have fluctuated between 12-18 over the years and that there would be significantly more out of district placements without the district programs. She also noted that it has been difficult to staff these programs due to a shortage of special education teachers. Mrs. Alden summarized her report by recommending that the board consider adding an autism program at the 3-6 level and consider more staffing to reduce the number of out of district placements.

Leavitt Area High School Principal Eben Shaw and Tripp Middle School Athletic Director Mark Thibodeau presented information regarding sports officials. Members of the Board asked if volunteers could cover some of the positions. Mr. Shaw said that he felt volunteers would not be reliable and that it is often difficult to fill these positions with pay. Peter Ricker asked about the pay rate for some officials and ticket takers. Mr. Shaw clarified that the pay rate is \$30 per game, not per hour and that the rates from some officials are set by the MPA and are not negotiable.

Leeds Central School Principal Danielle Harris reported on her work at Teachers College and the needs of Leeds Central School. She summarized her report by illustrating the need for more books in classroom libraries and literacy coaching.

5.8. Superintendent's Report – Mrs. Brandt recognized Elizabeth Bullard, Jon Woodard and Diana Morgan for their 12 years of service on the Board.

Mrs. Brandt shared information about the content of her triennial newsletter and her plans to reach out to the community for input into the strategic plan.

She talked about the research she has been doing regarding the strategic planning process. She specifically noted a session she attended at the MSMA conference that gave her insight into creating an effective strategic plan.

She gave an overview of some of the information learned at the MSMA conference. Some board members shared their new learning from the conference. Mr. Allen talked about the sessions he attended and his new learning about special education and legal issues school boards struggle with. Mrs. Bullard talked about her learning and the validation that we are following a good budget process. She talked about the strategic planning process and how it could be helpful for the district if it is done well. She talked about the various issues districts are facing and the commonality of those needs. Mrs. Brandt shared some information about various sessions she attended.

Mrs. Brandt talked about the evaluation of the superintendent and the way the board evaluates the superintendent.

Mrs. Brandt spoke with Greene Town Manager Mr. Charlie Noonan and the town council in Greene will be recommending a replacement for Diana Morgan at their next meeting.

Superintendent Brandt noted that sub pay is being researched by Business Manager Deb Roberts and will be discussed at an upcoming meeting.

She updated the board on the effective school surveys and the principal evaluation system. Mrs. Brandt mentioned that we are piloting the new system of evaluation for principals. This process involves goal setting, getting feedback from staff and rubrics to be very clear as to the expectations for effective leadership. As she meets with principals every other week she will be discussing their effective school's surveys. Surveys will be discussed more in the

future and Mrs. Brandt will be discussing each school at the next six board meetings. Principals need a survey that will be part of their evaluation system. The Board wants a survey to provide perception data at how our schools are doing.

Mrs. Brandt read a letter from Deb Gilbert thanking the District for letting her family use the Greene Central School Gymnasium for a fundraiser.

Mrs. Brandt talked about the great things she is seeing in classrooms she has visited across the district.

Mrs. Brandt recognized Mrs. Alden for more than 15 years of service in the district and read some comments from staff about her work. Mrs. Bullard presented Deb Alden with a gift from the board.

6. Public Comment – None.

7. Old Business – None.

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 Non-Instructional appointments:

8.1.1. Tammy Boutot, Leavitt Area High School Food Service Assistant.

8.1.2. Anthony Leavitt, Tripp Middle School 8th Grade Girls Basketball Coach.

8.1.3. Tripp Middle School 2016 Winter Coaches (Returning):

Brian Laflamme, Nordic Skiing.

Jamie Juntura, 7th Grade Girls Basketball.

Christopher Gray, 7th Grade Boys Basketball.

Larry Hathaway, 8th Grade Boys Basketball.

8.1.4. Christine McCarthy, Leeds Central School Half-time Title 1 Ed Tech III.

8.1.5. Laura Robinson, Leavitt Area High School Network Leader.

8.1.6. Cindy Lanquet, Turner Elementary School Special Education Ed Tech II.

8.1.7. Darunee Suthambhitak, Greene Central School Half-time Intervention Ed Tech III.

8.1.8. Samuel Mullen, Tripp Middle School Intramural Sports.

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 Nominations.

