

MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

Greene, Leeds, and Turner, Maine

Minutes of the Eighth Regular Meeting of the Board of Directors 2018-2019

December 13, 2018

Leeds Central School

Members present: Elizabeth Bullard; Robert Allen; Carlos Gnipp; Richard Gross; Yuri Kowalski; Jessaka Nichols; JoAnn Nickerson; Pamela Sirois; Jon Woodard

Members absent: None

Others present: Kimberly Brandt, Superintendent of Schools; Michele Coates, Business Manager; Theresa Gillis, Assistant Superintendent; Eben Shaw, Leavitt Area High School Principal; Gail Marine, Tripp Middle School Principal; Kelly Marston, Turner Elementary School Principal; Ryan Patrie, Turner Primary School Principal; Douglas Parker, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Razell Ward, Adult Education Director; Rebekah Drysdale, Director of Special Education; Daniel Labrie, Director of Facilities and Transportation; David Roberts, Food Service Director; Randall Swift, Technology Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:28 P.M. and Richard Gross led the Pledge of Allegiance.
2. The Minutes of the Seventh Regular Meeting, November 8, 2018 were approved by general consent.
3. Communications:
 - 3.1. Superintendent Brandt reported the following resignations:

Dan Bridgman, Greene Central School Special Education Day Treatment Teacher, effective December 21, 2018.

James Harwood, District Wide IT Support Specialist, effective November 30, 2018.

Jeffrey Hood, Leavitt Area High School Custodian, effective December 21, 2018.

Ida Simmons, Payroll/Benefits Specialist, effective January 4, 2019.
4. Adjustment to Agenda – None.
5. Committee Reports:
 - 5.1. Finance Committee-Jon Woodard reported that the committee met this evening and discussed a full-time van driver (Item 9.6) and an educational technician II (Item 9.19). The Committee also discussed the purchase of buses and of a truck.

- 5.2. Plant/Transportation/Building Committee – Robert Allen reported that the committee will be meeting in January to review information and further discuss the potential bond project.
Chair Bullard announced that Board Vice Chair and PTB Chair Robert Allen is stepping off of the Board and she thanked him for his years of service to the District.
- 5.3. Curriculum/Policy Committee – JoAnn Nickerson reported that the committee has met twice. During these meetings the committee has reviewed job descriptions which will be on the agenda, Items 9.9 and 9.10. Several policies have been reviewed and will be presented for first readings-Items 9.15, 9.16, 9.17 and 9.18. Four policies are being recommended for deletion-Items 9.11, 9.12, 9.13 and 9.14.
- 5.4. Student Representatives Report – Chase Rowe reported that the Junior Class is hosting a movie night with craft activities. The Student Council is planning a dance for the winter.
- 5.5. Non-Teaching Negotiations (AFSCME) - Elizabeth Bullard reported that this will be discussed in Executive Session, Item 9.1.20.
- 5.6. Administrator Report - David Roberts shared information related to our district breakfast program. He highlighted the switch to “grab and go breakfasts” from a sit down model and the purchase of mobile carts to help with delivery of breakfast. Director Roberts reviewed the breakfast for participation rates for each of the six schools over the past fifteen years. Tripp Middle School and Leavitt Area High School have begun a “second chance breakfast” option. Director Roberts also thanked the school administrators for their support.
- 5.7. Superintendent’s Report - Kimberly Brandt reported she met with Turner Town Manager Kurt Schaub, Greene Town Manager Charlie Noonan and Joyce Pratt in Leeds on November 21st with the goal of keeping the lines of communication open between the District and the Towns. The discussion included inviting Selectmen to attend Board meetings and budget workshops, the ability to access Board meetings through the Greene TV channel, upcoming work on the District website through strategic planning, and the potential bond project. There will be a change in the budget booklet format with the goal of making it more easily understandable.
Last year Turner had asked the Board to hold the Budget Validation Referendum on the same date as the Town Meeting to encourage participation. Turner will be going back to holding their Town Meeting in April.
Work continues on the Turner Comprehensive Plan and Turner Athletic Association is looking to fund a new sports complex and fields through grants and fundraising.
The Patience Norman Committee has completed their work and the recipient of this year’s award and \$5,000 prize will be announced right before winter break.

The administrative team has spent some good time combing through data, looking at comparative districts and beginning to plan how to move forward toward improving student learning.

Thank you to Marcia Martin and her students who made extremely fragrant and beautiful wreaths this year.

Superintendent Brandt thanked Vice Chair Robert Allen for his nearly eight years of service to the Board. His work has included TTEA, ESP and AFSCME negotiations, serving as Chair of PTB and a member of the Strategic Planning Team.

6. Public Comment – None.

7. Old Business

7.1. Update on Regional Service Center

- Work with Safety Consultant Scott Parker continues. He has reviewed our comprehensive emergency plans, has met with the administrative team and will be meeting with the District Emergency Team and School Emergency Teams to review roles, responsibilities and to run through scenarios. Mr. Parker will also coordinate with police and fire professionals to observe lockdown drills to offer input in our practices.
- Frontline training continues. That training will expand to principals and teachers this winter and the goal is to have the system up and running by March. This system will bring efficiency to our work.

