

# MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 52

Greene, Leeds, and Turner, Maine

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Minutes of the Seventh Regular Meeting of the Board of Directors for 2012-2013  
November 15, 2012 6:30 P.M. Leeds Central School

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

Members absent: Richard Gross

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;  
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 6:35 P.M. The Pledge of Allegiance was led by Jon Woodard.
2. The Minutes of the Sixth Regular Meeting, October 25, 2012 were accepted under general consent.

Hearing no objections, Chairperson Bullard moved to Agenda Item 5.7

- 5.7 Superintendent's Report: Superintendent Aliberti reminded the Board that nominations for Patience Norman have been received. The following Board members graciously volunteered to serve on the selection committee: Cathy Carey, JoAnn Nickerson, and Diana Morgan. He commented this is a great recognition for our outstanding teachers. Superintendent Aliberti shared with the Board there will be a presentation on the replacement of the Turner Center Bridge on November 27, 2012 at 6:00 P.M. at the Turner Town Office. Superintendent Aliberti is continuing to meet with administrators for goal setting. Our adult education program will be offering a college level writing course through Central Maine Community College. New name plates have been ordered for new board members and student representatives and he had received an email from Leavitt Area High School Athlete Director Jeff Ramich that Leavitt Area High School student/athlete Mattie Whigman received a Maine Sports Hall of Fame scholarship in the amount of \$5,000 and will receive her award at the Maine Sports Hall of Fame induction ceremony on May 5, 2013 at the Augusta Civic Center.

Hearing no objections, Chairperson Bullard returned to Agenda Item 3.

3. Communications:

- 3.1 Superintendent Aliberti reported the resignation of Lisa Morissette as District Wide Bus Driver, effective November 16, 2012.
  - 3.2 Superintendent Aliberti reported the resignation of Joseph Defilipp as Greene Central School Special Education Ed Tech II, effective November 13, 2012.
  - 3.3 Superintendent Aliberti reported the resignation of Shawn Fanjoy as Leavitt Area High School Weight Room Advisor, effective November 7, 2012.
  - 3.4 Superintendent Aliberti read a thank you note from Androscoggin Home Care and Hospice for a donation in memory of Roger Libby.
  - 3.4 Superintendent Aliberti reported the appointment of Anita Marston to a 6.45 hour per week Bus Aide position.
4. Adjustments to Agenda:
    - 9.7 Request for an Executive Session to discuss information in confidential records pursuant to 1 M.R.S.A. § 405(6)(F).
5. Committee Reports:
    - 5.1 Finance Committee: Jon Woodard reported that the committee met on November 5<sup>th</sup> and discussed that the finance committee would be glad to help streamline the budget process in any way it may be feasible. The audit should be available by December 1<sup>st</sup>. Fund balance and carryover will be discussed after the audit is complete. There was discussion about whether to put a question on the ballot about doing away with the validation ballot process. The committee continued discussion about Maine Care's billing error and how it will be handled. The committee approved an additional one day per week for an ELL (English Language Learners) teacher to meet student needs. There will be no budget impact as the additional day is already budgeted. Some committee members shared they have heard from some middle school parents about the laptop insurance premium. The reason the premium is so high is that last year's claims were so high throughout the schools who participated. The premium was \$12,000 and \$17,000 in claims were paid out. The financial reports for September will be approved at the next Board meeting. (See attached full subcommittee report).
    - 5.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee had met and Facilities/Transportation Director Glen Reynolds gave an update on projects not completed from last year's budget. Leeds Central School bathroom and the Tripp Middle School computer lab's air conditioning were not done due to lack of funds. The plan is to complete these next summer. Maintenance has decided to hold off on parking lot changes at Turner Primary School. There is ongoing discussion about the water system at the high school. Currently in the budget is \$13,000 for the upgrade; estimates are between \$15,000 and \$18,000 if the district included an installation that would include the cold water. This system does not require salt.

A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to increase the amount budgeted by \$5,000, up to \$18,000 if needed.

Business Manager Deb Roberts stated she is not sure of the exact line she would take the additional funds from as it is still early in the school year. Additionally, there was discussion about whether to continue having the District's maintenance department clear the Turner sidewalks in exchange for receiving salt from the town. The Board agreed by consensus for this to continue. The committee discussed the possibility of budgeting for motion detectors for parking lot lights in the upcoming budget. (See attached full subcommittee report).