9.1.1. Chelsea Cunningham, Leavitt Area High School Special Education Teacher (nomination pending certification).

9.1.2. Angela Sanchez-Dow, Leeds Central School Special Education Teacher (nomination pending certification).

9.1.3. Jennifer Mason, Greene Central School Day Treatment Program Special Education Teacher.

9.2. A motion was made by Peter Ricker, seconded by Carlos Gnipp and voted unanimously by those present to nominate Del Peavey for the position of Special Education Director at a

prorated salary of \$93,500 for 2016-17.

- 9.3. A motion was made by Yuri Kowalski, seconded by Peter Ricker and voted unanimously by those present to approve the FY18 budget process and timeline.

Mrs. Brandt presented a budget process and timeline and proposed some adjustments from the process from last year. Chairperson Bullard said that it would be helpful if these changes prevent needing to repeat conversations. Mrs. Roberts noted that the board should plan when to ask questions about the budget. Mrs. Bullard mentioned that it would be helpful to have a general figure the board would find acceptable earlier in the process than in the past. There was general discussion about the calendar. Mr. Ricker noted that the impact to the towns needs to be shared as early on in the process as possible. He said that there is a point in the budget process where we need to review it line by line and work through it. He said that it would be good to evaluate programs, positions, etc. one time and that there is time enough for the discussions. Mrs. Brandt noted that February 16th is a night we could add a meeting. Mr. Allen noted that there are usually meetings that are optional. Mrs. Bullard noted that the 6th of April was optional and is now a planned meeting. Mr. Ricker noted that in the past the board had a percentage increase they are comfortable with. He said it would save time for the administrators if they knew what the expectations are before the budget process. Mrs. Bullard said that board members may want to give an initial impression at the next board meeting of the percent increase the towns can support. Mr. Ricker noted that if there is a major change that needs to be added (such as a program) the town should know that the percentage would be impacted by the program. Mrs. Roberts noted that this is the first year of a biennial with the state and the numbers may not come in until February. This makes it very difficult for the percentage to be predicted before the district receives the ED279.

- 9.4. A motion was made by Peter Ricker, seconded by Carlos Gnipp and voted unanimously by those present to approve the September expenditure and operating reports.

- 9.5. A motion was made by Peter Ricker, seconded by Carlos Gnipp and voted unanimously by those present to approve the 2016-17 Emergency School Closing Procedures.

- 9.6. Report the completion of probationary employee:

Walesca Whitcomb Greene Central School Ed Tech III Interventionist 11-3-16

- 9.7. A motion was made by Peter Ricker, seconded by Yuri Kowalski and voted unanimously by those present to add additional work days for the Assistant Special Education Director and for the District Wide 4/5 Social Worker.

Board discussed adding 1 day per week to the social work position until the position is filled (no change in benefits), and also discussed adding additional days for the assistant special education director until the new director starts his position (no change in benefits).

- 9.8. The scheduled executive session was not needed. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to ratify the Tri-Town Education Association Support Staff (ESP) contract with retroactive pay for current employees only.
- 9.9. No action warranted.
- 9.10. Executive session was not held.

9.11 No action warranted.

Hearing no objections, Chairperson Bullard moved to Agenda Item 9.14

9.14 Yuri Kowalski asked about the number of political signs in front of the schools. Mrs. Brandt explained that the locations are considered public land and cannot be removed. Chairperson Bullard echoed that there are fines if the signs are removed.

Hearing no objections, Chairperson Bullard returned to Agenda Item 9.12

9.12 A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to enter into Executive Session to discuss compensation of officials/ appointees/ employees pursuant to 1 M.R.S.A. § 405(6)(A).

The Board entered Executive Session at 9:13 P.M.

The Board returned to Open Session at 9:23 P.M.

9.13 A motion was made by Robert Allen and seconded by Carlos Gnipp and voted 4 Yes (Bullard, Allen, Gnipp, Ricker) and 1 Abstain (Kowalski) to pay thirty days of accumulated sick leave to the estate of Gail St. Germaine.

10. Other Business – None.

11. A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present to adjourn the meeting at 9:25 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kimberly Brandt". The signature is written in a cursive style and is contained within a thin black rectangular border.

Kimberly Brandt, Secretary