7.2. Update on Strategic Planning

The Strategic Planning Team met for the third time on December 11th. The team developed a survey to elicit input from our communities and set dates for three community forums in January. We need our students', staff's, parents' and community members' help in developing the strategic plan.

8. Consent Agenda – A motion was made by Robert Allen, seconded by Carlos Gnipp and voted unanimously by those present to approve the following Non-Instructional appointments:

8.1. Non-Instructional Appointments:

8.1.1 Leavitt Area High School Winter Coaches (returning):

Mike Hathaway, Varsity Boys Basketball Coach

David Gerrish, Varsity Girls Basketball Coach

Mark Gordon, Volunteer Girls Basketball Coach.

Joe Hutchinson, Varsity Boys Hockey Coach.

Greg Vaillancort, Assistant/JV Boys Hockey Coach.

Jamie Boucher, Volunteer Boys Hockey Coach.

Ryan Gosselin, Volunteer Boys Hockey Coach.

Dana Berube, Girls Varsity Hockey Coach.

Kris Bennet , Volunteer Girls Hockey Coach.
Larry Morin , Volunteer Girls Hockey Coach.
Anne MacIntire, Volunteer Girls Hockey Coach.
Dustin Williamson, Head Nordic Ski Coach.
Neal Rioux, Volunteer Nordic Coach.
Rylee Knox, Volunteer Nordic Coach.
Eric J Guilmet, Varsity Alpine Ski Coach.
Stephanie Richardson, Varsity Cheering Coach.
Spencer Roy, Volunteer Cheering Coach.

8.1.2 Jon Cadman, Leavitt Area High School JV Boys Basketball Coach

8.1.3 Bruce Jordan, Leavitt Area High School Freshman Football Co-Coach

8.1.4 Isaiah Davis Leavitt Area High School Volunteer Indoor Track and Field Coach.

8.1.5 Neal Rioux, Leavitt Area High School Volunteer Indoor Track and Field Coach.

8.1.6 Sara Thurston, Leavitt Area High School Volunteer Indoor Track and Field Coach.

8.1.7 Wes Sirois, Leavitt Area High School Volunteer Boys Basketball Assistant.

8.1.8 Erica Webber, Leavitt Area High School Volunteer Competition Cheering Coach.

8.1.9 Christopher Bryant, Leavitt Area High School Volunteer Nordic Ski Coach.

8.1.10 Gregory Gilbert, Leavitt Area High School Volunteer Girls Basketball Coach.

8.1.11 Angela Courchesney, Leavitt Area High School Volunteer Girls Basketball Coach.

8.1.12 Taylor Landry, Leavitt Area High School Volunteer Girls Ice Hockey Coach.

8.1.13 Kathryn Woodward, Tripp Middle School Special Education Ed Tech III (FSP).

8.1.14 Susan Gibbs, District Wide Bus Driver.

8.1.15 Cheryl Dockum, Turner Elementary School Special Education Ed Tech II.

8.1.16 Amber Brackett, Turner Elementary School Special Education Ed Tech II.

8.1.17 Kristie Davis, Tripp Middle School Food Service Assistant.

8.1.18 AnnMarie Dunton, Pre-K Educational Technician II (4 days week 2018-2019 only).

8.1.19 Crystal Cyr, Tripp Middle School Special Education Ed Tech III-Inspire Program.

8.1.20 Donald Shields, District Wide Bus Driver.

9. New Business:

- 9.1. Instructional Nominations – A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously by those present to approve the following instructional appointment:

- 9.1.1 Megan Labbe, Tripp Middle School Foreign Language Teacher (pending certification).
- 9.2. A motion was made by Richard Gross, seconded by Carlos Gnipp and voted unanimously by those present for acceptance of \$12,000 from the Leavitt Area High School Ski Boosters for the purchase of a snowmobile.
- 9.3. Business Manager Michele Coates provided an update on the potential bond project. Director Labrie and Business Manager Coates spoke with Tom Seekins to discuss the Siemen's Performance Contract work and Business Manager Coates is also working with Food Service Director Roberts about kitchen renovations needed in the next few years. They are working to provide information so that the Board can make decisions about which projects need to be included in the potential bond. This topic will be discussed in more detail at the PTB meeting in January.
- 9.4. Superintendent Brandt reported the completion of the probationary period for the following employees:
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|---------------|-----------------------------------|----------|
| Melissa Wing | District Wide Bus Driver | 11/13/18 |
| Bethony Lyons | Greene Central School Ed Tech III | 11/15/18 |
- 9.5. Assistant Superintendent Theresa Gillis presented on the Maine Assessment & Accountability Reporting System (MAARS) data. Board members were given District and School Comparisons with Labor Market Area schools. Assistant Superintendent Gillis also provided an overview of the upcoming work the administrative team has begun to do collectively and with individual school staffs.
- 9.6. A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously by those present for approval of an additional full-time Van Driver.
- 9.7. A motion was made by Yuri Kowalski , seconded by Richard Gross and voted unanimously by those present for approval of donations to Tripp Middle School's Tiger Take-Out food pantry.
- 9.8. A motion was made by Richard Gross, seconded by Robert Allen and voted unanimously by those present for approval of District Wide Kids' Heart Challenge fundraiser for schools to raise monies for the American Heart Association.
- 9.9. A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously by those present for approval of Mentor Coordinator Job Description.
- 9.10. A motion was made by Richard Gross, seconded by Robert Allen and voted unanimously by those present for approval of Substance Abuse Counselor/Coordinator Job Description.