- 5.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has not met.
- 5.4 Student Representative's Report: Abigail Chase reported that the Student Council and Key Club are having a food drive. To increase participation, the class bringing in the most food will earn points toward Winter Carnival. Students from the high school are volunteering during "Hoot" time at Turner Primary School. Other high school students are volunteering at the nursing home. Many fundraisers have been held including the Harvest Supper and the Craft Fair. The Leavitt Area High School Civil Rights Team have been discussing bias, and trying to brainstorm ways to reduce this from happening at the high school.
- 5.5 Administrators' Negotiations: Peter Ricker reported the committee had met, and he will be providing more information later this evening in an executive session.
- 5.6 Administrator's Report: Leeds Central School Principal Danielle Harris reported out on what has been happening at Leeds Central. It has been a busy place. There was the annual Monument Hike, followed by an all school cook-out. This year the Book Fair was run by volunteers and it was as successful as in the past. There were lots of attendees at the Harvest Supper, and many participated in the auction after the dinner. Staff members enjoyed a trash to treasure staff swap. Jerrie Mulherin has been filling in for Dawn Trenholm during her illness. Beginning November 16<sup>th</sup>, Claire Parker will be subbing in this position. The Pre-K has enjoyed Fire Prevention Day. Leeds was awarded \$1,360 from Walmart due to Linda and Steve Darling who work at Walmart. The PLC teams at Leeds Central are working well. The PBIS team attended the state workshop earlier this month, and Leeds is working on Tier 2 interventions at the moment. Ornament Night will be held on December 5<sup>th</sup>. Principal Harris shared she has been reviewing with staff members the yearly goals: math (completing the program), reading (volume, stamina, and appropriate text), writing (four writing workshops, Units of Study), and climate (visiting classrooms, frequent feedback, exit slips).

6. Public Comment: None.

## 7. Old Business:

- 7.1 A motion was made by Peter Ricker, seconded by Jon Woodard and voted unanimously by those present to approve the District Goals.

## 8. Consent Agenda:

### 8.1 Non-Instructional Appointments

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

- 8.1.1 Paul Albert, Tripp Middle School Volunteer Basketball Coach.
- 8.1.2 Kris Wing, Tripp Middle School Ice Hockey Coach.
- 8.1.3 MyKayla McCann, Tripp Middle School 7<sup>th</sup> Grade Field Hockey Coach.
- 8.1.4 Robert Brito, Adult Education Academic Instructor.
- 8.1.5 Leavitt Area High School 2012-13 Performing Arts stipends:
  - Penny Appleby, High School Chorus.
  - Penny Appleby, Musical Artistic Director.
  - Steve Barter, Musical Director of the Musical.
  - Penny Appleby, One Act Director.
  - Kerri Becker, Spring Play Director.
  - Sarah Dow, High School Band.
- 8.1.6 Amy Mousseau, Greene Central School Day Treatment Program Ed Tech III.
- 8.1.7 Leavitt Area High School 2012 Winter Coaches:
  - Brenda Perry, Varsity Winter Cheering Coach.
  - Dustin Williamson, Varsity Nordic Ski Coach.
  - Jacob Johnston, Varsity Alpine Ski Coach.
  - Mike Hathaway, Varsity Boys' Basketball Coach.
  - Tammy Anderson, Varsity Girls' Basketball Coach.
  - Charlie Castonguay, JV Girls' Basketball Coach.
  - Dave Boucher, Varsity Boys' Hockey Coach.
  - Pete Higgins, Co-Weight room Supervisor.
  - Evan Barker, Co-Weight room Supervisor.
  - Ron Anaire, Volunteer Girls' Basketball Coach.
  - Chuck Gurney, Volunteer Girls' Basketball Coach.
  - Ed Griffin, Volunteer Boys' Basketball.
- 8.1.8 Jason Breton, Leavitt Area High School Freshman Boys' Basketball Coach.
- 8.1.9 Shawn Fanjoy, Leavitt Area High School JV Boys' Basketball Coach.

## 9. New Business:

- 9.1 A motion was made by Diana Morgan, seconded by Peter Ricker and approved unanimously by those present to approve one additional day for District Wide ELL teacher.

- 9.2 A motion was made by Catherine Carey, seconded by Robert Allen and voted unanimously by those present to approve the 2012-13 School Closing Procedures.
- 9.3 Food Service Director Dave Roberts gave an update on the food service program. Numbers continue to go up for breakfast participation. New equipment has been purchased this year: a new steam cabinet and a tilt skillet at Turner Elementary, a sonic steamer at Tripp Middle School, and a three bay sink at Greene Central. Since MSAD #52 has received acknowledgement for the Healthy US challenge, twenty-three (23) other school districts have followed suit. We are hoping to receive gold for our program at Tripp Middle School. There are now new food requirements for our school menus. We are required to serve so many fruits and vegetables daily. The milk has to be 1% milk and fat-free if it is flavored. If the District does not comply, we could lose funding. We now have fruit and vegetable bars at all elementary schools. At the secondary level, portion sizes for proteins have been reduced, and pasta salad and bread sticks have been eliminated. To ensure students are getting enough to eat, new entrees include more vegetables, i.e. chicken broccoli alfredo. Also at the secondary level, Food Service now has custom sandwich bars with whole grain wraps.
- 9.4 A motion was made by Peter Ricker, seconded by Catherine Carey and voted unanimously by those present to approve the First Reading and approval of revised Policy GSCA-R: Employee Technology and Internet Use Rules.
- 9.5 A motion was made by Catherine Carey, seconded by Diana Morgan and voted unanimously by those present to approve the job description for District Technician.
- 9.6 Superintendent Aliberti reported the following probationary end period for:
- |                  |                            |          |
|------------------|----------------------------|----------|
| Stephanie Pelkey | GCS Special Ed Ed Tech III | 11-28-12 |
|------------------|----------------------------|----------|

Hearing no objections, Chairperson Bullard moved to Agenda Item 9.8.

- 9.8 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 administrators' negotiations pursuant to 1 M.R.S.A. § 405(6)(D).

The Board entered Executive Session at 7:30 P.M.

The Board returned to Open Session at 8:09 P.M.

No action was taken.

Hearing no objections, Chairperson Bullard returned to Agenda Item 9.7.

- 9.7 A motion was made by Catherine Carey, seconded by Diana Morgan and voted unanimously by those present to enter into Executive Session to discuss information in confidential records pursuant to 1 M.R.S.A. § 405(6)(F).

The Board entered Executive Session at 8:09 P.M.

The Board returned to Open Session at 8:35 P.M.

No action was taken.

10. Other Business:

10.1 Superintendent Aliberti shared with the Board that he has sent out the compilation of ideas gathered from the Board workshop held on November 13<sup>th</sup>. The data will be reviewed and discussed at the next scheduled Board meeting scheduled on December 6, 2012.

11. A motion was made by JoAnn Nickerson, seconded by Peter Ricker and voted unanimously by those present to adjourn the meeting. The meeting adjourned at 8:37 P.M.

Respectfully submitted,

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

Henry Aliberti, Secretary

## Report of the Finance Committee Meeting 11/5/2012

Present: Jon Woodard, Diana Morgan, Deb Roberts, Eben Shaw, and Karen Potvin

Absent: Peter Ricker

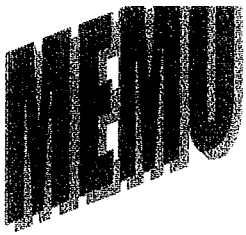
1. Finance committee role in the budget process: The budget process has changed over the last few years. The Finance Committee gets information about position cuts as it always has, but with the new process the committee gets this information sometimes the same night as the rest of the board. This does not allow the finance committee to be part of the budget process. Deb feels like the finance committee should be involved in the budget process. One suggestion was for the committee to be part of the discussion on carry over and fund balance. This would give us a better understanding when it is presented to the entire board. Jon asked if there was anything the committee could do now, Deb could not think of anything. Deb will put some thought into it and check with other business manager to see how their districts utilize the finance committee in the budget process. It was suggested that the full board be asked if they had any ideas. It was mentioned that ultimately the entire board needs to hear the budget items and the finance committee is not a decision making body. Related to this topic, the audit should be available by December 1. Diana requested discussion on putting a question on the ballot about doing away with the validation (ballot) process. Deb will get figures on what the ballot vote costs.
2. Maine Care Update: Henry, Deb Alden, and Deb met with MSB regarding the billing error. The figure in August was about \$92K for the 2010-11 and 2011-12 years. A more up to date figure of \$99,600 was received. \$47K for 2010-2011 and \$52K for 2011-2012. DHHS has taken ownership for the error in 2010-2011 because they only had one code. Therefore, they are forgiving the amount for 2010-2011. Maine Care has never audited a school system, and now they are doing a full audit for Section 65, the day treatment program. MSB has offered their assistance with the audit. The audit process will most likely be that we will get an engagement letter with what DHHS wants to look at, we will send them this information, they will review and send us the findings. We will have a chance to review and respond (this is where MSB will help us, and there is no extra cost for them to do this). Based on the audit it could be either we owe more or less than the \$52K. DHHS will work with us on any amounts owed, giving us a payment plan. Deb said we now have one contact with DHHS which is helpful. The engagement letter should be received sometime after Thanksgiving.
3. ELL (English language learners) teachers – there are two teachers for 8 days currently in the budget. Over the summer one of the teachers resigned. After looking at enrollment it was determined that we would only need 7 days of ELL teachers and hired based on that. Now things have changed again, there is need to add the day back so we would have 8 days again. There is no budget impact.
4. Leavitt Area HS Class funds: The auditors asked about inactive class balances. When a class graduates they are supposed to take any funds left with them and need to open a new account on their own for the funds. There are some classes that have not taken their funds. Eben and Deb did some research, and Eben has been contacting the presidents and treasurers of classes from 2003 to present letting them know there are funds at LAHS that need to be removed. If there is no response, a second letter will be sent with a time limit of 30 days for the officers to