- 9.11. A motion was made by Richard Gross, seconded by Robert Allen and voted unanimously by those present for approval of deletion of Policy DEC: Revenues from Federal, State, Local Sources.
- 9.12. A motion was made by Richard Gross, seconded by Robert Allen and voted unanimously by those present for approval of deletion of Policy DGA: Authorized Signatures.
- 9.13. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present for approval of deletion of Policy BDG: School Attorney.
- 9.14. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present for approval of deletion of Policy ADAAB: Standards for Ethical and Responsible Behavior.
- 9.15. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present for First Reading and Acceptance of revised Policy BID: Board Member Compensation.
- 9.16. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present for First Reading and Acceptance of revised Policy BEDG: Minutes.
- 9.17. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present for First Reading and Acceptance of revised Policy GCGA: Substitute Teachers.
- 9.18. A motion was made by Richard Gross, seconded by Carlos Gnipp and voted unanimously by those present for First Reading and Acceptance of revised Policy ADAA: School System Commitment to Standards for Ethical and Responsible Behavior.
- 9.19. A motion was made by Richard Gross, seconded by Carlos Gnipp and voted unanimously by those present to use contingency funds for an additional Special Education Ed Tech III for student needs.
- 9.20. A motion was made by Richard Gross, seconded by Carlos Gnipp and voted unanimously by those present to enter into an Executive Session to discuss information related to negotiations with Non-Teacher Association, Council #93 Local 2010 (AFSCME) pursuant to 1 M.R.S.A. §405(6) (D)


The Board entered Executive Session at 7:51 P.M.
The Board returned to Open Session at 7:59 P.M.

- 9.21. A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously by those present to ratify the Non-Teacher Association, Council #93 Local 2010 (AFSCME) contract July 1, 2018 – June 30, 2021.
- 9.22. A motion was made by Carlos Gnipp, seconded by Robert Allen and voted unanimously by those present for an Executive Session to discuss Superintendent of Schools evaluation pursuant to 1 M.R.S.A. § 405(6)(D)

The Board entered Executive Session at 8:00 P.M.
The Board returned to Open Session at 8:43 P.M.

- 9.23. Action as warranted
A motion was made by Richard Gross, seconded by Yuri Kowalski and voted unanimously by those present to extend the Superintendent's contract by two years resulting in a five-year contract from July 1, 2019 - June 30, 2024.
10. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present to adjourn the meeting at 8:46 P.M.

Respectfully submitted,



Kimberly Brandt, Secretary



MEMO

MSAD 52
Business Office
Tel: 225-1000 Fax: 225-5608

Michele Coates, Business Manager

Sally Morissette, Accounts Payable Specialist

Ida Barker, Payroll and Benefits Specialist

Finance Committee Meeting Notes
December 13, 2018
Leeds Central School

Present: Jon Woodard, Richard Gross, Yuri Kowalski, Kim Brandt, Dan Labrie, Rebekah Drysdale, Michele Coates

Accounts Payable and Payroll warrants were reviewed and signed.

Truck Purchase – Dan has worked with Autofair and Rowe Ford and has received a price of \$28,850 for a 2019 F250 with a plow frame (no plow) under their government pricing. It would need to be ordered and will be available in February. We currently have \$24,000 budgeted towards a vehicle and there is money that will not be spent on the TMS school fields as those are slated to be upgraded with the bond project. After discussion the committee agreed that this would be good and practical use of funds rather than buying a used truck.

Full time van driver – there have been three subs driving van on a full time basis. There is an increased cost of approximately \$2000 to hire this employee as a van driver (not a substitute). The committee felt that if we were using substitutes on a daily basis that it makes sense to create another van driver position.

Ed Tech III Contingency - Rebekah spoke of the need for an Ed Tech III needed for a student who is a state agency client. The IEP team feels as though he can work within the system rather than place him out of district. This is asking for use of the contingency position. We bill state agency client and that we get reimbursement for at least part of it. The committee agreed that this would go to the board for discussion and approval.

VW Emissions Bus Grant – MSAD 52 was approved for 2 buses. We will be responsible for 20% of the cost. Michele has been unable to get info on whether or not there would be a maximum cost. More information will be forthcoming in January.

There was discussion regarding a vehicle strategy for next year. Used vans have been purchased in the past (usually 2-3 each year). Dan discussed possibly purchasing a transit van that could be used for transporting small sports teams rather than using a bus driver for the small events. He felt that there would be lots of uses for this vehicle if it were approved for purchase through the budget process.