get the funds. If there is no response, the funds will be roll over into the Faculty Scholarship account at LAHS. Going forward, beginning with the class of 2013, there will be a limit of \$500 in unexpended funds they can request upon graduation to be set up in a separate account for future reunions. Any unexpended funds above the \$500 limit will roll over into the Faculty Scholarship account. There is currently \$10K in the budget for graduation, and graduation costs have been around \$13K. Some of the graduation costs covered by funds raised include flowers, a portion of caps and gowns, cords, and class trips.

5. Laptop Insurance: Jon said he is hearing from middle school parents about the premium for laptop insurance that needs to be paid before laptops can be brought home, and the fact that even though this is paid the laptops are not allowed to be brought home during vacations or long weekends. The premium this year is \$69. Parents were not expecting a fee. The reason the premium is so high is that last years claims were so high throughout the schools who participate. In MSAD 52 our premium was \$12K and \$17K in claims were paid out. Deb and Karen reported that the laptop program is being discussed, seeing what other districts are doing, and trying to deal with several unknowns including what the state will be doing with the laptop program as the contract the state is up for renewal and they are going out to bid. More to follow!
6. September financials: the first quarter is over and so far budget items are on track. The school lunch program line had \$80K which is the adult education revenue subsidy. (there is increased enrollment in the adult education program for 16-20 year olds, we can't charge them for the diploma program and there were increased costs. This was discussed at a prior meeting). The sewer treatment aerator project is done. There will be a transfer of funds from the capital repair reserve to the operating budget as approved by the board to cover these costs when the project is complete.
7. Warrant articles were signed by finance committee members present

Adjourned at 6:22 PM





IVISAD #32  
**Business Office**  
Tel: 225-3406 Fax: 225-3159



Deb Roberts, Business Manager

Sally Morissette, Accounts Payable Specialist

Ida Barker, Payroll and Benefits Specialist

**Plant, Transportation, Building Committee**  
**Meeting Notes**  
**November 13, 2012**  
**5:30 pm**  
**Greene Central School Library**

Attending were: Peter Ricker, Ron Nadeau, Richard Gross, Deb Roberts, Henry Aliberti, and Glen Reynolds

1. 2012-13 maintenance projects update – Glen updated the committee on the budgeted maintenance projects. Most are complete. A couple of projects didn't have enough funds budgeted – the Leeds bathroom renovation and the Tripp Computer lab A/C. We plan to add an amount to the Fy14 budget to cover the difference and do the work in Late June and early July in order to utilize the funds from each budget. Peter mentioned that it would be good to talk with the Technology department about long-range plans for the room to be sure we get the right size equipment. The TPS parking lot hasn't been completed yet either as there is also a drainage issue that needs to be addressed. Peter said he'd hate to see this go another year as traffic flow has been a continuous issue. Glen will make arrangements for the work to get completed.
2. High School Water treatment system update – Glen shared information regarding an alternative proposal to do both the hot and cold water treatment at once instead of doing just hot water this year. We have about \$13,000 budgeted for the hot water treatment in this year's budget. Initial estimates to do both at once range from \$15,000 to \$18000. PTB recommends to go ahead with this now. Will make a motion at the next Board meeting.
3. Front circle pavement removal at LCS- Peter explained the history of this request. Glen shared pricing estimates. This will need to be presented as part of the FY13-14 budget process.
4. Sidewalk clearing data from 2011-12 winter season – Deb shared the data collected from the last winter season on the amount of man hours used to clear the sidewalks for the Town of Turner and the amount of sand we received at no cost. We received about \$3500 in sand and paid out about \$300 in labor to keep the sidewalks clear. This will be discussed with the full Board as to whether or not to continue with the agreement for this upcoming year.
5. Other – Peter suggested budgeting motion detectors for parking lot lights during the next budget process.